Starting A Business

Salem and Dent County

Contents

Planning Before You Start 2

Permits, Licenses & Registration

- City of Salem 3
- Dent County 4
- State of Missouri & Federal Tax Identification Number 5

Economic Development Resources 6

Property Information & Financial Institutions and Resources 7

Community Information 8

Salem
MISSOURI
ECONOMIC DEVELOPMENT

400 N. Iron St., Salem, MO 65560

O: 573-729-2428 C: 573-453-6871

economic@salemmo.com

Planning Before You Start

Starting Your Business

Examine your business ideas and determine your potential for success before you spend time and money developing a business plan and before you open the doors. Honest answers to these questions will identify areas of strength and concerns and provide insight into your market, competitors, start-up costs, sales and financing. This will help you make an educated decision about moving forward.

Assistance for starting a business is available from the Small Business Administration http://sba.gov/smallbusinessplanner/start/index.html and there is also helpful information at https://openforbiz.mo.gov/. A business plan is always recommended and required if you will be applying for loans or other financial or economic development assistance. Various business plan templates and information can be viewed and downloaded here: https://www.inc.com/larry-kim/top-10-business-plan-templates-you-can-downl oad-free.html

For in-person help with writing a business plan with no cost, contact the Missouri Small Business and Technology Center located in Rolla. Business Counselors Karen Leatherman and Travin Shelton can walk you through the process and help answer questions about your business idea and plan.

Missouri Small Business and Technology Center

Business Counselor, Karen Leatherman
573-341-4551, leathermank@mst.edu

Business Counselor, Travin Shelton
573-341-6272, sheltontt@mst.edu

Accountant services are not mandatory but it is highly recommended that one be consulted. Seeking recommendations from your attorney, banker, or other business associate is also recommended. Planning is essential to your success.

Registration – Registration is necessary with local governments, the Secretary of State, and the Federal Government. The process and type of registration is different for each type of business. Types of Business include Sole Proprietorship, Partnership, Limited Partnership, Limited Liability (LLC), and Corporation.

Contacts for local, state, and federal registration are provided in this document with telephone numbers and websites to make starting your business easier. For any additional questions you may contact the City of Salem Economic Development Director:

City of Salem and Dent County Economic Development

Economic Development Director, Sally Burbridge
O: 573-729-2428, C: 573-453-6871
economic@salemmo.com
400 N. Iron Street, Salem MO 65560

Permits, Licenses & Registration

City of Salem

The City of Salem requires the following permits and licenses. Call the City Administration Building at 573-729-5211 for additional information or applications. The Administration Building is located at 400 N Iron St., Salem, MO.

- **Zoning** – contact the City Clerk or Economic Development Director to determine the appropriate zoning district for your business.
- **Building/Demolition Permits** – contact our Building Inspector if you or your landlord plan to make any changes to the building you own or lease, or if new construction is proposed. For new construction, the Building Inspector can answer questions about setbacks, parking, landscaping and signs permits. A Building permit must be obtained prior to ANY demolition work and/or any construction, plumbing, or electrical work beginning. This includes demolition necessary for a remodel. The inspector will conduct periodic inspections during the construction to assure compliance with City codes.
- **Signs** – The City regulates the number, type, and placement of business signs. Contact the Building Inspector for permit applications and details. MO Department of Transportation also regulates signs along State Highways in and out of the City of Salem.
- **Business License** - Most businesses must obtain a City of Salem business license, including food trucks, temporary rentals (Air bnb, VBRO, etc) and craft/event vendors. Contact the City Clerk to obtain a license application. Depending on the type of business, you may need a sales tax number, an Employer Identification Number (EIN) and an inspection by the Dent County Health Center for food related businesses. $25 annually.
- **Liquor License** – The sale of intoxicating beverages of any kind in the City of Salem requires state, county, and city liquor licenses. Once you have received your state license you may apply for your city license by contacting the City Clerk .
- **Home Occupations** – The City of Salem does not allow businesses in residential areas without a variance. All home occupations, contractors, and service providers are required to register with the City of Salem. Contractors must provide proof of workman's compensation insurance. Contact the City Clerk with questions about Home Occupations.
- **Local information** on site selection, traffic counts, community profiles, etc. are available from the Economic Development Director.

Contacts

Building Inspector—bldginspector@salemmo.com, 573-729-4811

City Clerk—cityclerk@salemmo.com, 573-729-5211

Economic Development Director—economic@salemmo.com, 573-729-2428

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Permits, Licenses & Registration

Dent County

- **Dent County Merchants License** – Any business located in Dent County and Salem, Missouri that sells products, and collects taxes must obtain a County Merchants License from the County Collector's Office 573-729-3911 for an annual fee of $25. The Collector is located in the Dent County Courthouse. You will need your Missouri Tax ID number before completing the application.

