

Opening a Business in Crestwood



City of Crestwood

1 Detjen Drive
Crestwood, MO 63126
(314)729-4700
www.cityofcrestwood.org



WELCOME!

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

Crestwood 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.cityofcrestwood.org 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. *(See pg. 3)*
- You must determine if you need a building permit for your site. *(See pg. 3)*
- You must apply for a Municipal Zoning Approval and a Commercial Occupancy Permit. *(See pg. 4)*
- You must apply for a Business License. *(See pg. 7)*
- If applicable, obtain a MO Sales Tax ID Number. *(See pg. 8)*
- Register your business with the State of MO. *(See pg. 9)*
- Register and obtain a business license from St. Louis County, if required. *(See pg. 9)*
- Your signage must comply with city ordinance and county permit regulations. *(See pg. 9)*

ZONING

Before leasing or purchasing a building site, it is recommended you verify that the proposed use is a permitted use or a conditional use permit (CUP) per the City's Zoning / Site Specific Ordinances. The zoning matrix showing permitted use (P) and conditional use (C) can be viewed at www.cityofcrestwood.org, Crestwood's Municipal Code Section 26-401, or contact the Public Works Department at (314)729-4720

A BUSINESS LICENSE MUST BE APPLIED FOR THROUGH THE CITY CLERK'S OFFICE AT (314)729-4700.

A COMMERCIAL OCCUPANCY PERMIT IS REQUIRED FROM BOTH THE CITY OF CRESTWOOD AND ST. LOUIS COUNTY FOR ALL NEW BUSINESSES. CONTACT CRESTWOOD PUBLIC WORKS AT (314)729-4720 AND ST. LOUIS COUNTY PUBLIC WORKS AT (314)615-5184.

APPLYING FOR THE CITY OF CRESTWOOD'S COMMERCIAL OCCUPANCY PERMIT

Submit the Commercial Occupancy Permit Application and the \$125 permit fee to the City of Crestwood Public Works Department. **Please note that the signature of the property owner or the leasing/managing agency is required on the application prior to submitting.** The Zoning District and its use would be determined; it would either be a Permitted Use or a Conditional Use. A conditional use would require a public hearing with an additional \$125.00 public hearing fee and must go before both the Planning and Zoning Architectural Review Commission (P&Z Commission) for recommendation and then go before the Board of Aldermen for a vote in favor of or opposition to the conditional use.

APPLYING FOR ST. LOUIS COUNTY'S COMMERCIAL OCCUPANCY PERMIT

If the conditional use is approved by the Board of Aldermen, the Public Works Department would then approve the Commercial Occupancy Permit Application. The applicant would then submit Crestwood's Commercial Occupancy Permit to St. Louis County. Upon approval of St. Louis County's occupancy inspection, their issued permit would be mailed to the City of Crestwood. The City's Department of Public Works would then issue a Certificate of Occupancy. The Certificate of Occupancy, along with St. Louis County's Commercial Occupancy Permit, would then be mailed to the business owner.

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 <http://www.stlouisco.com/yourgovernment/countydepartments/publicworks/permits> for a detailed list of work that does not require a building permit.

APPLYING FOR MUNICIPAL ZONING APPROVAL OR RE-OCCUPANCY PERMIT

If a building permit is required from St. Louis County, the applicant must initially obtain a Zoning Review Permit from the City of Crestwood. A \$75 permit fee and six sets of detailed drawings and site plans must accompany the permit application.

If a Site Plan Review is necessary, due to variances to City Code, it would require a Public Hearing with an additional \$125.00 fee and must go before both the Planning and Zoning Architectural Review Commission (P&Z) for recommendation and then go before the Board of Aldermen for a vote in favor of or opposition to the Site Plan Review.

If it is determined that both a conditional use permit (CUP) and site plan review must go before the P&Z Commission and the Board of Aldermen, only one Public Hearing fee of \$125.00 is necessary.

