



STARTING A BUSINESS IN SALEM

City of Salem
Economic Development
400 N Iron St
Salem, MO 65560

Phone: 573-729-2428
Fax: 573-729-5371

E-mail: economic@salemмо.com

www.salemмо.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. Honest answers to this feasibility study will identify areas of strength and concerns and provide insight into your market, competitors, and 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>. A business plan is recommended. For assistance in starting a business or writing a business plan contact Missouri Small Business Centers http://www.umsl.edu/~smallbus/startup_kit.htm.

Although an accountant is not mandatory 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 way to 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 manual. We hope this will provide you the telephone numbers and websites to make starting your business easier. Sharon Tubbs, the City of Salem, Director of Economic Development is happy to provide additional information or contacts for starting a local business in Salem. There is no charge for this assistance. Call 573-729-2428, in the City Administration Building, 400 N Iron St., Salem, Mo 65560, [economic@salem.mo.com](mailto:economic@salem.mo.gov) – http://www.salem.mo.gov/city/economic/econ_dev.htm.

PERMITS AND LICENSES

CITY OF SALEM

The City of Salem requires the following permits and licenses. Please call the City Administration Building at (573) 729-5211 for additional information or applications. The Administration Building is located at 400 N Iron St. on the Court House Square.

- **Zoning** – contact the City Engineer (573-729-2428) to determine the appropriate zoning district for your business. For new construction, the engineer will answer questions about setbacks, parking, landscaping and signs permits.
- **Building Permits** – contact the Building Inspector (City Engineer) if you or your landlord plans to make any changes to the building you own or lease, or if new construction is proposed. The building permit must be obtained prior to any construction, plumbing, or electrical work beginning. The inspector will conduct periodic inspections during the construction to assure compliance with City codes.
- **Business License** - The city requires most businesses to obtain a City of Salem business license. Contact the City Clerk to obtain a license application. Depending on the type of business, you may need a sales tax number, and a federal Identification number. The cost is \$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.
- **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 for an appropriate license.
- **Signs** – The City of Salem regulates the number, type, and placement of signs used to advertise your business. Contact the City Engineer. Mo Department of Transportation regulates signs along State Highways in and out of the City of Salem.
- **Local information** on site selection, traffic counts, community profiles, etc are available from the City of Salem Economic Developer.



PERMITS AND LICENSES

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 is 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.
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PERMITS AND LICENSES

STATE OF MISSOURI

- **State of Missouri Assistance** - <http://www.business.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 to complete a Missouri Tax Registration. Registration forms are available from www.dor.mo.gov or by calling (573) 751-5860 and mailing with a bond (minimum \$25) to the Mo Department of Revenue, PO Box 3300, Jefferson City, MO 65106-3300, or email businesstaxregister@dor.mo.gov

How Online Registration Works You can register your new business online for the following tax types: <https://dors.mo.gov/tax/coreg/index.jsp>

- **Sales Tax**
- **Vendor's Use Tax**
- **Consumer's Tax**
- **Withholding Tax**
- **Unemployment Tax**
- **Tire/Battery Fee**
- **Corporate Income/Franchise Tax**

Online registration will not accommodate all types of sales/use tax registrations.

- **Registration of a Fictitious Name** – An application for the Registration of Fictitious Name is available on line as well www.sos.mo.gov . The completed application and filing fee of \$7 must be mailed to Office of Secretary of State, Corporations Division, PO Box 778, Jefferson City, Mo 65102. You will need to register your fictitious name prior to receiving a certificate of Good Standing. Availability of names can be checked at www.sos.gov .

- **State Liquor License** – contact Liquor Mo State Liquor Control at (816)889-2574
If you're starting a business or just thinking about it, these links may be helpful. If you've got other questions, please contact the Business Tax Registration unit by email at businesstaxregister@dor.mo.gov.

