



Doing Business

IN THE CITY OF RAYTOWN



Welcome!

This booklet is intended to serve as a guide to assist you in opening your business in Raytown, Missouri.

The booklet contains a step by step method that includes contact information for quick access to additional information you may need for doing business in Raytown.

This guide may not include all the information you may need. Also, it is a good business practice to consult an attorney and/or accountant to advise you with your business decisions.

With a population of 30,000, Raytown is a progressive, business-friendly community and a great place to grow your ideas and your business. We are well known for our affordable housing market and business-friendly atmosphere.

The geographic location of Raytown makes it an attractive residential area and a hub for commerce. Raytown is located only 15 minutes from major metropolitan business and commercial centers such as Downtown Kansas City, Town Center Square and the Country Club Plaza.

*Thank you for locating or considering
locating your business in Raytown!*

We believe in helping our business partners in Raytown and consider every person and entity an important part of building a vibrant community. To help you reach the goals of your business, we have assembled this booklet for your convenience to help you find contact information or to quickly access additional information you may need to open a business.

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Getting
Started



We are here to help!

Here in Raytown, the Development and Public Affairs Department, the Economic Development Department and the Raytown Area Chamber of Commerce work together to serve the business community. We are available whether you're thinking about starting a business or have decided.

We also suggest you visit the Raytown Area Chamber of Commerce. It serves as another point of contact for new, relocating or expanding businesses in Raytown. The Chamber team is ready to connect you to the tools and resources your business needs to succeed.



Raytown Area Chamber of Commerce

5909 Raytown Trafficway, Raytown MO 64133
(816) 353-8500



www.raytownchamber.com



It is advisable to enlist the services of an accountant and legal council when considering a new business operation. Their advice and guidance can help you choose the form of business organization best suited for your particular situation.

The Missouri Bar lawyer Referral Service can match you with an attorney to meet your needs for a nominal fee. For the Kansas City office, call (816) 221-9462.

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Building a
Business
Plan



Every great business begins with a plan. And while that plan will evolve over time, this initial document will serve as your guide over the next 3-5 years. Below are several key points that your business plan should include based on the stage of your business.

If You Are a Startup or New Business

If you are just starting a business, you won't have as much information as an established company. Instead, focus on your experience and background as well as the decisions that led you to start this particular enterprise. Include market analysis information about a need or gap in your target market, and how your particular solutions can fill it.

 Visit our website at www.raytown.mo.us for more information.

If You Are an Established Business

If you are an established business, be sure to include the following information:

- **The Mission Statement**
This explains what your business is all about.
- **Company Information**
Include a statement that covers when your business was formed, the names of the founders and their roles, your number of employees, and your business location(s).
- **Market Analysis**
Include examples of company growth, such as financial or market highlights.
- **Products and/or Services**
Describe the products or services you provide.
- **Marketing Strategy**
A walk-through of your overall strategy, time lines and budget
- **Management Plan**
Detailed information about your key personnel, company employees and roles, facility details and capital improvement schedules
- **Financial Information**
If you are seeking financing, include any information about your current bank and investors.
- **Future plans**
Explain where you would like to take your business.

Build Your Business Plan

The Small Business Administration is a robust source of information that can help you start, manage and grow your business.

SBA's Business Plan Tool provides you with a step-by-step guide to help you get started. All of your information entered into this tool is 100% secure and can only be viewed by accessing your account using the password you have specified. Not only can you save your plan as a PDF file, you can also update it at any time, making this a living plan to which you can often refer.

During the step-by-step process, this tool will update the status of your business plan. Once you save your information and move to a new section in the business plan, a check mark will appear in the numbered section menu at the top of the screen denoting when each section is complete.

 Visit www.sba.gov for more details.



Marketing, advertising and promotion are an important part of getting your business off the ground.

