

GUIDE TO
Starting a Business in



Do you have a location identified?

YES NO

Is your business going to sell/serve alcoholic beverages?

YES NO

STEP 1

Attend **Pre-Application Meeting** for *Liquor License*

Processing Time: 5 b. days

STEP 2

Contact **P&D Department** to see if your use is permitted at your location

Special Use Permit (SUP) needed? See page 2

Processing Time: 1-3 b. days

Will you require a **Building Permit** for necessary site work?

YES NO

STEP 3

Apply for **Building Permit** with **Public Works**

Processing Time: 5 b. days

STEP 4

Apply for **Commercial Occupancy Permit** with **Public Works**

Apply for **Business License** with **Finance**

Processing Time: 2 weeks

Did you pass all necessary inspections?

YES NO

STEP 5

Receive **Commercial Occupancy Permit** and **Business License**

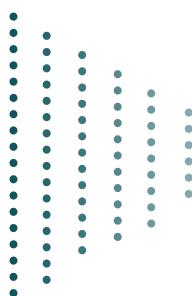
Begin operation and join the City's *Business Retention & Expansion Program*



Work with **Planning & Development (P&D) Department** to locate available sites or spaces



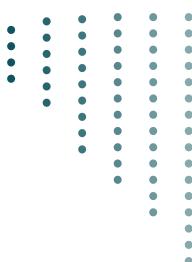
GO TO STEP 2



LIQUOR LICENSE / SUP PROCESS
GO TO PAGE 2



GO TO STEP 4



DO I NEED A BUILDING PERMIT?

Generally, a permit is not needed when doing minor tuck-pointing, repairing plaster/drywall, replacing gutters, downspouts, siding, windows and doors where there is no change in size of opening.

Contact **Public Works** for details.



Work with **Public Works** and **Fire Marshal** to bring into compliance

IMPORTANT PHONE NUMBERS

| | |
|---------------------------|----------------|
| P&D Department | (314) 524-5257 |
| Public Works | (314) 524-5191 |
| Fire Marshal | (314) 229-4963 |
| Finance Department | (314) 524-5254 |
| City Clerk | (314) 524-5152 |

*NOTE: PROCESSING TIMES ARE MINIMUM ESTIMATES AND WILL VARY



GUIDE TO Liquor Licenses / Special Use Permits

