

A GUIDE TO

Opening A Business In University City, Missouri



HELPING U GROW

U C I T Y

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Helping U Grow

Welcome to University City, known as “U City” to locals! The Department of Community Development wants to work with you to open your business here. A “one-stop shop” at City Hall has been created to help you navigate permitting, licensing, and inspections. U City information is outlined in this Guide, as well as information on state and county requirements and other helpful resources. The Department of Community Development can offer a range of assistance: property search, demographics, financing options, tax rates, and more. Contact Jodie Lloyd, Manager of Economic Development at 314-505-8522 or jlloyd@ucitymo.org for more information. We look forward to helping U GROW!



Location Selection & Zoning

We want to help you find the perfect location for your business! Before you select a site for your business, you should verify the zoning classification of the property and if the business type is allowed for the zone. In some instances, the type of business may require additional zoning procedures such as a Rezoning (Map Amendment) or Conditional Use Permit (CUP) which is a multi-step review and public hearing process that can take approximately 2-4 months in addition to the building permit process. The City encourages prospective business owners to secure the services of a certified and licensed realtor or architect. You can also contact the City's Zoning Administrator, Zach Greatens at (314) 505-8501 or zgreatens@ucitymo.org for a pre-submittal meeting, which is encouraged. If you need help finding a location, contact Jodie Lloyd at (314) 505-8522 or jlloyd@ucitymo.org.



City Permits & Licenses

Before you can open your business, you will need to comply with all City codes and licensing requirements. The information below is a summary of what steps you will need to take. For additional information, please visit the City's website at www.ucitymo.org.

Building Permit

A building permit is required when any structural change, major alteration, or renovation is made to a building, when any new construction is undertaken, or when there is a "change of use" for the space to be occupied. City enforces the Americans With Disabilities Act (ADA) for change of use or assembly use. Projects that require major renovation or alterations to a building may require using a licensed professional (architect, engineer, etc.) For any questions regarding building permits, contact (314) 505-8500. For questions regarding building codes or design work, contact the City's Deputy Building Commissioner, Eric Powers at epowers@ucitymo.org or (314) 505-8517.

Additional Construction Permits

In addition to a building permit, if you are going to make modifications to the building interior (mechanical, electrical, or plumbing) or exterior (fencing, landscaping, etc.) systems, you will need to obtain permits. Information on each permit is below:

- Electrical permits are issued to electrical contractors who are registered by University City and licensed by St. Louis County.
- Plumbing permits are issued to plumbing contractors who are registered by the City of University City and licensed by St. Louis County.
- Mechanical permits can be issued to a registered contractor or the property owner.

- All new signs or replacement of existing signs (located on the business or on property) must comply with the City's sign regulations in the Zoning Code and require a permit.
 - All fences must comply with the City's zoning code and require a permit.
- Dumpsters used for temporary storage on private property
- require a permit from the Department of Community Development, and construction-type dumpsters to be located on public property require a permit from the Department of Public Works and Parks.

In all cases, a permit **MUST** be issued before the work begins. Permit applications can be found on the City's website and on the 4th Floor of City Hall.

Commercial Occupancy Permit

Each time (any part of) a commercial building changes tenants or owners or when a new business is being proposed for a site, the new tenant or owner is required to apply for a Commercial Occupancy Permit and a Business License. The submitted application will be reviewed by the City's staff. A Commercial Occupancy Inspection will be scheduled to ensure the building meets all code requirements. If your business meets all the zoning, structural, fire, occupancy and health standards, a Commercial Occupancy Permit will be issued.

The City of University City recommends that all prospective business owners complete and submit the application for a Commercial Occupancy Permit as early as possible to ensure all related processes are complete prior to the intended opening date. When all construction related activities are complete, the Commercial Occupancy Inspection can be scheduled by contacting the Department of Community Development at 314-505-8500 or inspections@ucitymo.org. An inspector will come to the property to perform an inspection ensuring compliance with the applicable codes. Violations will be required to be corrected within 60 days

of the inspection. Provided no life safety issues exist, minimum code requirements are met, and the number of violations is minimal, a Conditional Commercial Occupancy may be issued allowing the business to open prior to completing the remaining violations. It is the responsibility of the permit applicant to ensure all violations are corrected in the given timeframe to ensure the Commercial Occupancy Permit is not revoked.

