



✓ Your Handy Ennovation Center Checklist

General Business Information for the Business File *(Please print)*

Business Name: _____

Preferred Business Email: _____

Business Phone Number: _____ Additional Contact Number: _____

Primary Contact Name: _____ Primary Contact Email: _____

Additional Contact Name: _____ Additional Contact Email: _____

Business Address: _____ City: _____ State: _____ Zip: _____

Yes, we're ready to go! *(Please bring the documents listed below to copy or paper copies)*

- Ennovation Center Application ([submitted on-line](#))
- Missouri Business Entity Certificate (or Foreign Entity plus State of Origin Certificate)
- Federal FEIN # IRS Letter
- City of Independence Business License
- Proof of Insurance (must have **Independence Regional Ennovation Center** and **Independence School District** as co-insured)
- Bring payment information (credit card number or bank account number)
- Ennovation Center License/Sublease (will be signed by Client on first day)
- Special Permitting (If required) (if you are not sure, ask Ennovation Center staff what permits may apply)*

For Food Businesses:

- Food Manager's Permit- Issued by City of Independence Health Division
- Business Food Establishment Permit Receipt – (The actual permit will be issued after the initial process inspection)
- Scheduled an inspection date with a **City of Independence Health Inspector** and **Ennovation Center Staff**.

----- Administrative -----

- Track Via Entry
- Chamber Master
- Key Card / Hard Key
- Freshbooks / Food Corridor Account Profile
- Client Contact Database
- Website updated
- Copier Code

Keep us up to date on your progress as you file for your permits, and don't hesitate to ask any questions. Contact Xander or Alex anytime info@ennovationcenter.com

**Client assumes responsibility to obtain all required permits, certifications, or licenses. The Ennovation Center and staff assume no responsibility for client's legal and permitted status with any regulatory agency.*