

City of Chesterfield

Opening a Business: License & Permit Process

BEFORE YOU SIGN A LEASE OR MOVE: USE THIS FLOW CHART TO HELP UNDERSTAND THE NECESSARY PERMITS AND REGULATIONS.
 Helpful Numbers: Department Finance & Administration (**Dept. of F&A**) 636-537-4714
 Department of Planning and Public Works (**Dept. of PPW**) 636-537-4746
 St. Louis County Dept. of Public Works 314-615-7866 or 314-615-7155

Yes!

- My business use is allowed.
- I meet parking requirements.
- I do not need a building permit.

Unsure??
 Contact the Planner of the Day at 636-537-4733

Apply for a Re-Occupancy Permit.

Dept. of PPW reviews application for compliance with City ordinances.

City sends application to St. Louis County for review.

Applicant should schedule Occupancy Inspection with St. Louis County. Applicant should also contact the Local Fire District for any approvals required before occupying their space.

Owner applies for a Business License with the Dept. of F&A at the time of Final Occupancy Inspection. The Dept. of PPW reviews and signs off on the Business License and returns to Dept. of F&A.

Upon Approval of Occupancy Inspection by St. Louis County, the Permit will be sent to the Dept. of PPW.

Dept. of PPW provides final review and release of the Occupancy permit.

Dept. of F&A issues Business License.

Yes!

- My business use is allowed.
- I meet parking requirements.
- I do need a building permit.

Unsure??
 Contact the Planner of the Day at 636-537-4733

Apply for a Municipal Zoning Approval (MZA) with the Dept. of PPW.

Application is reviewed for compliance with City ordinances.

Dept. of PPW approves and applicant picks up and takes to St. Louis County.

Owner applies to St. Louis County & the Local Fire District for all necessary permits and inspections.

Owner applies for a Business License at the time of Final Occupancy Inspection. The Dept. of PPW reviews and signs off on the Business License and returns to the Dept. of F&A.

Upon Approval of Occupancy Inspection by St. Louis County, the Permit will be sent to the Dept. of PPW.

Department of PPW provides final review, inspection, and release the Occupancy Permit.

Dept. of F&A issues Business License.

Yes!

- Business run from home.
- I meet requirements in the Home Occupation Checklist.

Unsure??
 Contact the Planner of the Day at 636-537-4733

Apply for a Home Occupation Permit in conjunction with the Business License Application and submit to the Dept. of F&A.

Permit is forwarded to the Dept. of PPW for review and then sent back to Dept. of F&A.

Dept. of F&A issues Business License.

No!

- There are certain requirements I do not meet.

I need assistance!



Contact the Planner of the Day at (636) 537-4733 or email pod@chesterfield.mo.us