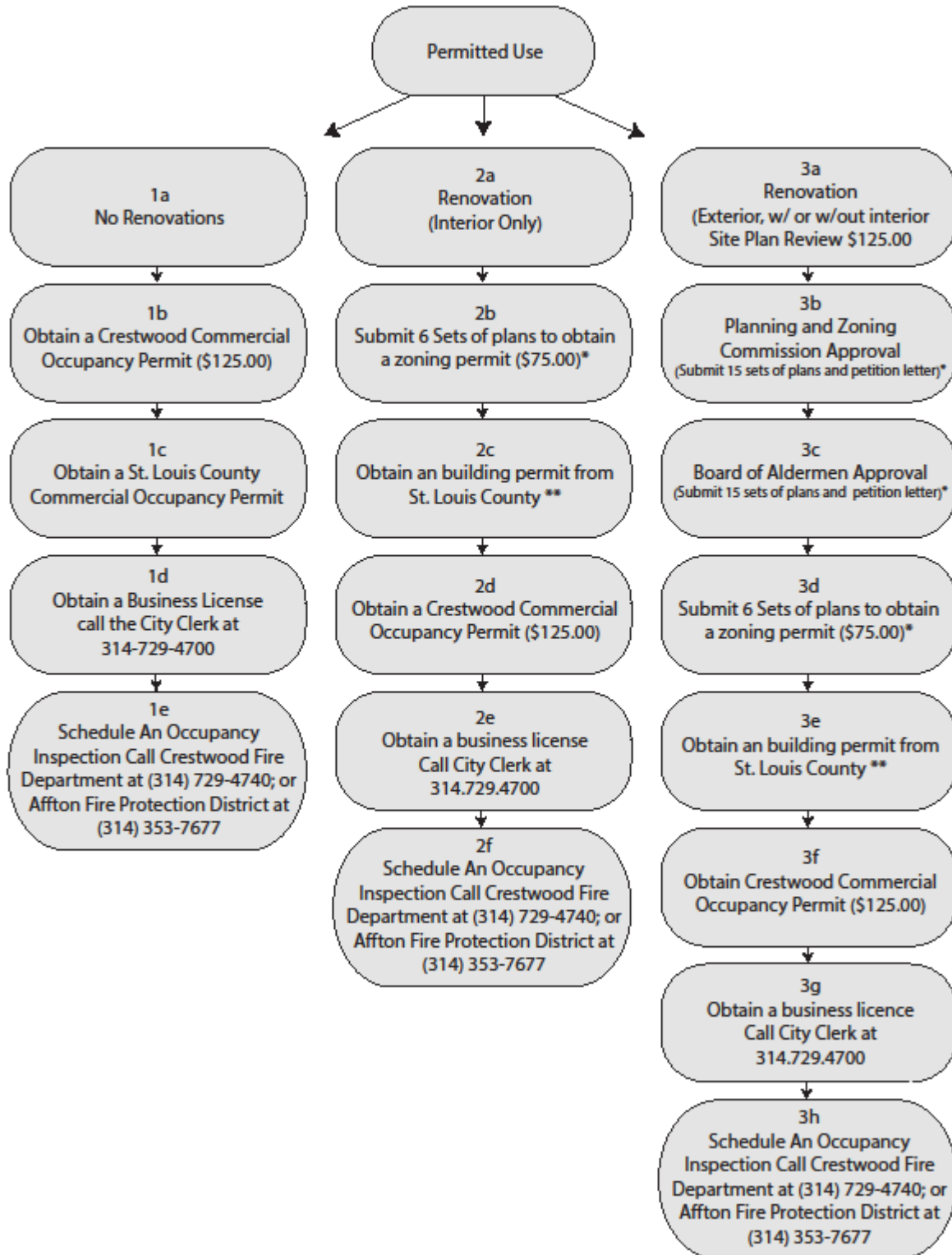
APPLYING For St. Louis County's Building Permit

Once approved by the City, the applicant would then submit the Zoning Review Permit and four sets of detailed drawings and site plans to St. Louis County to begin the process for the Building Permit. Applicants can contact St. Louis County Department of Public Works at (314) 615-7155 or visit their website at <http://www.stlouisco.com/yourgovernment/countydepartments/publicworks/permits>

The City of Crestwood's applications, instructions, requirements, and fee information are available at: www.cityofcrestwood.org

OPENING A NEW BUSINESS

To Establish Use, Call The City of Crestwood Dept. Of Public Works at 314.729.4720

