

Commercial Occupancy and Business License Guide

The City requires a Commercial Occupancy Permit and Business License for all businesses to verify their conformance to building code standards, land use requirements and adopted City ordinances.

To expedite your application process, several departments will coordinate their efforts from your submittal.

- The City Clerk will verify taxes, licensing, workers compensation, and any debts owed to the city.
- The Planning Department will verify land use and zoning requirements.
- The Water Department will verify backflow prevention and usage information.
- The Building Department will verify compliance with codes through inspection and plan review.
- The Police Department will verify security information for your site.
- The Engineering Department may need to review sites for storm water management, utility connections, etc.

Depending upon your needs, these departments will work together to help your project come to reality.

Please note: New buildings of any kind will require a comprehensive review by all departments beginning with the Planning Department. You may contact Planning to schedule a pre-application meeting at the number listed on the back of this form.

Businesses take different shapes

Existing buildings can be utilized in many different ways and take all sorts of sizes and shapes. Some are single tenant office space, multi-tenant retail space or full scale industrial sized buildings. Some businesses are located in a residence as a home occupation. The process within the City varies for each category.

Single Tenant Office or Retail Space

This use would describe a stand alone type building for a single user. A new business moving into such a facility would be required to be reviewed by the Planning Department for their associated land use, a Water review for backflow prevention and a building inspection for life/safety verification. Please note that any changes to the building including the moving or installation of walls, fixtures etc. would require a building permit.

Multi-Tenant Office or Retail Space

Similar to the use described previously, this space would require the review by the Planning Department, Water Department and the Building Department. Further restrictions may be placed on a multi tenant facility because such spaces involve more than one type of tenant under one roof.

Direction, Direction, Direction

Each department has formulated guides to help through the various review processes. Contact any of the departments listed on the back if you have specific questions.

Industrial or Factory Buildings

These type facilities are typically stand alone buildings capable of large scale production of goods or storage of merchandise. The same departments (Planning, Water and Building) will need to review these uses as well. Typically these buildings are checked for land use, parking accommodation, backflow prevention, pre-treatment, fire suppression and building code use group specific to the buildings original construction.

All of these buildings will require an initial review by each department prior to your occupancy. In addition to the Occupancy Permit, a Business License is also required.

Inspections and Licensing

Business Licensing is required in conjunction with all Occupancy Permits issued for a Business. New businesses occupying existing spaces need only file the Occupancy Permit and Business License Application form.

Special Licenses May Apply

Special licensing may be required for specific uses within the City. Each such use may require more than one license or process.

Special Licensing is required for:

- Itinerant vendors
- Solicitors and canvassers
- Alcohol sales of any type
- Firearms sales
- Pawnbrokers
- Private security officers
- Mechanical amusement centers
- Adult businesses
- Payday and title loan business
- Tattoo and body piercing establishments

Contact the City Clerk for specific questions regarding these licenses. The City Clerk's office may be reached at (636) 327-5101.

Occupancy Permit Review Process

If your project is new.....

- Contact the Planning Department for further direction. Planning and Zoning must first review your project prior to applications for permits or licenses.

If **no** changes are necessary.....

- Obtain and fill out the Commercial Occupancy Form and Business License Application if no changes to the building are desired. We will contact you to schedule your inspection after an initial review by the Water and Planning Departments.

If your space is new and has been approved by Planning and the Board of Alderman or the space requires changes.....

- Obtain and fill out the Commercial Plan Review and Building Permit form along with the Commercial Occupancy and Business License Application. Submit these forms with two sets of sealed plans by a Missouri Registered Design Professional. A comprehensive review by all departments will be necessary.

If you are changing ownership.....

- If the only changes you are making in a business involves a change of ownership, an occupancy inspection and business license will be required. Submit the Commercial Occupancy and Business License form.

Signage.....

- Businesses need to apply to the Planning Department to initiate permits for temporary and permanent signs. The City requires permits for all new signage for your business including the use of banners, balloons, specialty signs for grand openings, etc. It is permissible for your sign company to apply and receive a permit on your behalf; however, the ultimate responsibility for compliance will rest upon the business.

Special Zoning and Business License provisions

Certain commercial uses may require further review and/or approval for;

- Sales of alcohol or firearms
- Tattoo or massage establishments
- Temporary sales or vendor shows
- Charitable events involving sales, alcohol, food, etc.

Contact the City Clerk's office and the City Planner if you believe your commercial use may fall in to one of the categories above.

FEES

Special Events.....	\$25.00
Business License.....	\$25.00
Occupancy Permit.....	\$50.00
Sign Permit.....	\$35.00
Water/Sewer deposit.....	\$150.00

*Building permit, engineering review, zoning review, water and sewer fees, etc. are all calculated per use and size. Contact the specific department below for further information.

Important Contacts

City Clerk's Office.....	(636) 327-5101
Public Works Administration.....	(636) 327-5102
Planning Department.....	(636) 639-2032
Building Department.....	(636) 639-2034
Water/ Wastewater.....	(636) 639-2062

Call us, we're here to help!

