

**OPENING A BUSINESS IN THE CITY OF
ST. CHARLES**

Before purchasing a lot or tract or before signing a lease:

Review/ask questions about land use, zoning, building codes, and/or fire codes by contacting the following City Departments:

ZONING

Community Development (Planning Division):
(636) 949-3222

SITE PLAN REQUIREMENTS

Community Development (Planning Division):
(636) 949-3222

PUBLIC UTILITIES

Department of Public Works:
(636) 949-3237

PLATTING PROCEDURES

Community Development (Planning Division):
(636) 949-3222

FIRE & BUILDING CODE REQUIREMENTS

Community Development (Building Division):
(636) 949-3227

SIGN REGULATIONS

Community Development (Planning Division):
(636) 949-3222

NEW BUSINESS OR NEW OWNER

To change ownership of an existing business or to change the business, but not the type (restaurant to restaurant, bar to bar, retail store to retail store, etc.), with no change to the building:

1. Make an appointment with the Building Division at (636) 949-3227 for an occupancy inspection (Fire and Building inspections under one review).
2. Bring the approved building and fire inspection slips, with completed occupancy questionnaire, to the Department of Community Development on the Third Floor of City Hall at 200 North Second, Suite 303, to receive your Certificate of Occupancy. The cost for this Certificate is \$50.00.
3. All businesses within the City of St. Charles are required to submit trash service information in order to receive a Certificate of Occupancy. If a landlord is providing trash service, submit information verifying landlord's consent with name of trash hauler.
4. Apply to the City Office of Collections on the First Floor of City Hall, Suite 101, for a business license. The cost of the business license is dependent on the type of business. The following three items are required in order to receive the license:
 - a. Certificate of occupancy (issued by the Department of Community Development);
 - b. Paid personal property tax receipt in the business name from the St. Charles County Collector, (636) 949-7470; or a Personal Property Tax Waiver from the St. Charles County Assessor, (636) 949-7423. Both offices are located in the County Administration Building, 201 North Second Street (across the street from City Hall);

- c. State sales tax number, if required by the State, from the Missouri Department of Revenue, (573) 751-5860, or visit their web page at <http://www.dor.state.mo.gov>.
5. Apply for a sign permit for any new signs located on your building or lot. The cost of a non-illuminated sign permit is \$75.00. The cost of an illuminated sign permit is \$99.00. Sign applications may require review by the Landmarks Board if located within a designated historic district.

NOTE: If you are developing an establishment which serves food, you must also comply with the regulations of the St. Charles County Health Department, (636) 949-7404.

To change the type of business (retail store to restaurant, restaurant to bar, auto sales to auto body shop, etc.), create a combination of uses, or change the building in any way (new electrical service, repair/replace plumbing, put up new walls, remove existing walls, put in a new doorway, close an existing doorway, etc.):

Before signing a lease or a deed to the property, contact the Building Division at (636) 949-3227 to discuss required building permits and change of use; and the Planning Division at (636) 949-3222 to discuss zoning regulations. When you have received both zoning and final building approval, proceed with steps 1 through 5 above.

TO BUILD A NEW BUILDING

If you want to develop a new site or building for your business, you will need to meet the requirements of the City's various department codes. The Department of Community Development, Planning Division, (636) 949-3222, can provide information on these codes.

ADDITIONAL ITEMS RELATED TO OPENING A NEW BUSINESS

- Determine the zoning classification of the property and ensure that the proposed land use is appropriate (Community Development - Planning Division).
- Determine if the number of existing parking spaces or proposed parking spaces meets the requirements of the City of St. Charles Parking Regulations.
- Determine allowed square footage for signage.
- Check with public utility companies (AmerenUE, Laclede Gas, your local phone company, and a trash pick-up service) to ensure proper services for your business.

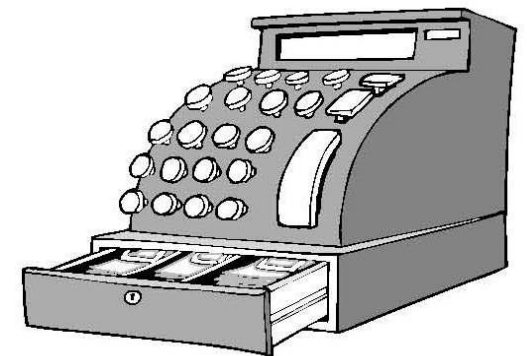


Department of Community
Development
200 N. Second St., Suite 303
St. Charles, Missouri 63303



CITIZEN
INFORMATION
SERIES

Opening a New Business In St. Charles



DEPARTMENT OF
COMMUNITY DEVELOPMENT