

**HELPFUL PHONE
NUMBERS AND
WEBSITES**

1. MISSOURI DEPARTMENT OF REVENUE
www.dor.mo.gov
(573)751-5860
OPTION 5 then OPTION 1
2. MISSOURI SECRETARY OF STATE
www.sos.mo.gov
(573) 751-4936
3. FIRE DEPT. INSPECTIONS
(417) 243-2780
4. BUILDING DEPT. INSPECTIONS
(417) 337-8505
5. TANEY COUNTY LICENSING DIVISION
(417) 546-7216
6. MISSOURI DIVISION OF WORKERS' COMPENSATION
573-751-4231
www.labor.mo.gov/DWC
7. MISSOURI DEPARTMENT OF REVENUE –TRANSIENT EMPLOYER REGISTRATION
(573) 751-0459

FINANCE
DEPARTMENT



"Where values are the difference"

City of Branson-Licensing

110 W. Maddux, Ste. 200
Branson, MO 65616
Phone: (417) 337-8551
Fax: (417) 335-6042

Monday – Friday, 8:00 AM – 4:30 PM

**CONTRACTOR
REGISTRATION
FORM
INSTRUCTIONS**

**City of Branson
Missouri**

HOW TO COMPLETE YOUR CONTRACTOR REGISTRATION

Contractors working in Branson must register their business before beginning work within city limits. This document provides some instructions on completing the registration application, which is available at www.bransonmo.gov/finance or at the Finance Department's office located in City Hall. If you should need further assistance please do not hesitate to call us at (417) 337-8551.

1. Name of Corporation. If applicable, provide the name of the corporation or Limited Liability Company.

2. Name of Business. Use the name actually used on business cards & in advertising. The business can be your personal name. The business name, if other than your personal name, must be registered with the Secretary of State at www.sos.mo.gov.

3. Business Phone. The phone # to be used to contact the business. This number will be given to the general public, if requested.

4. FEIN #. The federal employer # assigned to the business.

5. Business E-mail. The e-mail address used to contact the business.

6. Business Address. The physical address of where the business is located.

7. Mailing Address. Address where city notices and renewals should be mailed if different from the business address.

8. Type of Ownership. Check the box that best describes how your business is legally structured.

9. Owners, etc. List the owners, LLC members, partners, and officers of the business. Use an add-on sheet if not enough space is provided on the form.

10. Business Description. Give a concise description of the types of transactions the business will conduct.

11. Annual License Fees. The annual fee is based upon the number of employees working in Branson on the busiest day of the year. Subcontractors are to be counted as employees unless they have a city contractor's license.

12. Worker's Compensation Insurance. The business is to provide the city proof of workmen compensation insurance coverage unless they are exempted by Missouri state law (287.040). If exempt, a signature is required certifying they are indeed exempt.

13. Responsible Party. The document is to be signed by the person the business designates as being responsible for the conduct of the business in Branson. A copy of a driver's license is required.

Special notes:

- a. Normal processing for registration is 1 to 3 business days once all required documents are provided.
- b. License fees are due at the time of application and are not refundable.
- c. Licenses are valid from May 1 through April 30 of the following year.
- d. The contractor cannot commence work in Branson or pull permits until the contractor's license has been issued by the Finance Department.