

GUIDE TO Starting a Business in



Do you have a location identified?



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

↓ YES ↓

Is your business going to sell/serve alcoholic beverages?



GO TO **STEP 2**

↓ YES ↓

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?



GO TO **STEP 4**

↓ YES ↓

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?



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

↓ YES ↓

STEP 5
Receive **Commercial Occupancy Permit** and **Business License**

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

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.

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

STEP 1
Attend **Pre-Application Meeting**

Processing Time: 1-5 b. days

Did the Zoning Administrator inform you that you require a **Special Use Permit (SUP)**?

YES

STEP 2
Submit **SUP Application** to **P&D Department**

Processing Time: 5 days

STEP 3
Attend **Plan Commission SUP Hearing**

Processing Time: 10 days

Did the **Plan Commission** approve your SUP?

YES

STEP 4
Attend **City Council SUP Hearing**

Processing Time: 4 weeks

Did the **City Council** approve your SUP?

YES

STEP 5
Attend **City Council Liquor License Hearing**

Processing Time: 2 weeks

Did the **City Council** approve your **Liquor License**?

YES

STEP 6
Submit all outstanding **Liquor License** Application Documents/Requirements to **City Clerk**

**NOTE: PROCESSING TIMES ARE MINIMUM ESTIMATES AND WILL VARY*

Please bring the following to the Meeting:
1. Complete Liquor License Application
2. Business Plan & Sales Inventory List
3. General Property Information for desired location

GO TO STEP 5

Zoning Administrator will work with you to ensure SUP Application is complete and ready for a Plan Commission Meeting (1st & 3rd Wednesday at 7:00PM monthly)

SUP denial means you are not permitted to operate (or serve alcohol) at that location

SUP denial means you are not permitted to operate (or serve alcohol) at that location

Liquor License denial means you are not permitted to serve alcohol at that location

Keep in mind, your Liquor License Approval is conditional on finalizing all application requirements, and any other conditions outlined during the City Council Hearing.