



*City of Marshall, Missouri*  
Requirements for Business License  
Contractors

- 1) Complete Application
- 2) If you are a Corporation, L.L.C., or L.L.P. you will need to supply a copy of the first page of the Articles of Incorporation or Organization from the Missouri Secretary of State or a Certificate stating you are in good standing with the Missouri Secretary of State.
- 3) If you are **not** a Corporation, L.L.C., or L.L.P. and the name of your business does not include the owner's first and last name in the name of the business you will need to file Fictitious Name Registration with the Secretary of State's Office toll free at (866) 223-6535 or [www.sos.mo.gov](http://www.sos.mo.gov).
- 4) A copy of your Missouri Retail Sales License **and** a "No Tax Due" statement from the Missouri Department of Revenue is required. To obtain a Missouri Retail Sales License, contact the Missouri Department of Revenue at (573) 751-4450 or [www.dor.mo.gov](http://www.dor.mo.gov).
- 5) Contractors who have one (1) or more employee must provide a Certificate of Worker's Compensation.
- 6) Contractors who have a physical business location must complete a Certificate of Occupancy Form. This form must be approved by the City Inspector prior to licensing. The City Inspector reserves the right to inspect prior to the approval of the Certificate of Occupancy.
- 7) Fee: \$ 50.00

City Clerk reserves the right to review application prior to issuance of license.