

Starting a Business: Registration, Permits and Licensing

For all information pertaining to starting a business, visit the Missouri Business Portal:

https://www.sos.mo.gov/business/outreach/starting_steps

Register as a Business entity: <http://sos.mo.gov/business/startBusiness.asp>; 573-751-4153

- a) Choose a business entity
- b) File a creation document with the Secretary of State, if needed
 - a. Corporation — Articles of incorporation
 - b. General Partnership — No creation document required; fictitious name filing may be necessary
 - c. Limited Partnership — Certificate of limited partnership
 - d. Limited Liability Company — Articles of organization
- c) Consider [Fictitious Name Registration](#) — If the business will operate under a name other than your own or the exact name of the entity, you must register that different name.

Obtain a Missouri Tax ID/register for taxes:

- a) Must first have Sales/Use Tax Bond: <http://dort.mo.gov/tax/calculators/bond/>
- b) Missouri Tax Registration: <https://dors.mo.gov/tax/coreg/index.jsp>; 573-751-5860

Obtain licensing for your industry: search by industry at <http://pr.mo.gov/>

Apply for Federal Employer ID:

<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

To obtain an Atchison County merchants license:

(if business pays sales tax, will require a Merchant's License)

Application and \$25 fee; Collector's office, 400 S. Washington St., Rock Port; 660-744-2770

Contact individual cities for permits required locally:

City of Fairfax: only for alcohol and/or tobacco

Main St., Fairfax, 660-686-3520

City of Rock Port: Application and \$15 fee (liquor additional fee, approved by Board of Aldermen)

500 S. Main St., Rock Port, 660-744-2636

City of Tarkio: Application at City Hall, fee depends on type of business (ranges from \$6-\$50)

602 Main St., Tarkio, 660-736-4821

For Health Department related inspections and permitting, call 660-736-4121.

Please contact ACDC (660-744-6562; atchdev@rpt.coop) if you have questions about starting your business in Atchison County. We are here to help you!