Additional information is available at the following site:

www.dor.mo.gov

- [Missouri Business Resource Center \(leaving dor.mo.gov web space\)](#)
- [Register Your Business Online](#)
- [Registration Forms and Information](#)
- [Taxation Field Office Locations & Contact Information](#)
- [Frequently Asked Questions](#)
- [Business Tax Training](#)

After you have completed your online registration, you will be given a confirmation number and further information about your registration. Please maintain the confirmation number for your records. If you need your sales/use, withholding, and/or corporate/franchise tax identification number in less than ten days, you will need to contact one of the Missouri Department of Revenue's [Tax Assistance Centers](#) - (573) 751-7191

FEDERAL TAX IDENTIFICATION

You may be required to obtain a Federal Employer Identification Number (FEIN). The FEIN is issued by the Internal Revenue Service (IRS). The FEIN is used to identify taxpayers who are required to file various business tax returns. Employers, corporations, partnerships, limited liability companies, trusts and estates, and other business entities are required to have a FEIN. Domestic employers are not required to obtain a FEIN. For more information regarding FEIN's or to obtain a number online, clicks on the following IRS link. [Federal Employer Identification Number \(FEIN\)](http://www.irs.gov/businesses/small/article/0,,id=102767,00.html)

<http://www.irs.gov/businesses/small/article/0,,id=102767,00.html>

Online Application – Form SS-4, Employer Identification Number (EIN)

About EINs: 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.

Entities that May Not Apply Online: The online application process is not yet available for the following types of entities: ***Foreign Addresses (including Puerto Rico), Limited Liability Company (LLC) without entity types, REMICs, State and Local Governments, Federal Government/Military, Indian Tribal Government/Enterprise.*** Please call the toll-free Business and Specialty Tax Line at 1-800-829-4933 should you need assistance applying for an EIN.

General information on starting or maintaining a business is available from the U S Government at <http://www.business.gov/>



LOCAL ECONOMIC DEVELOPMENT RESOURCES

CITY OF SALEM ECONOMIC DEVELOPMENT

SHARON TUBBS, DIRECTOR
573-729-2428
ECONOMIC@SALEMMO.COM
WWW.SALEMMO.COM

DENT COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY

JAMES COFFMAN, PRESIDENT
573-729-3151
JLCOFF@EARTHLINK.NET

ENHANCED ENTERPRISE ZONE BOARD

JACK BLACKWELL, BOARD CHAIRMAN
CONTACT DIRECTOR OF ECONOMIC DEV.
573-729-2428
ECONOMIC@SAELMMO.COM

SALEM AREA CHAMBER OF COMMERCE AND VISITOR CENTER

BECKI GODI, DIRECTOR
573-729-6900
CHAMBER@SAELMMO.COM
WWW.SALEMMO.COM

MERAMEC REGIONAL PLANNING COMMISSION

RICHARD CAVENDAR, DIRECTOR
573-265-2993
WWW.MISSOURIMERAMECREGION.ORG

PROPERTY INFORMATION

Missouri Location One Available Building and Sites – www.locationone.com

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

These real estate entities operate in Salem, MO 65560:

All Pro Realty Assist U

113 E 4th St
Ph: 573-729-6462

Bill Edwards Real Estate

Route 6
Ph: 729-7575

Carl Hale Real Estate

6 N. Iron
Ph: 729-2255
E-Mail: carlhalerealestate@earthlink.net
Web: <http://www.carlhalerealestate.com/>

Century 21 South Central Realty

306 Scenic River Blvd.
Ph: 729-6121
E-Mail: c21scr@earthlink.net
Web: <http://www.century21scr.com/>

Cook Realty

1014 Hwy 32 East
Ph: 729-6957
E-Mail: stroutcook@earthlink.net
Web: <http://www.stroutcookrealty.com>

Cowan Real Estate

101D West Center St.
247-4180

Fulton Associates Real Estate

1100 D Scenic Rivers Blvd.
Ph: 729-8777
E-Mail: FAViolet@earthlink.net
Web: <http://www.fultonassociatesrealestate.net>

Kinerk Realty

P.O. Box 338, 119 W. Fourth St
Ph: 729-6834
E-Mail: oaknmore@dam.net

Moody Real Estate

407 N. Main
Ph: 729-2955
E-Mail: moody@fidnet.com
Web: <http://www.moodyrealestate.com>

Salem Properties

802A South Main, Wisdom Building
Ph: 729-9991
E-Mail: salempro@earthlink.net
Web: <http://www.salemmissourirealty.com>