- **Dent County Liquor License** - A County liquor license is required in addition to the state and city liquor license for any establishment that plans to sell alcohol in the City of Salem or Dent County. The state liquor license should be obtained prior to applying for the county license from the County Clerk, 573-729-4144 in the Dent County Courthouse.

- **Zoning** – At this time, there are no planning and zoning regulations, building codes or occupancy certificates in Dent County. State and federal regulations apply to building in flood plains or for construction of waste disposal systems.

- **Food Related Businesses** - Any business that will be processing, preparing, serving or selling food items (examples: restaurants, food trucks, grocery stores, processing facilities, etc.) must be inspected by the Dent County Health Center and will not be issued a city or county license until such inspection is passed. For information and inspection, contact Roma Jones with the Dent County Health Office at 573-729-3106.



Permits, Licenses & Registration

State of Missouri

- **Sate of Missouri Assistance** - https://openforbiz.mo.gov/. A special website to assist MO existing or start up businesses.

- **Missouri Tax ID #** – The State of Missouri requires that all businesses selling a product and collecting taxes complete a Missouri Tax Registration. Registration information, forms and instructions are available from www.dor.mo.gov or by calling 1-800-877-6881.

- **Registration of a Fictitious Name** – An application for the Registration of a Fictitious Name is available on line at www.sos.mo.gov. Availability of names may be checked on this site.

- **State Liquor License** – The MO Department of Public Safety Alcohol & Tobacco Control https://atc.dps.mo.gov/ or you may contact the Springfield District office at 1-471-895-5004 and they can assist with all state level liquor licensing questions.

Federal Tax Identification

Employer Identification Number (EIN) An Employer Identification Number (EIN), also known as a Federal Tax Identification Number, is a nine-digit number that the IRS assigns to business entities. The IRS uses this number to identify taxpayers that are required to file various business tax returns. EINs are used by employers, sole proprietors, corporations, partnerships, non-profit organizations, trusts and estates, government agencies, certain individuals and other business entities. File for your EIN here: https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online.

Local Economic Development Resources

City of Salem & Dent County Economic Development

Sally Burbridge, Director
Office: 573-729-2428 Cell: 573-453-6871
economic@salemmo.com
www.salemmo.com

Dent County Industrial Development Authority

Donald Dodd, President
Contact City of Salem & Dent County Economic Development (above)

Enhanced Enterprise Zone Board

Dean Jones, Board Chairman
Contact City of Salem & Dent County Economic Development (above)

Salem Area Chamber of Commerce and Visitor Center

Tabatha Utley, Director
573-729-6900
chamber@salemmo.com
www.salemmo.com

Salem
MISSOURI
ECONOMIC DEVELOPMENT

Salem
DENT COUNTY
MISSOURI
AREA CHAMBER of COMMERCE

Property Information

Missouri Location One Available Building and Sites for Salem and Dent County– http://www.salemmo.com/business/LandBuildings.asp

Director of Economic Development – economic@salemmo.com 573-729-2428

A list of **local Real Estate Agents and Brokers** may be found here: http://www.salemmo.com/business_dir.asp?CatID=17#Agents/Brokers

Financial Institutions and Resources

A list of **local Financial Institutions** may be found here: http://www.salemmo.com/business_dir.asp?CatID=51

Meramec Regional Development Corporation (Loan Fund)

Maria Bancroft, Business Loan Specialist
573-265-993, ext. 114
mbancroft@meramecregion.org
https://www.meramecregion.org/

USDA—Rural Development (Loan and Grant Programs)

Ray Mowery, Program Specialist
417-967-2028, ext 4
ray.mowery@usda.gov
https://www.rd.usda.gov/mo

Justine Peterson (Micro-loans & Business Counseling)

314-533-2411

Community Profile

Catch the current in Salem. As the gateway to the Ozark National Scenic Riverways, the Salem Community is filled with outdoor adventure and welcoming people. Naturally attractive to all ages, we strive to sustain an economically diverse and vibrant community that attracts tourist, families, and industry. We celebrate our hardworking, safe, and active community with amenities, resources, and community gatherings that unite us.

Centrally Located

Salem is located in South Central Missouri – 28 miles southeast of Interstate 44 where highways 19, 68, 32, and 72 intersect. It is a two-hour drive from, St Louis, Columbia, and Springfield Missouri. We are five hours from Kansas City, Missouri and Memphis, Tennessee.

Please visit the City of Salem's web site or contact our Economic Development Director, Sally Burbridge (economic@salemmo.com or 573-729-2428) for information and statistics regarding topics below:

- Demographics - http://www.salemmo.com/business/Demographics.asp
- Leading employers - http://www.salemmo.com/business/Demographics.asp
- Industrial Park - http://www.salemmo.com/business/LandBuildings.asp
- Assistance and Incentives

