

# Building blocks to opening a business in Grandview, Missouri

Congratulations on your decision to start your business in the City of Grandview, Missouri! We realize you have been working very hard to get your business up and running and our goal is to assist you in working through these “final steps” of City approvals as quickly as possible. Here is what you need for final approval:

## Occupational License Application

Step 1

The City's [Occupational License Application](#) must be filled out and submitted, along with payment to the Community Development Department at City Hall, 1200 Main Street, Grandview, MO 64030.

Questions? Please contact the Community Development Department at (816) 316-4817.

### Important Information Needed for the Occupational License Application

Several items may be required, along with the Occupational License Application, in order to process your application. These items are:

1. [Home Occupation Permit Application](#) \*
2. Proof of Worker's Compensation Insurance \*\*
3. Proof of General Liability Insurance \*\*\*
4. Other State required permits or licenses
5. Other Jackson County required permits or licenses
6. Other City required licenses (i.e. Liquor \*\*\*\*)

## Review of Occupational License Application

Step 2

Once the application is completed, submitted and all fees paid, dedicated city staff will begin the license approval process. For businesses physically located in Grandview, Missouri, a site inspection is required as part of that process to verify compliance with all building, fire and zoning codes. To schedule your inspection(s), please call:

Zoning & Building Inspections – Community Development Department .....(816) 316-4817  
Fire Marshal Inspections – Fire Department ..... (816) 316-4961

Once the City of Grandview, Missouri has received all the required paperwork, completed the required inspections, and all approvals have been given, an Occupational License will be mailed directly to you.

We hope this information packet has been helpful in getting your business up and running! We sincerely appreciate you choosing the City of Grandview, Missouri as the place to own and operate your business. We wish you much success in the future.

- \* Only required if the business is operated from a home located in Grandview.
- \*\* The State of Missouri requires proof of [Worker's Compensation Insurance](#) for those businesses with five (5) or more employees or one (1) or more employees if the business is in the construction industry.
- \*\*\* General Liability Insurance is required only for Sign Contractors or if applying for one of the three Craftsman Licenses (mechanical, electrical or plumbing).
- \*\*\*\* [Liquor License & Cigarette License](#) applicants need to start the process in the City Clerk's Office.

**Helpful resources:** All items listed in blue have links available for applications, permits and/or licensing information on [Grandview.org](http://Grandview.org) under [Doing Business](#)

City Occupational License Ordinances - [www.municode.com/library/mo/grandview/codes/code\\_of\\_ordinances](http://www.municode.com/library/mo/grandview/codes/code_of_ordinances)  
Small Business Administration (SBA) - [www.sba.gov/offices/district/mo/kansas-city](http://www.sba.gov/offices/district/mo/kansas-city)

