

Opening A Business In Chesterfield



City of Chesterfield

690 Chesterfield Parkway West
Chesterfield, MO 63017
(636) 537-4000



Chesterfield Chamber of Commerce

101 Chesterfield Business Pkwy
Chesterfield, MO 63005
(636) 532-3399
www.chesterfieldmochamber.com

The Chamber, established in 1976, proudly plays a role in the growth of Chesterfield. Committed to promoting the business community, the Chamber boasts a membership of more than 850 commercial, industrial, retail and professional firms.

CITY OF CHESTERFIELD

City Hall (636) 537-4000

City Clerk's Office: (636) 537-6716

Community & Econ Development: (636) 537-6720

Finance and Administration: (636) 537-4714

Planning and Public Works: (636) 537-4746

Police-General Information: (636) 537-3000

Planner of the Day: (636) 537-4733

Website for all Permits and Application Forms:
www.chesterfield.mo.us

ST. LOUIS COUNTY CONTACTS

St. Louis County: (314) 615-5000

Business Assistance Center: (314) 615-5222

Permit Application Center: (314) 615-5184

UTILITY CONTACTS

AmerenUE: (314) 342-1111

Laclede Gas: (314) 621-6960

SBC Telephone: (800) 499-7928

Missouri-American Water: (314) 991-0333

Metro Sewer District: (314) 768-6230

LOCAL FIRE DISTRICT CONTACTS

Monarch Fire Protection District: (314) 514-0900

Metro West Fire Protection District: (636) 458-2100

GOVERNMENT CONTACTS

MO Dept of Econ Development: (800) 523-1434

Federal ID Number Information: (800) 829-1040

BUSINESS RESOURCES-

Small Business Development Center- St. Louis County Extension

121 South Meramec, Ste. 501
Clayton, MO 63105
(314) 615-2911

The Small Business Development Center offers individual counseling, training programs and technical assistance. To home-based and small businesses, it provides educational programs, information and assistance on business topics.

St. Louis Enterprise Center

743 Spirit 40 Park Dr
Chesterfield, MO 63005
(636) 519-4700
www.slcec.com

This small-business incubator provides new and growing small businesses with affordable space, shared support services, access to expert mentors and valuable networking opportunities.

US Small Business Administration

200 N Broadway, Ste 1500
St. Louis, MO 63102
(314) 539-6600
www.sba.gov/mo/stlouis

SBA provides financial, managerial and technical assistance.

SCORE

200 N Broadway, Ste 1500
St. Louis, MO 63102
(314) 539-6600
www.stlscore.org

SCORE provides no-cost, confidential business counseling tailored to meet the needs of each business. It also offers workshops and seminars, for a modest fee, to both start-up entrepreneurs and existing businesses.

EXTERIOR SIGNAGE-

Each development has different requirements for exterior business signs. St. Louis County charges a sign permit fee. For information on sign requirements and applications, contact the Planner of the Day at (636) 537-4733 or pod@chesterfield.mo.us.

BUSINESS REGISTRATION-

Most companies operating in Missouri must register with the state. Unincorporated businesses must also file if they do business under any title other than the actual name of the owner. For more information, contact:

Corporations Division
Office of the Secretary of State

PO Box 778
Jefferson City, MO 65102
(866) 223-6535
www.sos.mo.gov

LIQUOR, SOLICITING, VENDING-

If applicable you must apply for the following permits/licenses to be in compliance.

Applications for liquor licenses are available from the Finance and Administration Department. Various fees apply. For information, call (636) 537-4714.

Applications for soliciting licenses are available from the City Clerk's Office. For information call (636) 537-6716.

Applications for vending permits are available from the Finance and Administration Department. Various fees apply. For information, call (636) 537-4714.

For information on any of the above, you may also visit www.chesterfield.mo.us.

WELCOME-

The City of Chesterfield welcomes your new business to the community!

Chesterfield offers a healthy and diverse economic environment where businesses thrive and prosper.

This brochure will answer frequently asked questions about opening a business within the City.

Please visit www.chesterfield.mo.us for additional information and to obtain any required forms.

Opening a Business Check List

- Your property's zoning/site specific ordinances must allow for the use you are proposing for the site
- You must determine if you need a building permit for your site
- You must apply for either a Municipal Zoning Approval or re-occupancy permit
- You must apply for a Business License
- If applicable obtain a sales tax number
- Your signage must comply with city ordinance and county permit regulations
- Register with the State of Missouri
- If applicable apply for a vending, liquor, or soliciting license

ZONING-

Before leasing or purchasing a building site, it is recommended you verify that the proposed use is permitted at that location per the City's Zoning/Site Specific Ordinances.