The Chamber Membership Directory features a complete list of local media agencies, advertising specialty companies and printers that serve our community

3

Naming,
Registering
& 
Organizing
Your
Business

Choosing a business name is an important step in the business planning process. Not only should you pick a name that reflects your brand identity, but you also need to ensure it is properly registered and protected for the long term.

Naming Your Business

Check for Trademarks

Trademark infringement can carry a high cost for your business. Before you pick a name, use the U.S. Patent and Trademark Office's trademark search tool to see if a similar name, or variations of it, is trademarked. Visit www.uspto.gov for more information.

If You Intend to Incorporate

If you intend to incorporate your business, you'll need to contact your state filing office to check whether your intended business name has already been claimed and is in use. If you find a business operating under your proposed name, you may still be able to use it, provided your business and the existing business offer different goods/services or are located in different regions.

Pick a Name That is Web-Ready

In order to claim a website address or URL, your business name needs to be unique and available. It should also be rich in key words that reflect what your business does. To find out if your business name has been claimed online, do a simple web search to see if anyone is already using that name.

Next, check whether a domain name (or web address) is available. You can do this using the WHO is database of domain names at www.whois.net. If it is available, be sure to claim it right away. This guide explains how to register a domain name.

Claim Your Social Media Identity

It's a good idea to claim your social media name early in the naming process – even if you are not sure which sites you intend to use.

Apply for Trademark Protection

A trademark protects words, names, symbols, and logos that distinguish goods and services. Your name is one of your most valuable business assets, so it's worth protecting. You can file for a trademark for less than \$300. Visit www.sba.gov to learn how to trademark your business name.

Naming your business is an important branding exercise, but if you choose to name your business as anything other than your own personal name then you'll need to register it with the appropriate authorities. This process is known as registering your "Doing Business As" (DBA) name.

Registering Your Business Name

What is a "Doing Business As" Name?

A fictitious name (or assumed name, trade name or DBA name) is a business name that is different from your personal name, the names of your partners or the officially registered name of your LLC or corporation.

It's important to note that when you form a business, the legal name of the business defaults to the name of the person or entity that owns the business, unless you choose to rename it and register it as a DBA name.

For example, consider this scenario:

John Smith sets up a painting business. Rather than operate under his own name, John instead chooses to name his business: "John Smith Painting." This name is considered an assumed name and John will need to register it with the appropriate government agencies.

The legal name of your business is required on all government forms and applications, including your application for employer tax IDs, licenses and permits.

Do I Need a "Doing Business As" Name?

A DBA is needed in the following scenarios:

Sole Proprietors or Partnerships – If you wish to start a business under anything other than your real name, you'll need to register a DBA so that you can do business as another name.

Existing Corporations or LLCs – If your business is already set up and you want to do business under a name other than your existing corporation or LLC name, you will need to register a DBA.

How to Register Your "Doing Business As" Name

If you choose to use a "Doing Business As" (DBA) name, you must register it with the Missouri Secretary of State. Visit www.sos.mo.gov or call (314) 751-2379 for more information. You will also need to register your DBA name when you apply for a Raytown Business License.

Small business owners have the same organizational options as large companies: Sole Proprietorship, Partnership and Corporation. Each of these types of legal organizations has advantages and disadvantages.

Organizing Your Business

Some of the considerations to explore are:

- Capital and debt of the business
- Taxation of the business
- Managerial needs of the business
- Need for continued growth or expansion
- The product or the service sold
- Liability characteristics of the planned business

Please consult with your attorney before entering into any form of legal organization. Also have your attorney review all legal documents. Described next are a brief description of some of the common types of businesses and advantages/disadvantages of each.

Sole Proprietorship

A sole proprietorship is the simplest and most common way chosen to start a business.

It is an unincorporated business owned and run by one individual with no distinction between the business and you, the owner. You are entitled to all profits and are responsible for all your business's debts, losses and liabilities.

