

# Starting A Business

# Salem and Dent County

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ECONOMIC DEVELOPMENT

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# 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-download-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, Taisia Gordon

573-341-4551, [tgordon@mst.edu](mailto:tgordon@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@salem-mo.com](mailto:economic@salem-mo.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 sign permits. A Building permit must be obtained prior to ANY demolition work, 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 (Airbnb, VBRO, etc) and craft/event vendors. Contact the City Clerk to obtain an application. Depending on the type of business, you may need a MO sales tax number, an Employer Identification Number (EIN) and an inspection by the Dent County Health Center for food related businesses. \$25 annually. You must also check into getting a Dent County Merchant's license.
- **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@salemмо.com](mailto:bldginspector@salemмо.com), 573-729-4811

**City Clerk**—[cityclerk@salemмо.com](mailto:cityclerk@salemмо.com), 573-729-5211

**Economic Development Director**—[economic@salemмо.com](mailto:economic@salemмо.com),  
573-729-2428



# Permits, Licenses & Registration

## Dent County

- **Dent County Merchants License** – Any business located in Dent County and Salem, Missouri that sells products, 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. If you only do business outside the City of Salem, all you need is the County, State and Federal licenses/registrations. If you perform services or sell goods inside the City, even though your business location is outside the city, you must get a City business license in addition to the County merchant’s license.

- **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 and Medical Marijuana

These businesses are subject to additional regulations and require additional permitting or licensing. There are others requiring additional permitting or licensing, however, the two types of businesses included here generate the largest amount of questions.

- **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.
- **Medical Marijuana (MM)**—Businesses involved in ANY form of MM cultivation, processing, testing, transportation or dispensing (sales) must first be licensed by the Missouri Department of Health & Senior Services (see the following page for State of Missouri).
  - City of Salem—MM Dispensaries cannot locate within 500 ft of a school, daycare, church or public park. Other MM related businesses may only be located within an Industrial Zone.
  - Dent County (outside the City of Salem) - MM related businesses and facilities fall under the state restrictions of 1000 ft from a school, daycare or church.

# 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](http://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](http://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.
- **Medical Marijuana Licensing**—The Missouri Department of health & Senior Services regulates the licensing of medical marijuana: <https://health.mo.gov/safety/medical-marijuana/index.php> or you may email general inquiries to [medicalmarijuanainfo@health.mo.gov](mailto:medicalmarijuanainfo@health.mo.gov) or reach them at 866-219-0165.

## Vacation Rentals (Airbnb, VBRO, etc.)

Vacation Rentals are required to file for a Missouri Tax ID# (see above), a Dent County Merchants License (see page 4) and if inside the City of Salem, a Business License for Temporary Rentals (see page 3). Vacation Rental operators are also required to collect and remit to the Dent County Collector a Tourism Tax of 2%. This applies to ALL temporary rentals in the City and County.

If listing through Airbnb, one of their initial emails will state that they collect Tourism Tax among others. In Dent County, Airbnb ONLY collects Sales Taxes; State, County and City, if applicable (6.475% in the County and 8.350% in the City). This means you as the operator/owner of the vacation rental must collect and remit to Dent County the Tourism Tax of 2%.

## 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>.

# Sales Taxes

in general, the following table illustrates both the licenses/registrations required and the percentage of sales tax your business should be collecting based upon location of the business. There are some exceptions, such as contractors, food trucks, etc who pay based upon the location of the job site.

## Businesses located in Dent County

Missouri Sales Tax	4.23%
(must be <a href="#">registered with the State of MO</a> )	
Dent County Sales Tax	2.25%
(must have <a href="#">Dent County Merchants License</a> )	
<b>TOTAL Sales Tax</b>	<b>6.48%</b>

## Businesses located in City of Salem

Missouri Sales Tax	4.23%
(must be <a href="#">registered with the State of MO</a> )	
Dent County Sales Tax	2.25%
(must have <a href="#">Dent County Merchants License</a> )	
City of Salem Sales Tax	1.875%
(must have <a href="#">City Business License</a> )	
<b>TOTAL Sales Tax</b>	<b>8.335%</b>

# Local Economic Development Resources

## City of Salem & Dent County Economic Development

Sally Burbridge, Director  
Office: 573-729-2428 Cell: 573-453-6871  
[economic@salemмо.com](mailto:economic@salemмо.com)  
[www.salemмо.com](http://www.salemмо.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)

## Dent County Extension

Sarah Massengale, County Engagement Specialist in Community Economic Development  
573-729-3196  
<https://extension.missouri.edu/counties/dent>

## Salem Area Chamber of Commerce and Visitor Center

Tabatha Utley, Director  
573-729-6900  
[chamber@salemмо.com](mailto:chamber@salemмо.com)  
[www.salemмо.com](http://www.salemмо.com)



# Property Information

**Missouri Location One** Available Building and Sites for Salem and Dent County—

[https://www.salemmo.com/city/government/departments/economic\\_development/buildings\\_and\\_land.php](https://www.salemmo.com/city/government/departments/economic_development/buildings_and_land.php)

**Director of Economic Development** – [economic@salemmo.com](mailto:economic@salemmo.com) 573-729-2428

A list of **local Real Estate Agents and Brokers** may be found here:

[https://www.salemmo.com/city/business/business\\_directory.php](https://www.salemmo.com/city/business/business_directory.php)—Click on “Real Estate”

## Financial Institutions and Resources

A list of **local Financial Institutions** may be found here: [https://www.salemmo.com/city/business/business\\_directory.php](https://www.salemmo.com/city/business/business_directory.php)—Click on “Lending Institutions”

### **Meramec Regional Development Corporation (Loan Fund)**

Maria Bancroft, Business Loan Specialist

573-265-993, ext. 114

[mbancroft@meramecregion.org](mailto: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](mailto:ray.mowery@usda.gov)

<https://www.rd.usda.gov/mo>

### **Justine Petersen (Micro-loans & Business Counseling)**

314-533-2411

<https://justinepetersen.org/what-we-do/small-business>



# 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: [www.salemmo.com](http://www.salemmo.com), or contact our Economic Development Director, Sally Burbridge ([economic@salemmo.com](mailto:economic@salemmo.com) or 573-729-2428) for information and statistics regarding: demographics, leading employers, industrial park land, business assistance and incentives.

