

HOW TO START A BUSINESS IN WENTZVILLE

Information Checklist



STEP 1: Setting up your business

- Incorporate your business.
 - Corporate information must be filed with the Missouri Secretary of State, (573) 751-4153
 - [Missouri Secretary of State](#)
 - [Starting a Business - Missouri](#)
- Obtain an Employer Identification Number (EIN).
 - [Irs.gov](#)
 - All employers who have employees must be assigned an EIN from the United States Internal Revenue Service (Form SS-4).
- Obtain State of Missouri Sales Tax ID.
 - Missouri Sales Tax Certificate and Letter of No Tax Due
 - [Missouri Department of Revenue](#)
- Obtain a signed and approved copy of your lease.

STEP 2: Making contact with the City

- Confirm your business use is allowed in the property's zoning district.
 - Community Development, (636) 327-5101, option 1.
- If a Conditional Use Permit or Variance is required for zoning, you will need to go through the Planning and Zoning Division and/or the Board of Adjustment.
- Establish contact with the Economic Development Office.
 - (636) 327-5101
- Review the Community Development guidelines.
 - [Community Development Guides](#)
- Prior to *any* work, determine if a permit is required for your tenant finish or any other construction involved by contacting the Planning and Zoning Division.
- Maintain consistent contact with the Planning and Inspection divisions throughout the entire process of starting your business.
 - Planning, (636) 639-2065
 - Inspections, (636) 639-2034
- Determine any signage you will need. Apply and obtain sign permits before completing any prep work or sign placement.
 - Community Development, (636) 327-5101, option 1.



- Remember, all *new* development must go through Community Development/Planning and Zoning.

STEP 3: Completing all the necessary applications

- Complete the City's Business License Application. The City has an integrated application for Inspections, Water/Wastewater Service and your Business License.
 - City Clerk's Office, (636) 327-5101
 - [Commercial Occupancy/Business License Application](#)
- Contact St. Charles County Department of Health if your business will involve food prep and/or food service.
 - (636) 949-1800
 - [St. Charles County Health Dept.](#)
- If your businesses will be selling packaged liquor or liquor by the drink, you must obtain the following three permits:
 - A City Liquor License
 - City Clerk's Office, (636) 327-5101
 - [City of Wentzville Liquor License Applications](#)
 - A State Liquor License (District III Counties Served: Jefferson, Lincoln, St. Charles, St. Louis County and the City of St. Louis)
 - St. Louis District South Service Center, (314) 416-6280, Fax: (314) 416-6286
 - [State of Missouri Liquor License Applications](#)
 - A County Liquor License
 - County Registrar, (636) 949-7560
 - [St. Charles County Liquor License Information and Applications](#)
- Additional Licensing may be required by the City. Contact the Economic Development Office for information on the following licenses:
 - Tattoo — facility and individual
 - Payday Loan
 - Adult Entertainment
 - Pawn Broker
 - Massage Therapy — facility and individual

STEP 4: Setting up your services

- Apply for gas service.
- Apply for electric service.
- Apply for telephone/communications service.
- Choose a solid waste service provider.
- Apply for mail service with the United States Postal Service [USPS](#).
- Water/Wastewater will be a part of your application for your Inspections and Business License (*see Step 3*)

Please be aware that in addition to any City, county and/or state requirements/permits/licenses, you must also contact the Wentzville Fire Protection District (WFPD) for permits/inspections. You can reach the WFPD at (636) 332-9869 or visit [Wentzville Fire Protection District](#).