Advantages

- Low start-up costs
- Greatest freedom from regulation
- Minimal working capital requirements
- Business itself pays no taxes
- All profits are available to owner
- Simplest of all forms to create and operate
- Owners freedom to make all decisions

Disadvantages

- Owner's possible lack of ability and experience
- Unlimited personal liability
- Lack of continuity in event of owner's death/illness
- Difficulty in raising capital
- Considered self-employed for Social Security taxes

Partnership

A partnership is an association of two or more persons who are co-owners of a business operated for profit.

A partnership does not need a formal agreement to come into existence, although a formal written agreement certainly is desirable. A partnership is not taxed by the federal or state government; however, it is required to file an information return. Each partner reports his share of profits and losses on his personal tax return.

Advantages

- Ease of formation (don't omit writing a partnership agreement)
- Low start-up costs
- Combined talents, judgment and skills
- Larger capital available to the firm
- Possible tax advantage
- Limited outside regulation

Disadvantages

- Unlimited liability
- Lack of continuity
- Divided authority
- Difficulty in raising additional capital
- Difficulty in finding suitable partners
- Considered self-employed for Social Security taxes

Limited Partnership

In a limited partnership, there are one or more general partners and one or more limited partners.

The general partners participate in management and have 100 percent of the liability for partnership obligations. Limited partners cannot participate in the management and have no liability for partnership obligations beyond their capital contributions, protecting them against personal liability for the partnership's debts and other obligations. They do, however, receive a share of the profits for their involvement as limited partners.

Advantages

- Tax benefits
- Liability limits
- General partners take charge
- No turnover issues
- Less paperwork
- Investment opportunities

Disadvantages

- Risks to the general partners
- Compliance challenges

Limited Liability Company

A limited liability company is a hybrid type of legal structure that provides the limited liability features of a corporation and the tax efficiencies and operational flexibility of a partnership.

Owners or members can consist of a single individual (one owner), two or more individuals, corporations or other LLCs. Unlike shareholders in a corporation, LLCs are not taxed as a separate business entity. Instead, all profits and losses are “passed through” the business to each member of the LLC. LLC members report profits and losses on their personal federal tax returns.

Advantages

- Limited Liability (with some exceptions)
- Less record keeping
- Sharing of Profits

Disadvantages

- Limited Life
- Self-Employment Taxes

Corporation

A corporation is an artificial, intangible business entity, entirely a creature of state law.

A corporation may be owned by one or more persons. “Articles of Incorporation” are filed with the state. The corporation is run by a Board of Directors elected by the shareholders. A shareholder’s personal assets are not exposed to business liabilities. A corporation is taxed by the state and federal government. Thus, corporate profits are taxed twice, once to the corporation and once when distributed to shareholders in the form of dividends.

Advantages

- Limited liability (with some exceptions)
- Specialized management
- Easier to expand the business
- Transferable ownership
- Continuous existence
- Greater opportunities for tax advantages
- Capital easier to raise

Disadvantages

- Closely regulated
- Most expensive form to organize
- Extensive record keeping necessary
- Corporation taxed in addition to the individual shareholders
- Losses usually not available to shareholders

4



Choosing
the Right
Location
for Your
Business

Choosing a business location is perhaps the most important decision a small business owner or startup will make, so it requires precise planning and research.

Choosing a Location

It involves looking at demographics, assessing your supply chain, researching the competition, staying on budget, understanding local zoning, ordinances, taxes, and much more.

When choosing a location to establish your business, you need to consider the zoning and building occupancy requirements in the city. Raytown has zoning ordinances and regulations that define how you can use your property. This is common in cities, counties and other local governments that adopt zoning plans and set development standards to ensure that land is used for the common good of the community.

Zoning laws come into play on all properties, regardless of size. If you are thinking about leasing, buying or making improvements to property you already own, make sure you understand the zoning restrictions before you commit to anything.



Unsure about the specific zoning ordinances that may apply to your business? We encourage you to set up a pre-application meeting with the City's Development and Public Affairs Department **BEFORE** entering into any legally binding contract.

