

F. State Registration

(866) 223-6535

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. Visit www.sos.mo.gov/ for information, or contact the Office of the Secretary of State in Jefferson City at the above number.

G. Signage

(314) 963-5314

The City's Sign Code regulates the size, type, and placement of all business signage. Before deciding on the type of sign(s) you want for your business, contact or have your sign fabricator contact the City's Senior Planner. All permanent signs require a permit, and must be approved by the Architectural Review Board. For submittal requirements and a schedule of ARB meetings, call the Permit Technician at **963-5325**.

H. County Health Department

(314) 615-8900

All eating and/or drinking establishments are required to have a St. Louis County Health permit. For instructions and forms, visit the web site at www.stlouisco.com/doh/FoodCenter/restrnt_open.html

I. Home Occupations

(314) 963-5314

You may operate a business out of your home, provided you have no employees or customers coming to your house, maintain no inventory, use no equipment not traditionally found in a home, have no signage, and there is otherwise no indication from the outside that a business is being conducted therein. A business license is required. Contact the Senior Planner for more information.

J. City Liquor License

(314) 963-5318

Any business selling alcoholic beverages by the package or glass must have a City Liquor License approved by the City Council. Contact the City Clerk at the above number, or visit www.webstergroves.org/liquorlicense. Allow 14 days for approval.

K. Special Business Taxing Districts

(314) 963-5300

The Crossroads, Old Orchard, and Old Webster special business districts exist to promote their local districts through marketing, special events, public parking, and other public improvements. Boundaries of the 3 districts may be viewed at www.webstergroves.org/index.aspx?nid=138. Businesses located in these districts pay a business license surcharge to support the activities of these districts.

Contacts when Starting a Business

- Webster Groves/Shrewsbury Chamber of Commerce -- (314) 962-4142
www.webstershrewsburychamber.com
- MO Small Business Development Center
www.missouribusiness.net/sbtdc
- SCORE (free counseling, training, and advice for small businesses) -- (314) 539-6600(242) or www.score.org
- Utilities
 - AmerenUE (314) 342-1111
 - Laclede Gas (314) 621-6960
 - AT&T (888) 944-0447
 - MO-American Water (314) 991-0333
 - MSD (314) 768-6230

This information may also be found at:
www.webstergroves.org

OPENING A BUSINESS IN WEBSTER GROVES

HELPFUL INFORMATION
PROVIDED AS A COURTESY BY
THE CITY OF



Information current as of December 2010

Check List for Opening a Business

- A.** Is the property properly zoned for the use(s) you are proposing?
- B.** Do you need to make improvements that could require a building, plumbing, electrical, or other permits?
- C.** Has an occupancy inspection been performed?
- D.** Have you applied for a Webster Groves Business License?
- E.** Have you obtained a sales tax number?
- F.** Have you registered with the State of Missouri?
- G.** Has your signage been approved by the Architectural Review Board?
- H.** If preparing or serving food, has the St. Louis County Health Department been contacted?
- I.** Is your proposed business location in your house or another residential building?
- J.** If serving alcoholic beverages, have you applied for a Webster Groves Liquor License?
- K.** Will your business be located in one of 3 Special Business Districts: Crossroads, Old Orchard, or Old Webster?

A. Zoning Requirements

(314) 963-5314

All property in the City is zoned as Residential, Commercial, or Industrial. With a few exceptions, businesses may not operate in a Residential Zone. Those exceptions include Home Occupations (see below) and day care centers.

Specific business uses are regulated differently in each commercial and industrial zone. There may be different parking, building placement, and landscaping requirements in a district. Therefore, whether you are constructing a new building or moving into an existing building, you are encouraged to contact the Senior Planner early in your decision making process. If you need to change the zoning designation for a property in order to open your business, anticipate a minimum 9-10 weeks for approval of that before seeking a business license.

B. Construction Permits

(314) 963-5325

The City of Webster Groves issues building, plumbing, electrical, and HVAC permits for any new construction and most interior renovations. New buildings and construction that alters the exterior of existing buildings must first be reviewed by the City's ARB (Architectural Review Board). The ARB meets twice monthly to review construction projects. Anticipate 10 to 30 days for ARB review.

Your project is unique. Moving into existing commercial space may involve some interior renovation that you desire. It may also require other improvements based on the Building Code. The Permit Technician should be contacted to determine what permits your project might require, whether consultation with the Building Commissioner is advisable, and how long the review process may take once construction plans are filed.

C. Occupancy Inspections

(314) 963-5332

When moving into an existing commercial space, the building owner/manager is to schedule an occupancy inspection to verify that your tenant space (as well as the building exterior and common areas of multi-tenant buildings) meets basic property maintenance requirements. Any repairs called for must be addressed before a business license is issued and the space is occupied.

D. Business License

(314) 963-5300

A City-issued business license is generally required before any business may commence operation. Application packets for business licenses are available at the Customer Service Desk in City Hall. A notarized statement of gross receipts (money and other compensation received from business activity) from the previous year shall accompany the application. The City review process includes a zoning determination, occupancy inspection, fire inspection, and police background check. Licenses are typically issued within 5 to 10 business days, assuming all requirements are satisfied. The license fee is based upon the reported gross receipts of the business, with a minimum of \$35. Licenses, which expire December 31st, must be renewed annually.

E. Sales Tax Number

(314) 877-0177

A City business license is only issued after a state sales tax number, if applicable, is obtained from the Missouri Department of Revenue. Contact the local State office at the above number, or visit dor.mo.gov/forms/2643.pdf.