



HOME-BASED BUSINESS PERMIT APPLICATION PROCEDURES

1. A resident may need to obtain a Home-based Business Permit for certain domestic activities carried on by a member of a family residing on the premises. Please see attached “Code for Home-based Businesses”.
2. A non-refundable fee in the amount of \$25.00, payable by cash or check, to the City of Crestwood will be due when the application for the Home –based Business Application is submitted to the Department of Public Works.
3. The application will be reviewed and an inspection of the premises may be made by the Code Enforcement Officer to ensure the proposed home-based business complies with the Zoning Ordinance regulations. City Staff must review and approve the application before a Home-based Business Permit is issued
4. Simultaneously, while the applicant is applying for the Home-based Business Permit, they should contact the City Clerk’s office at the Crestwood Government Center at 314-729-4774 or 314-729-4711 to obtain their Crestwood Business License which is also required.
5. A Home-based Business Permit is not transferrable and shall terminate upon the sale or transfer of the property to a new owner or the termination of the tenancy for the individual to whom a Home-based Business Permit has been issued.
6. Should you have any questions, please contact the Department of Public Works at 314-729-4720.



DEPARTMENT OF PUBLIC SERVICES

One Detjen Drive | Crestwood, MO 63126

Home-based Business Permit Application

Application Fee \$25.00 (Cash or check due at time of application-non-refundable) Application Date: _____

ADDRESS of Home-based Business: _____

NAME OF BUSINESS: _____ Bus Phone: _____

Business Contact Name: _____ Primary Phone: _____

Business Web Site: _____ Bus Email: _____

Description of proposed home-based business: _____

Are you Renting this Property? No ___ Yes ___ If yes, name of property owner: _____

Property Owner resides at following address: _____

Property Owner's Primary Phone: _____ Secondary Phone: _____

Property Owner's signature of approval: _____ Date: _____

Please Note: All Home-base Businesses are required to submit for a Crestwood Business License.

By signing below, the applicant acknowledges that they have been provided a copy of Zoning Code Sections 26-5, 26-7 and 26-16 and the application procedures for a home-based business. After reviewing all the provided paperwork, they believe they are in compliance for the proposed home-based business.

Applicant/business owner's signature: _____ Date: _____

OFFICE USE ONLY

Permit # _____ Date Approved _____

Approved By: _____ Title _____

Notes _____

Date Paid _____ Payment Amount _____ Payment Method: Cash _____ Check _____

Payment Received by _____ Receipt Number _____

Applied for Crestwood Business License? Yes ___ No ___ If no, date confirmed _____