This meeting will ensure that the location and zoning is appropriate for your business needs. Call (816) 737-6011 or visit www.raytown.mo.us.

Home-Based Business

If you're planning on operating your small business from home, you need to check with the City of Raytown's Business License Division or visit www.raytown.mo.us to check your local zoning restrictions first.

You may think nothing of operating your business from your home, but there are zoning restrictions that apply to home-based businesses. How will anyone know if you are operating a business from your home? Depending on the type of business, your neighbors may learn about it and complain if they don't like it. You may also find that zoning approval for your business location is part of obtaining your business license. If you are renting a home, you may want to make sure that the owner approves of your business before signing a lease agreement.

A Business License is required for most business owners in Raytown, regardless of business size or location.

Certain types of business are not permitted to be home-based businesses. Examples of types of businesses that may not be permitted are manufacturing, retail sales and auto repair shops. These types of businesses are restricted because of the detrimental impact they can have on a residential area including noise and traffic. If you live in a neighborhood managed by a Home Owners Association, it is a good idea to check whether it can restrict your business activities.

Existing Business Location

Most businesses rent or lease their facilities. Generally, the landlord's leasing contract will dictate the terms of lease and control basic operations at that location. Certain items may not be covered in the lease such as utilities, solid waste, repairs and maintenance.

Before you sign a rental/lease agreement, you should carefully investigate its terms to make sure the lease meets your business' needs and contact the City's Development and Public Affairs Department to check that the area is zoned for the business you plan to conduct.

If you need help identifying available commercial property that fits your business needs, we suggest you contact the Raytown Economic Development Administrator at (816) 737-6091.

When looking for potential business locations, it's helpful to determine your priorities, keep an open mind about your options and do your research.



Most home owner insurance policies DO NOT cover home businesses. Consult your insurance agent to see if you need to purchase an additional policy to protect your business.

When looking at a potential business space, take a close look at the physical space, available parking and traffic flow. If your business requires modifications to the existing space – for example, adding cubicles, raising a loading dock, or rewiring for better communications – make sure that you (or the landlord) will be able to make the necessary changes.

If you need help finding professional services we suggest you contact the Raytown Area Chamber of Commerce. The Chamber can help you locate local, trusted companies such as real estate agents/brokers, construction contractors and finance and insurance providers.

New Construction

If you are planning on building a new building or doing a remodel to better serve your business needs, your first step should be to contact the Raytown Development and Public Affairs (DPA) Administrator

Once you have identified your location, we recommend contacting the City's DPA before entering into any contract for a free pre-application meeting.

The goal of this meeting is to provide both the applicant and City staff with the opportunity to review your proposed project and to mitigate any challenges in the project development process without incurring major costs. Based on the outcome of this meeting, it may be necessary to hold additional meeting(s).

Your pre-application meeting begins the development approval process. The City's DPA Department will work with you throughout the process and staff can be contacted at any time for assistance.

If you need help finding professional services we suggest you contact the Raytown Area Chamber of Commerce. The Chamber can help you locate local, trusted companies such as real estate agents/brokers, construction contractors and finance and insurance providers.



If you plan on making any modifications to your building, contact the City's Development and Public Affairs Department BEFORE beginning construction.

The City's permitting process is designed to save you from costly design errors or Code Violations.

The Application Process

Joint Review Committee

The purpose of the Raytown Joint Review Committee (JRC) is to streamline the development review process. The JRC consists of various entities that provide services within the City.

Pre-Application Meetings

Prior to formally submitting an application, the applicant has the opportunity to meet with the JRC to get information, and ask questions.

Application Submittal

This includes a completed application and all necessary attachments. The DPA Department then sends a letter with comments to the applicant.

Planning and Zoning Commission

Depending on the type of approval needed, the applicant may need their application to go before this Commission if there are some issues with the application or the zoning.