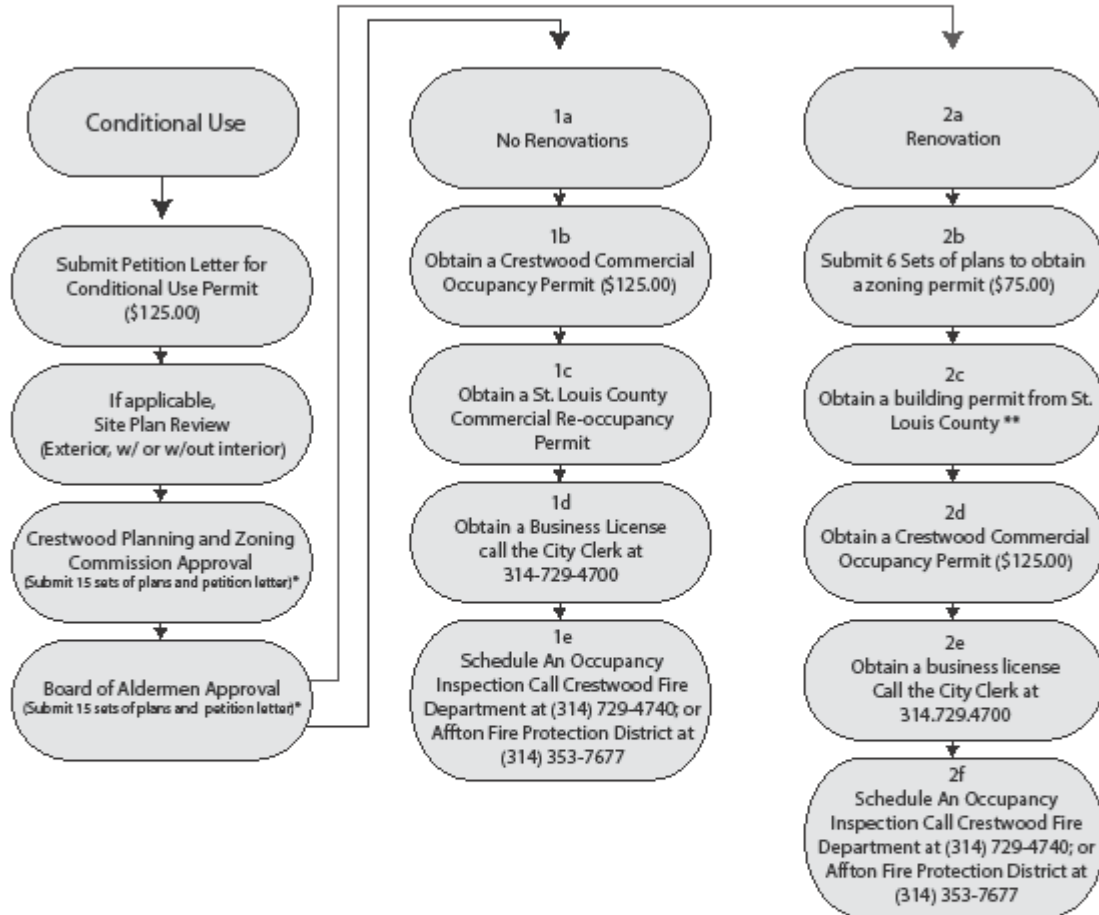


*11" x 17" Plans Preferred

** This step results in St. Louis County Commercial Occupancy Permit Approval.

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HOME OCCUPATION PERMIT

Some types of Home Occupations are permitted in residential and zoning districts for the purpose of conducting business within a dwelling for financial gain. Applicants are advised to first contact their subdivision trustees regarding possible subdivision restrictions. Then contact the Department of Public Works at (314)729-4720 to verify the City's requirements/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 city business license. The annual fee is based on gross receipts from the prior year; or square footage, whichever is higher. For more information, please refer to the application form.

<u>Levy Type</u>	<u>Levy Rate</u>
Square Feet	Sq. Ft. X \$0.10
Gross Receipts	Gross Amt. X 0.00125

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

Business licenses expire on May 31st of each year. Renewal forms are mailed as a courtesy to all licensees in late April and must be renewed no later than July 1st. Late fees will apply thereafter. **In the event you do not receive a renewal notification by the end of May, please contact the City Clerk's Office to ensure you receive what you need to renew your license prior to expiration (314) 729-4700.**

All applications must include a statement from the business finance officer or accountant certifying the amount of sales or gross receipts, or a copy of the statement page of the business' most recent tax filing showing the amount of sales or gross receipts. Please note that under State and City law, a business' gross receipts or sales information is a "closed" record; it is not public record and the City is prohibited from releasing such information to the public

LICENSE RENEWAL SCHEDULE

Alarm Licenses	February 1 - January 31
Business License	June 1 - May 31
Liquor License	August 1 - July 31
Trash Hauling License	Done by contract
Vendors License	Expires March 31
Auction	Per Event

Workers' Compensation Certificate – In accordance with Missouri Law, Chapter 287 RSMo, all construction contractors must attach a Certificate of Insurance for workers' compensation insurance or a signed Affidavit (form can be obtained from Workers' Compensation Division) attesting that the contractor is exempt from carrying workers' compensation insurance. This must be provided before a business license is issued.

For information and applications, contact the City of Crestwood at (314) 729-4700 or visit www.cityofcrestwood.org.

