

Checklist for Salvage Yard Business

Investigator _____

DBA name and address _____

The following requirements will be completed by the investigator

_____ **Investigator requirement** – With the exception of contingency items, once all required documents have been submitted by the applicant you must send an email to the Fire Marshal’s office asking if they have any objection to a salvage yard permit being issued at the location – *Form email on server. Section 54-104(a)(8)*

_____ **Investigator requirement** – A copy of the final invoice showing all outstanding permit/license fees

_____ **Investigator requirement** – Before submitting the case for final approval, *except for the application, any drivers’ licenses, and schedules P’s*, upload all documents into the software system for digital record keeping. Upload the application once it has been signed and approved/disapproved by management.

_____ **Investigator requirement** – *After the case has been granted final approval*, upload all schedule P’s and/or drivers licenses to the server in the file titled “Drivers Licenses & Schedule P’s” (titled: last name first and document name such as “Kent, Clark – Schedule P”). Shred paper documents once this has been done.

All of the following information must be submitted by the applicant

Have Need

_____ _____ A copy of the zoning clearance from the **City Planning and Development Department** – City Hall, 414 E. 12th St., (816) 513-1500. **Section 54-104(a)(8)**

Have Need

_____ _____ Salvage yard application (**must be signed**). **Form provided by the Regulated Industries Division** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)

Have Need

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

Have Need

_____ _____ Consultant consent form signed by the applicant (only applicable if a consultant is used) – **Form provided by Regulated Industries** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)

Have Need

_____ _____ A copy of the legal description of all property of the proposed salvage yard

Have Need

_____ _____ A diagram of the premises to scale including the total number of **square feet**. The diagram must include the location of all buildings on the premises

Have Need

_____ _____ **Schedule P** from **Designated Agent** and anyone who owns **more than 10 percent** of the stock in the location or who owns **more than 10 percent** of the business. **Form provided by Regulated Industries Division** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)

Have Need

_____ _____ Two (2) recent photographs of the front of the premises to be licensed

Have Need

_____ _____ 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 *general partnership*), or a certificate of incorporation (corporation) – **from the State of Missouri**, State Office Building in KCMO, 615 E. 13th St., (816) 889-2925

Have Need

___ ___ 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

Have Need

___ ___ 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 (816) 513-1135. **Section 54-104(a)(7)**

Have Need

___ ___ 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

Have Need

- ___ ___ A certificate of compliance from the **Neighborhood Preservation Division** 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**, City Hall, 414 E. 12th St., (816) 513-9010