Board of Aldermen Meeting

Once the Planning and Zoning Commission makes their recommendation, the application then comes before the Board of Aldermen.

The DPA Department will help throughout the process.

Know the code before you buy! From freestanding signs and permanent signs, to temporary promotional signs, this information will help businesses install quality, professional signage in compliance with City code.

Sign Code Regulations

Permanent Signs

- **Building signs**
- **Monument signs**
 - Maximum height runs between five feet and eight feet depending on the district.
 - Landscaping shall be installed around the base of the monument sign.

Temporary Signs

All temporary signs require permits.

- **Banner signs**
- **Portable signs**

Prohibited Signs

The following signs are not allowed in the City of Raytown. See full list of prohibited signs at www.raytown.mo.us.

- **Snipe signs:** Any signs posted on a public utility pole, or located in the public right-of-way or on City property, are prohibited and may be confiscated.

Please contact the Development Department at (816) 737-6014 prior to adding or altering any sign in the City of Raytown.



For applications or more information, visit www.raytown.mo.us or call (816) 737-6011.



City,
County,
State &
Federal
Licensing



Virtually every business needs some form of license or permit to operate at the local, state and federal level. Depending on your particular business, you may need to contact several different agencies to obtain the necessary permits to operate your business. This list is meant to help you through your permitting process, but is not intended to be a comprehensive guide for every permit your individual business may require. Here's a quick overview of the process of obtaining a city license or permit for your new business.

City of Raytown

The City of Raytown regulates specific types of businesses to maintain the health, safety and general welfare of the community.

Business License, Use Permit, Occupational License, Zoning and Building Codes

Most businesses regardless of size, are required to have a Business License to do business in Raytown. Business Licenses are good for one year from the date of application.

Upon receipt of a business license application, the city begins a review process of the new business, including the inspection of the business location for compliance with zoning and building and fire codes. If the business involves the sale or preparation of food the Jackson County Environmental Health Division will also need to make an inspection of the premises.

The inspection and review process is provided to assure city code compliance and public safety. If a code correction is required, the license applicant will be notified by the appropriate city department. All corrections must be made before the business license can be issued.

A business license application and renewals are also reviewed to track and monitor compliance with sales tax and business personal property registration and collection. In addition, some types of businesses have specific ordinances that must be reviewed for compliance. A sampling of these businesses include home-based businesses, child or adult care, massage therapy, peddlers, solicitors, and pawn shops.

Solicitors, Peddlers and Event Merchants

Anyone going door to door selling or providing information must have a Solicitors/Peddlers License. An application for special events in the city is also required. For more information contact the City Clerk at (816) 737-6003 or visit www.raytown.mo.us.

Liquor License

Businesses wishing to sell liquor in Raytown will need to obtain a liquor license from the City of Raytown, Jackson County and the State of Missouri along with a valid City of Raytown Business License.

Due to state regulations, the liquor license can take 6-8 weeks to complete, so please allow for this in your business planning schedule.

The DPA Department's permit techs will be happy to help walk you through the process or you can review the process and application packets at www.raytown.mo.us. Once approved by the city, a letter of approval is issued. You can then use the letter of approval to get your Missouri and Jackson County Liquor licenses. After receiving these licenses, you will need to present them to the City and then your license will be issued.

The City of Raytown does not require that your servers are licensed. However, if you are serving food, the Jackson County Health Department will require they have food handler licenses.

Raytown Liquor License Division

10000 E. 59th Street
Raytown, MO 64133
(816) 737-6011 or
(816) 737-6014

Missouri Department of Liquor Control

615 E. 13th Street, Room 506
Kansas City, MO 64106
(816) 889-2574

Jackson County Liquor Control

112 W. Lexington
Independence, MO 64050
(816) 881-4403

Jackson County, Missouri

Business Personal Property Tax

Businesses are required to register with the Jackson County Assessment Department by completing the Jackson County Business Information Sheet. Once registered, your business will be assigned an account number and an annual tax bill will be mailed to the business address on record. You will need to pay this tax assessment to renew your Raytown Business License. For more information about the Business Personal Property Tax, call (816) 881-4672 or visit www.jacksongov.org/assessment.

