

Checklist for day labor business

Investigator _____

DBA name and address _____

Date application assigned _____ Date case completed _____

The following requirements will be completed by the investigator working on your case

___ **Investigator requirement** – visit the facility and use the day labor business requirements checklist to verify that the facility has met all ordinance requirements

___ **Investigator requirement** – With the exception of contingency items, once all required documents are submitted by the applicant, you must send an email to the Fire Marshal’s office asking if they object to a short term loan establishment permit being issued at the location – *Form on server. Section 10-162(a)(13)*

___ **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 Health Department asking if they have object to a short term loan establishment permit being issued at the location – *Form email on server. Section 10-162(a)(13)*

___ **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 listed below 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.

Have Need

___ ___ Day labor business application – **Form provided by the Regulated Industries Division.** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)

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

___ ___ **Certificate of insurance** – liability insurance of not less than \$1 million.

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 **Finance Department** at 1118 Oak Street, KCMO (816) 513-1135.

Day labor business – Any enterprise, other than a labor union or a not-for-profit organization, engaged in procuring or providing persons to perform temporary unskilled work at a site other than the premises in which (1) the day laborers are paid, by the day labor business or a third-party employer, each work day or on the business day following the work day and (2) persons arrive at the premises to make application for work as a day laborer, to obtain assignment for day labor, to obtain transportation to a day labor site or to obtain payment of wages or benefits for day labor. For purposes of this definition, "unskilled work" means work involving physical tasks for which the (1) the worker is not required by law to hold a professional or occupational license or (2) the employer or contractor controlling the site of the work does not require the worker to have (a) a high school diploma or its equivalent or (b) education beyond high school, or (c) relevant vocational education or (d) demonstrated proficiency with a specified type of machinery to be used in the work, but does not include white collar, secretarial, clerical or professional work.

10-31-2024