United Country – Salem Real Estate

605 S. Main
Ph: 729-3148
E-Mail: joan_sample@earthlink.net
Web: <http://www.salem-mo-real-estate.com>

VIP Properties

1118 Hwy 19 South
Ph: 729-7622
E-Mail: vip@vipsalem-mo.com
Web: <http://www.vipsalem-mo.com/>



FINANCIAL INSTITUTIONS

Local Banks

Bank of Salem

4th & Main
Salem, MO 65560
Ph: 729-3137
Fax: 729-2668
E-Mail: bank@thebankofsalem.com
Web: <http://www.thebankofsalem.com/>

Progressive Ozark Bank

904 W. Hwy. 32
Salem, MO 65560
Ph: 729-4146
Fax: 729-5349
Web: <http://www.progressiveozarkbank.com>
E-mail: smpryor@pobfsb.com

Town & Country Bank

Hwy. 32 East
Salem, MO 65560
Ph: 729-3155
Fax: 729-6693
Web: <http://www.tcbanks.com>
E-mail: customerservice@rcbanks.com

US Bank

301 West 4th
Salem, MO 65560
Ph: 729-6617
Fax: 729-7393
Web: <http://www.usbank.com>

COMMUNITY PROFILE

Salem, promoted as the “Gateway to the Ozark Riverways” is a great place to live and work. Visitors come to the Dent County area to admire and enjoy the **Ozark National Scenic Riverways, Montauk State Park, and the Mark Twain National Forest**. These sites include over 130 miles of the Current and Jacks Fork rivers, two of the best canoe float streams and scenic waterways found anywhere. Recreational opportunities are unlimited: fishing, hunting, golfing, bowling, hiking, biking, horseback riding, camping, canoeing and more. *Instead of smoke stacks and smog there are blue skies in the day and stars lighting the skies at night*

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 near the population center of the US and a two-hour drive from, St Louis, Columbia, and Springfield Missouri. It is five hours from Kansas City, Missouri and Memphis, Tennessee.

PLEASE VISIT THE CITY OF SALEM’S WEB SITE
WWW.SALEMMO.COM/CITY/ECONOMIC/ECON-DEV.HTM **FOR ECONOMIC DEVELOPMENT INFORMATION AND STATISTICS REGARDING TOPICS BELOW:**

- **DEMOGRAPHICS**
- **LEADING EMPLOYERS**
- **INDUSTRIAL PARK**
- **TAXATION**
- **EDUCATION**
- **METRO DISTANCES**
- **ASSISTANCE AND INCENTIVES**

WELCOME TO SALEM

Welcome to the Salem Business Community!

We are excited that you have chosen our community to start your new business and stand ready to assist you in opening your doors.

This pamphlet is designed as a guide to assist you through the business start-up procedures. We are confident this information will assist you in your process and make this transition as smooth as possible. Please know that while this information is general in nature, each organization's point of contact will assist you with more in-depth information.

Again, welcome to our community. We trust you will find Salem a business-friendly community and hope that your business will prosper. Please do not hesitate to contact the Director of Economic Development, Sharon Tubbs with any questions you may have.

Best wishes,

Gary Brown

Gary Brown, Mayor

Salem is Home to

- 5,000 residents
- County Seat of Dent County, 15,000 residents
- Headwaters to Ozark National Scenic Riverways and Current River
- Montauk State Park
- Salem Memorial Hospital
- Southwest Baptist University
- Private and Public Natural Resource Areas
- **Your Business**