Restaurant & Food Handling

If your business plans to offer food, you will need to contact the Jackson County Environmental Health Division, which is responsible for implementing the policies and procedures of the County's Food Code and issuing Food Handler Permits.

It is best to contact them when you are in the planning stage (before any construction) of your business so your design incorporates all the food permitting requirements you may need to operate.

To begin the permitting process, contact the Environmental Health Division, visit www.jacksongov.org/eh/ or call (816) 847-7073. In order to obtain a food permit, you will also need a business personal property parcel number from the Jackson County Assessment Department. (www.jacksongov.org/assessment/)



Businesses wishing to **sell liquor** in Raytown will need a liquor license from the City of Raytown, Jackson County and the State of Missouri along with a valid City of Raytown Business License. Please see page 23 for the Liquor License process.



State of Missouri

A business must obtain a sales tax license by registering with the Department of Revenue if it's making sales of tangible personal property and taxable services (such as telephone service and fees paid into places of amusement including but not limited to yoga & fitness centers.) A business should also register with the Department of Revenue if it is a corporation responsible for filing and paying corporate and/or franchise tax or if it has employees and is required to remit withholding tax. Visit dor.mo.gov/business/register/ for more information and to access registration forms.

The Missouri Department of Revenue and the Department of Labor and Industrial Relations, Division of Employment Security, want to make starting your business as easy as possible. Online registration is part of a combined effort to simplify your registration process and help you get your business started and on the road to success!

Registration of Company Name

- Trade and fictitious name
- Visit dor.mo.gov/business/register/
- To receive required forms call (314) 751-3827
- For more information, contact:
Secretary of State
Jefferson City, MO
(573) 751-4936

Missouri – Registration of Trademarks

- Visit www.sos.mo.gov/business/trademark.asp to access forms or for more information.

Federal Government

Federal Identification Number (Form SS-4-Withholding)

Required if you have one or more employees or if a partnership or a corporate bank account is set up in the business name. Call them at 1-800-829-1040.

- Each corporation of an affiliated group must file a separate application.
- Only one application is filed regardless of number of locations.

Visit www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Starting-a-Business to access forms or for more information.

You are required to file excise, alcohol, tobacco, firearms, and employment returns.



What's
Next?



Complying with Requirements

Comply with your responsibilities as an employer. When you hire employees, you are responsible for complying with city, county, state and federal requirements. Please contact or visit the websites of the following agencies for more information.

Jackson County

The Jackson County Assessment Department will issue annual Business Personal Property Tax assessments. Businesses will need to pay this tax assessment to renew your Raytown Business License.

The County offers online food handling training and permitting 24 hours a day, 7 days a week through StateFoodSafety.com.

For more information about the County's training and permitting requirements for additional staff, please visit www.jacksongov.org/eh/ or call (816) 847-7073.

State of Missouri

The Missouri Department of Labor & Industrial Relations serves as a one-stop for employers in the State of Missouri.

Missouri Department of Labor & Industrial Relations

421 E. Dunklin Street
Jefferson City, MO 65101
(573) 751-4091
labor.mo.gov
diroffice@labor.mo.gov

Unemployment Insurance Tax

Missouri state unemployment insurance tax finances benefits for workers who become unemployed through no fault of their own. This tax is paid solely by employers. Employers are required to report their workers' wages and pay tax on the wages in a timely manner. The Missouri Division of Employment Security, a part of the Missouri Department of Labor and Industrial Relations, administers the tax. Any entity (individual, partnership, corporation, etc.) that employs a worker may be liable for Missouri state unemployment tax and required to pay the state unemployment tax. Liability depends on several factors, including the type of entity, the amount of wages paid, the time period covered and the type of work being performed.