To determine if the zoning is appropriate as well as whether or not the proposed use meets parking requirements, you may request a zoning verification letter from the Planner of the Day at (636) 537-4733 or pod@chesterfield.mo.us.

DO I NEED A BUILDING PERMIT?

To determine if the proposed work to the space requires a building permit, contact the St. Louis County Department of Public Works at (314) 615-7155 or visit their website at www.stlouisco.com/publicworks/bldgpermits.html for a detailed list of work that does not require a building permit.

APPLYING FOR MUNICIPAL ZONING APPROVAL OR RE-OCCUPANCY PERMIT

Step 1: Apply for a Re-Occupancy Permit if a Building Permit is not required or Municipal Zoning Approval (MZA) if a Building Permit is required.*

Step 2: The application will be reviewed for compliance with the City's Zoning/Site-Specific Ordinances.

- Upon approval, the City will forward the Re-occupancy application to St. Louis County.

OR

- The applicant will submit the approved MZA to St. Louis County to obtain a Building Permit.

Step 3: Apply for a Business License with the City of Chesterfield's Department of Planning and Public Works at the time of Final Occupancy Inspection with St. Louis County.

Step 4: Upon approval of the Occupancy Inspection, the Permit will be forwarded to the City of Chesterfield for final approval.

Step 5: The City of Chesterfield will then issue the Occupancy Permit and Business License.

*All applications, requirements, fee information and instructions are available at: www.chesterfield.mo.us

HOME OCCUPATION PERMIT-

Some types of Home Occupation are permitted in residential and non-urban zoning districts for the purpose of conducting business within a dwelling for financial gain. Applicants are advised to contact their subdivision trustees regarding possible subdivision restrictions.

All proposed home businesses must submit a Home Occupation Permit application along with their Business License Application in lieu of obtaining an Occupancy Permit.

BUSINESS LICENSE-

Every business operating from a permanent location is required to obtain a business license.

The annual fee is based on square footage and type of business. For more information on determining what type of business you have or if you are exempt from the license fee, please refer to the application form.

<u>Business Type</u>	<u>Sq Ft Fee</u>
Retail	\$0.08
Office/Service	\$0.04
Manufacturing/Warehouse	\$0.02

The minimum fee is \$25 and the maximum is \$10,000; fees are prorated for first-time applicants depending on the date of application.

According to Missouri State Law, the following are exempt from paying a municipal business license fee: duly accredited Christian Science practitioner, teacher, professor in a college, priest, lawyer, CPA, dentist, chiropractor, optometrist, chiroprapist, physician, surgeon, psychologist and veterinarian. Additionally, businesses that provide a copy of their letter of non-profit status are exempt from license fees. *However, if you fall into one of these categories, you are still required to complete and submit a business license application.*

Business licenses expire on June 30 of each year. Renewal forms are mailed as a courtesy to all licensees in May and must be returned no later than July 1. Late fees will apply thereafter. If you do not receive a renewal form it is your responsibility to contact the Finance and Administration Department at (636) 537-4714.

Workers' Compensation Certificate - According to State Statute RSMo 287 construction companies with one or more employees must submit a copy of their certificate of insurance for workers' compensation coverage prior to the issuance of a municipal business license.

For information and applications, contact the City of Chesterfield at (636) 537-4000 or visit www.chesterfield.mo.us.

SALES TAX NUMBER-

A business license is issued only after a state sales tax number, if applicable, is obtained. To apply, contact the Missouri Department of Revenue at (314) 877-0177 or visit www.dor.mo.gov/tax/forms.

Important reminder: Business licenses can be revoked for delinquent sales tax collection.

SALES TAX RATES-

TDD District (63005) Sales 7.700% Food 4.601%
All Other Areas Sales 7.325% Food 4.225%

TDD SALES TAX DISTRICT-

All businesses that are located in Chesterfield Valley Transportation Development District (TDD), that collect sales tax, will be funding major infrastructure improvements, via a 3/8th cent sales tax. These projects, which will be located throughout the Chesterfield Valley, are the direct result of a cooperative partnership, involving the City of Chesterfield, Monarch-Chesterfield Levee District, St. Louis County and the State of Missouri. To verify that you are located within this Tax District and are responsible for collecting this additional sales tax, please contact the Finance and Administration Department at (636) 537-4714.

LICENSE RENEWAL SCHEDULE-

Alarm Licenses	January 1 - December 31
Billboard Licenses	July 1 - June 30
Business License	July 1 - June 30
Liquor License	July 1 - June 30
Tobacco License	July 1 - June 30
Trash Hauling License	July 1 - June 30
Vending License	July 1 - June 30