# Checklist for Salvage Yard Business

Investigator working on case: _____

D/B/A Name and Address: _____

*In order to begin processing a salvage yard application, an **applicant** must submit the following*

____ Before submitting an application, contact the City Planning and Development Department so that they may determine if zoning will allow your proposed business to operate at your proposed location – **City Planning and Development Department** in City Hall, 414 E. 12th St., (816) 513-1500

____ Salvage yard application **(must be signed & notarized).** The application process must be complete and a salvage yard permit must be obtained within six months from the date the application was originally submitted. If the salvage yard permit has not been obtained within six months of the application date, the application may be denied. (http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated /)

____ $100 Application fee – check or money order made out to the City Treasurer

*All of the following information must be submitted by the applicant*

| ***Have*** | ***Need*** | |
|---|---|---|
| ___ | ___ | Consultant consent form signed by the applicant (only applicable if a consultant is used) – **form provided by the Regulated Industries Division** (http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated /) |
| ___ | ___ | A copy of the legal description of all property of the proposed salvage yard |
| ___ | ___ | A diagram of the premises to scale including the total number of **square feet** of the salvage yard**.** The diagram must include the location of all buildings on the premises |
| ___ | ___ | Two (2) recent photographs of the front of the premises to be licensed |
| ___ | ___ | **LLC only** – a copy of the **operating agreement** listing the members and managers of the LLC<br>**Corporation only** – a copy of the **bylaws and all amendments *and* organizational minutes**, verifying all corporate officers, shareholders and number of shares held<br>**Partnership only –** a copy of the **partnership agreement** (limited partnership requires partnership application and appointment of the managing partner) – the managing partner must be noted on the application |
| ___ | ___ | Certificate of good standing **from the State of Missouri**. If the business is less than one year old or a certificate of good standing cannot be retrieved, submit a certificate of organization (LLC or limited partnership – not g*eneral partnership*), ***or*** a certificate of incorporation (corporation) – **from the State of Missouri**, State Office Building in KCMO, 615 E. 13th St., (816) 889-2925 |
| ___ | ___ | Fictitious name registration (**if DBA is different than the corporate name**) – from the State Office Building in KCMO, 615 E. 13th St., (816) 889-2925 |
| ___ | ___ | A statement of no sales/use tax due dated within the preceding 90 days from the date of application – from the Finance Department in City Hall, 414 E. 12th St., (816) 513-1120 or (816) 513-1135 |
| ___ | ___ | A statement of tax clearance dated within the preceding 90 days from the date of application – from the Business License unit of the Finance Department at 1118 Oak Street, KCMO (816) 513-1135. |
| ___ | ___ | A copy of the fire permit (must be from the DBA applying) – from the Fire Marshal's Office, 635 Woodland Ave., (816) 784-9100 |
| ___ | ___ | A copy of the state salvage business license – **from the State of Missouri**, Department of Revenue, State Office Building in KCMO, room 127, 615 E. 13th St., (816) 889-2944 |

***Have*** ***Need***

___ ___ A copy of the State of Missouri retail sales tax license – **from the State of Missouri**, Department of Revenue, State Office Building in KCMO, room 127, 615 E. 13th St., (816) 889-2944

___ ___ A certificate of compliance from Neighborhood Preservation stating:

- There has been a location check to verify all fence requirements are met (Every salvage yard must be enclosed with a fence along all street frontage or public right-of-way and along any area within 100 feet of land under residential zoning or within 100 feet of any building occupied, in whole or in part, as a dwelling. Such fence shall be of a minimum height of eight feet and shall test plumb and square at all times. Gates in the fence are allowed provided such gates are of sound construction and are maintained in accordance with the requirements for a fence. Further such gates shall be closed and securely locked at all times except during the business hours and days authorized in the permit issued by the director);
- The applicant has successfully completed all other requirements of chapter 54; and
- No exterior code violations currently exist on the property
- From the Neighborhood Preservation Division, 4900 Swope Parkway, (816) 513-9010