Missouri Division of Employment Security

421 E. Dunklin St.

Jefferson City, MO 65101

(573) 751-3215

www.mo.gov/working-in-missouri/unemployment/

www.sos.mo.gov/business/sbac/startup_guide.asp#es.

Missouri Department of Revenue, Kansas City Tax Assistance Center

615 E. 13th Street, Room 127

Kansas City, MO 64106

(816) 889-2944

labor.mo.gov/dwc

kctax@dor.mo.gov

Workers' Compensation

Workers' compensation participation is mandatory if you have five or more employees. However, if you are in the construction industry, then you must carry workers' compensation insurance if you have one or more employees. Forms are available through the insurance company of your choice.

Missouri Division of Workers Compensation

3315 W. Truman Blvd., Room 131

Jefferson City, MO 65102

(573) 751-4231

labor.mo.gov

Federal Government

Social Security or Self Employment Tax Withholding

Must be withheld from employee's wages or paid by the employee (if self-employed) and remitted to the federal government on a regular basis.

Federal Unemployment Tax

This tax has the same general guidelines as with state unemployment tax for determining if you will be required to make these tax payments.

Tax forms (1-800-829-3676) and other information (1-800-829-1040) on federal taxation requirements can be obtained from the Internal Revenue Service.

Internal Revenue Service Taxpayer Assistance Center

30 W. Pershing Road, Kansas City, MO 64108

(816) 966-2840

www.irs.gov



RESOURCE GUIDE

AN INDEX OF RESOURCES,
ASSOCIATIONS AND PARTNERSHIPS

Raytown

City of Raytown

10000 E. 59th Street
Raytown, MO 64133
(816) 737-6000
www.raytown.mo.us

Raytown Area Chamber of Commerce

5909 Raytown Trafficway
Raytown, MO 64133
(816) 353-8500
www.raytownchamber.com

Raytown Main Street Association

www.raytownmainstreet.org

Raytown Fire District

6020 Raytown Trafficway
Raytown, MO 64133
(816) 737-6034
www.raytownfire.com

Regional

Asian Chamber of Commerce

8645 College Boulevard
Overland Park, KS 66210
(913) 338-0774
www.asianchamberkc.com

Black Chamber of Commerce

1501 E 18th St
Kansas City, MO 64108
(816) 474-9901
www.bccckc.org

The Builders' Association

720 Oak Street
Kansas City, MO 64106
(816) 531-4741
www.buildersassociation.com

Greater Kansas City Chamber of Commerce

30 W Pershing Road #301
Kansas City, MO 64108
(816) 221-2424
www.kcchamber.com

Ewing Marion Kauffman Foundation

4801 Rockhill Road
Kansas City, MO 64110
(816) 932-1000
www.kauffman.org

The Freelance Exchange of Kansas City

www.kcfreelanceexchange.com

Hispanic Chamber of Commerce

2001 Grand Boulevard
Kansas City, MO 64108
(816) 472-6767
www.hccgkc.com

Hispanic Economic Development Corporation

2130 Jefferson Street
Kansas City, MO 64108
(816) 221-3442
www.kchedc.org

Kansas City Area Development Council

30 W Pershing Road, Suite 200
Kansas City, Missouri 64108
(816) 221-2121
www.thinkkc.com

Kansas City Small and Home Business Connection

PO Box 7604
Shawnee Mission, KS 66207
www.kcshbc.org

KCSOURCELINK

4747 Troost Avenue
Kansas City, MO 64110
(816) 235-6500
www.kcsourcelink.com

Jackson County

415 E. 12th Street
Kansas City, MO 64106
(816) 881-3000
www.jacksongov.org

MidAmerica Minority Business Development Council

1109 E 9th Street
Kansas City, MO 64106
(816) 221-4200
affiliate.nmsdc.org/mambdc/

Mid-America Regional Council Metro Dataline

www.metrodataline.org

Midwest Center for Nonprofit Leadership (UMKC)