MO SALES TAX LICENSE

A business license is issued only after a State Sales Tax License (applicable for Retail sales) is submitted and a 'no sales tax due' letter is submitted to the City. To apply, contact the Missouri Department of Revenue at (573) 751-9268 or visit www.dor.mo.gov/tax/forms. For current applicable rates, always confirm rates for your business address with the Missouri Department of Revenue.

SALES TAX RATES GUIDLINES *(Effective 1/1/2015)*

<u>Special Taxing District</u>	Add	Rate
Big Bend TDD	0.250%	8.863%
Crestwood Point TDD	1.000%	9.613%
Crestwood Square CID	1.000%	9.613%
All Other Areas:	0.000%	8.613%

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

Companies may be required to be licensed or registered with St. Louis County. For more information, contact:

St. Louis County Licensing

41 South Central Avenue
Clayton, Missouri 63105-1799
(314)615-5107
(314)615-5125 fax
licensing@stlouiscounty.com
www.stlouisco.com

EXTERIOR SIGNAGE

All signs must be approved by the City of Crestwood. The majority of signs require the follow-up approval of St. Louis County. Thirteen developments within the City of Crestwood have their own sign requirements which may be in addition to the City's requirements; further details would be provided by the Crestwood Public Works Department. Any variance within those developments must be approved by the development and may require approval by Crestwood's Department of Public Works. A Sign Permit Application, \$25 permit fee, and five (5) sets of drawings including a color rendering of the sign drawn to scale, and the building elevation showing the location of the proposed sign on the building, must be submitted to the Crestwood Public Works Department. If approved as submitted, the applicant would then submit four (4) sets of drawings to St. Louis County for their review and approval.

If it is determined that a variance to the Crestwood Sign Ordinances is necessary, a Sign Variance Application, \$25 hearing fee, and ten (10) sets of drawings, including a color rendering of the sign drawn to scale and the building elevation showing the location of the proposed sign on the building, must be submitted. The applicant would then be placed on the agenda for a hearing before the Sign Commission. If the hearing on the variance is approved, the Crestwood Public Works Department would then approve the Sign Permit and the four (4) sets of drawings for the applicant to take to St. Louis County.

LIQUOR, VENDING, ALARM, SOLICITOR AND ITINERANT MERCHANT LICENSES

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

Applications for Liquor, Vending, and Alarm are available from the City Clerk's Office. Various fees apply. For information, call (314) 729-4700.

Applications for Charitable Solicitation Permits (not for profit) are available from the City Clerk's Office. Requirements can be viewed at www.cityofcrestwood.org, Crestwood's Municipal Code, Section 13-27. For information call (314) 729-4700.

Applications for Itinerant Merchant Licenses (i.e. food trucks) are available from the City Clerk's Office. Requirements can be viewed at www.cityofcrestwood.org, Crestwood's Municipal Code, Section 13-208. For more information call (314)729-4700.

For information on any of the above, as well as applications for these licenses, you may also visit www.cityofcrestwood.org.

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

1222 Spruce Street, Ste. 10.103
St. Louis, MO 63103
(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.

Crestwood – Sunset Hills Chamber of Commerce

9058 Watson Rd., Suite A
Crestwood, MO 63126
(314) 843-8545
www.ourchamber.com

The Chamber, established in 1976, proudly plays a role in the growth of Crestwood. Committed to promoting the business community, the Chamber boasts a membership of nearly 230 commercial, industrial, retail and professional firms.

City Hall: (314) 729-4700
City Clerk's Office: (314) 729-4700
City Planning & Development: (314) 729-4781
Administration: (314) 729-4712
Finance and Administration: (314) 729-4792
Fire Services: (314) 729-4742
Human Resources: (314) 729-4796
Park and Rec: (314) 729-4860
Police Departments: (314) 729-4800
Public Works: (314) 729-4720
Permits & Application Forms at: www.cityofcrestwood.org

ST. LOUIS COUNTY CONTACTS

St. Louis County: (314) 615-5000
Building Plan Review: (314) 615-5485
Business Assistance Center: (314) 615-5222
Health Department: (314) 615-0600
Permit Application Center: (314) 615-4269
Public Works: (314) 615-5184
Zoning Review: (314) 615-3763

UTILITY CONTACTS

Ameren Missouri: (314) 342-1111
Laclede Gas: (314) 621-6960
AT&T Inc.: (800) 288-2747
Missouri-American Water: (866) 430-0820
Metro Sewer District: (314) 768-6260

LOCAL FIRE DISTRICT CONTACT

Affton Fire Protection District: (314) 353-7677

GOVERNMENT CONTACTS

MO Dept. of Econ. Development: (800) 523-1434
Federal ID Number Information: (800) 829-4933
MoDOT (888) 275-6636