



*City of Hannibal*

City Clerk's Office

320 Broadway • Hannibal, MO 63401

Phone: 573 221-0111 • Fax: 573 221-8191

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## **NOTICE TO ALL PERSONS PURCHASING OR RENEWING A BUSINESS LICENSE**

The State of Missouri has recently passed legislation requiring a current **Certification of No Tax Due or Sales Tax Certification** to be presented prior to the issuance/ renewal of a City Business License. **(573-751-9268)** "The date of issuance on the statement that the licensee owes no tax due shall be no more than ninety days before the date of submission for application or renewal of the City license," as stated by Missouri Revised Statutes Chapter 144. Sales and Use Tax, Section 144.083.

Please note: this is a State requirement therefore; the City of Hannibal **MUST** comply with the requirement. If you have questions, please contact us.

Sincerely,

Angelica N. Zerbonia  
City Clerk



Business License No. \_\_\_\_\_

### APPLICATION FOR BUSINESS LICENSE

City of Hannibal, Mo.  
Building and Fire Departments  
Marion County Health Department

Name of Business: \_\_\_\_\_ Telephone: \_\_\_\_\_

Business Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Type of Business: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Applicant FEIN or SS#: \_\_\_\_\_

Home Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Business Location:  Own  Lease/Rent Owner Name (If leased or rented): \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Building Department Inspection 221-0111</b>	<b>Approved</b>	<b>Disapproved</b>	<b>N/A</b>
Zoning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Off Street Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handicap Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handicap Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handicap Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building, Structural	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electric System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Number of Salon Chairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Number of Tanning Beds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complies W/H1 Dist Rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Final Approval By: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Fire Department Inspection 221-0657</b>	<b>Approved</b>	<b>Disapproved</b>	<b>N/A</b>
Exits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exit Signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Protection System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smoke Detectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alarms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Extinguishers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Final Approval By: \_\_\_\_\_ Date: \_\_\_\_\_

#### Marion County Health Department Information (573) 221-1166

Premises Meets the Requirements of the Marion County Health Department.

Final Approval By: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Hannibal Business License Inspection Checklist- General Guidelines

*This list shows only the most common fire codes. Other codes not listed, may be applicable.*

### **Building Floor Plan of Building**

An 8.5" X 11" drawing of the floor plan of the building or portion of building occupied by the business must be submitted to the Fire Department at time of inspection. The drawing should include the following information:

- Approximate dimension of the exterior of the building
- Show all entrance and exits
- Show location of all utilities coming into the building
- Show all locations with any hazard
- Show each floor of building
- Show location of stairs in building

**Exit Signs** (These are **guidelines** – check with the Fire Dept for complete requirements)

Exit Signs are required on all exit doors unless premise exit meet the following exceptions:

EXCEPTIONS: (There are other exceptions but these are the most common.)

- Exit signs are not required in rooms or areas, which require only one exit.
- Exit signs are required when there is more than one exit. Two exits or exit access doorways from any space shall be provided where any **one** of the following conditions exist:
  - If the occupant load exceeds 50
  - The common path of egress travel exceeds 75'
  - If main exterior exit doors or gates are obvious and clearly identifiable as exits.

If exit signs are required then they shall be internally or externally illuminated at all times. Exit signs shall be connected to an emergency electrical system provided from storage batteries, unit equipment or on site generator.

### **Emergency lighting**

If emergency lights are used, they must be operational. **If the business is going to be occupied during the evening hours then emergency lighting is required.** Emergency lights need to be mounted so that the exit path is lit when the lights are on.

### **Light Bulbs**

Exposed bulbs less than 8' from the floor shall be covered or replaced with fluorescent bulbs. This is really important in small storage closets.

### **Wiring/Electrical**

- Wiring less than 8' needs to be protected from physical danger.
- Temporary cords/wiring shouldn't run through walls.
- All junction boxes, outlets and switches shall be covered.
- All electrical splices must be in a junction box.
- Any old wiring that is disconnected should be removed.
- A 30" clearance shall be maintained around electrical panels. All electrical panels or boxes should have covers installed. Any openings on the electric panel should be filled.

**GFCI Outlets**

GFCI outlets are required in any bathroom, over counter tops with water present and on rooftops. GFCI outlets will be recommended in areas that are close to water, such as mop sinks, sinks used in salons for washing hair, water fountains, ice machines, etc.

**Extension cords**

Extension cords cannot be used in place of permanent wiring. Power strips with a built in circuit breaker may be used. Cords cannot be run under rugs or furniture.

**Gas Shut Offs**

Shut offs are required for each gas appliance. They should be on the outside and within 6' of the appliance.

**Address Numbers**

Address numbers shall be posted on each business on the street side of the building. The minimum size of each number is 4" tall and ½" wide.

**Stock Clearance**

Extra stock may not be stored within 24" of the ceiling. If the building is equipped with a sprinkler system then an 18" clearance should be maintained around sprinkler heads.

**Fire Extinguishers**

All businesses are required to have a fire extinguisher. The minimum size is a 2A10BC, also known as a 5-pound extinguisher. Fire extinguishers are required to be hung or mounted no higher than 5' to the top of the extinguisher. They shall be easily seen and accessible. The fire extinguisher is required to have an annual inspection and tagged by a company or person qualified to inspect fire extinguishers.

Some of the local companies that can provide this service are:

- **Huck Finn Fire Extinguishers** (573) 248-9750
- **Quincy Fire Equipment** (217) 223-0612
- **Getz Fire Equipment** (800) 747-3473

**Fire Suppression Systems**

Businesses with a commercial kitchen require a fire suppression system. If there is a system already in place then it must meet the current code(s). Fire Suppression Systems must be inspected semi-annually. Any of the above listed companies should be able to help provide this service.

All commercial kitchens are also required to have a Class K fire extinguisher.

A commercial kitchen is defined as any place that cooks for more than 16 people or occupants.

**Building Repair**

Any holes in ceilings or walls will need to be filled or repaired. Smaller holes can be filled with fire retardant expanding foam while larger holes will require drywall. Any missing ceiling tile will need to be replaced.

**Water Heaters**

Water heaters must have a pipe connected to the relief valve. The piping shall extend to within 6" of the floor. No combustibles shall be stored within 30" of the heater.

**Furnaces/Heating Appliances**

No combustibles shall be stored within 30" of a heater or furnace.

**General Housekeeping.**

Keep aisles clear for emergency services access. Keep old stock, merchandise and clutter to a minimum.

**Spray Finishing**

Any spray rooms or booths will need to be protected by a sprinkler or suppression system. There are certain occupancies that require a sprinkler system only. These occupancies are Assembly, Educational, Institutional and Residential.

If you have any questions regarding these systems you can contact either the Building Inspectors office or the Hannibal Fire Department at the numbers listed above.

**Sprinkler Systems**

Sprinkler systems are required to have an annual inspection by a qualified company or person. Some of the companies listed above in the fire extinguisher section can provide this service.

If the building is protected by a sprinkler system, the system must remain in service.

# Marion County Emergency Services

PO Box 798 • Hannibal, Missouri 63401  
Voice/TDD (573) 221-1806 • FAX (573) 221-0964

## KEYHOLDER REGISTRATION

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Alarm Company Name/Number: \_\_\_\_\_

### Please list at least 3 contact people we can call in case of an emergency when the business is closed:

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Other Numbers: \_\_\_\_\_

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Other Numbers: \_\_\_\_\_

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Other Numbers: \_\_\_\_\_

### Please list business hours, lights left on, cleaning crew & schedule, and any other information that may be relevant to your business after hours:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### OFFICE USE ONLY

Received by: \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_

Entered by: \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_