4747 Troost Avenue, Suite 207
Kansas City, MO 64110
(816) 235-2305
www.mcnl.org

415 E 12th Street
Kansas City, MO 64106
(816) 881-3000
www.jacksongov.org



RESOURCE GUIDE

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ASSOCIATIONS AND PARTNERSHIPS

Regional (continued)

Jackson County Economic Development

415 E 12th Street
Kansas City, MO 64106
(816) 881-3333

www.jacksongov.org/econdev

Jackson County Environmental Health Division

34900 E. Old U.S. Hwy. 40
Oak Grove, MO 64075
(816) 847-7073

www.jacksongov.org/eh

UMKC Entrepreneurial Legal Services Clinic

4747 Troost Avenue, Suite 213
Kansas City, MO 64110

[www1.law.umkc.edu/clinics/els/
index.htm](http://www1.law.umkc.edu/clinics/els/index.htm)

State

Missouri Business Development Program

(University of Missouri Extension's
Business Development Program)

www.missouribusiness.net

Missouri Chamber of Commerce and Industry

428 E Capitol Avenue
Jefferson City, Missouri 65101
(573) 634-3511

www.mochamber.com

Missouri Department of Economic Development

301 W High Street
Jefferson City, Missouri 65102
(573) 751-4962

www.ded.mo.gov

Missouri Enterprise

4240 Blue Ridge Boulevard,
Suite 501
Kansas City, Missouri 64133
(800) 956-2682

www.missourienterprise.org

State of Missouri Official Business Portal

(866) 870-6500

business.mo.gov

University of Central Missouri- Small Business and Tech Development Center

Dockery Suite 102
Warrensburg, MO 64093
(660) 543-4402

www.ucmo.edu/sbtfdc

University of Missouri-Kansas City Small Business and Tech Development Center

4747 Troost, Suite 104A
Kansas City, MO 64110
(816) 235-6063

info.umkc.edu/sbtfdc

University of Missouri-Kansas City Bloch School

5110 Cherry Street
Kansas City, MO 64110-2499
(816) 235-2215

bloch.umkc.edu



RESOURCE GUIDE

AN INDEX OF RESOURCES,
ASSOCIATIONS AND PARTNERSHIPS

National and International

**BusinessUSA – U.S. Government
business portal**
FED-INFO
business.usa.gov/31

**Internal Revenue Service
Taxpayer Assistance Center**
30 W Pershing Road
Kansas City, MO 64108
(816) 966-2840
www.irs.gov

**International Trade Council
of Greater Kansas City**
4747 Troost Avenue, Suite 119 E.
Kansas City, MO 64110
(816) 235-6654
www.itckc.org

**National Association of
Women Business Owners
Kansas City Chapter**
PO Box 572
Blue Springs, MO 64013
(913) 341-4449
www.nawbo-kc.com

**National Federation of
Independent Business – Missouri**
308 E High, Suite 110
Jefferson City, MO 65101
(573) 634-7660
www.nfib.com/MO

U.S. Chamber of Commerce
1615 H Street NW
Washington, DC 20062
uschamberssmallbusinessnation.com

**U.S. Department of Labor,
Occupational Safety & Health
Administration (OSHA)
Kansas City Office**
2300 Main Street, Suite 168,
Kansas City, Missouri 64108
(816) 483-9531
www.osha.gov

**U.S. Department of Commerce
1401 Constitution Avenue
Local Office**
400 East 9th Street, Suite 9353
Kansas City, MO 64106
(816) 471-2623

**U.S. Patent and Trademark
Office General Local Office**
Linda Hall Library
5109 Cherry Street
Kansas City, MO 64110
(816) 363-4600, Ext. 724

**U.S. Small Business
Administration
Local Office**
1000 Walnut Suite 500
Kansas City, MO 64106