Business License

After a business has received a Commercial Occupancy permit, you must obtain a Business License. Information and application for a Business License are available on the 1st Floor of City Hall and on the City's website.

Retail businesses applying for a Business License need to bring the following in addition to the application: Missouri Sales Tax License and a Certificate of No Tax Due. The Business License year begins on May 1st and ends on April 30th. The Finance Department mails renewal forms each year in February. Businesses in the Loop Special Business District (located on Delmar Boulevard, roughly in the 6200-6700 blocks) are required to pay an additional license fee, which is 50% of the business license fee collected by the City.

Liquor License

If your business is going to sell beer, wine, or liquor, you will need to apply for a liquor license from the Finance Department on the 1st Floor of City Hall. Prior to submitting an application, you must have applied for a Commercial Occupancy Permit. It is important to note that the entire process to obtain a liquor license can take up to 6-8 weeks.

Once you are approved for the City liquor license, you will need to obtain licenses from the State of Missouri and St. Louis County. Complete details on the liquor license process can be found under "Business" on the City's website or by calling the City's Finance Department at (314) 505-8544. The Liquor License year begins on January 1st and ends on December 31st. The Finance Department mails renewal forms each September.

Business Resources

The City of University City, St. Louis County, and the State of Missouri offer numerous resources to assist you in opening and marketing your business in U City.

City of University City - The City is here to help you open your business. We are available to provide data, research, location information, and more. We also have incentive programs that may be available to you such as a forgivable loan program and façade improvement program. Funding is limited and may vary from year to year. <http://www.ucitymo.org>

University City Chamber of Commerce - The Chamber is committed to promoting the business community and provides networking and training opportunities for all University City Chamber members. <http://universitycitychamber.com>

Registered Contractor List - The City's website provides a list of contractors who are registered in University City. www.ucitymo.org

US Small Business Administration - The SBA provides financial, managerial, and technical assistance for entrepreneurs and businesses. <http://www.sba.com>

SCORE - St. Louis SCORE offers free business counseling, resources, and low-cost workshops. If you're starting a business, preparing for a loan, or have existing business issues or opportunities, SCORE mentors can help. <http://stlouis.score.org>

Missouri Division of Workforce Development - Offers job posting opportunities, technical training and workshops for employees. <https://jobs.mo.gov/employer>

St. Louis Economic Development Partnership – Provides an array of technical and financial incentives and assistance to companies and business of all sizes. www.stlpartnership.com

Missouri Department of Economic Development – Offers a variety of resources (training, data research, financial, etc.) aimed to help you start your business in Missouri. www.ded.mo.gov



State & County Requirements

In addition to the requirements of the City of University City, the State of Missouri and St. Louis County also have requirements that may apply to your business.

Missouri Department of Revenue – Requires registration for various business taxes including sales tax, vendor’s use tax, consumer’s tax, withholdings tax, unemployment tax, and more. Contact: (573) 751-5860 or www.dor.mo.gov/business/register

Missouri Department of Health and Senior Services – For regulations for long-term care facilities, day cares, etc. <http://health.mo.gov/> or call 573-751-6400

Missouri Division of Liquor Control – If you obtained a City liquor license, you will need to apply for a State of Missouri liquor license. For more information visit: www.atc.dps.mo.gov or (314) 877-0324.

St. Louis County License Division – If you obtain a City liquor license, you will also need to apply for a St. Louis County Business License. For more information call (314) 615-4217.

St. Louis County Health Department – If you are opening a new food establishment (restaurant, café, etc.) you will need obtain all necessary permits from the St. Louis County Health Department. Information can be found here: at this link <http://www.stlouis-co.com/HealthandWellness/Health/InstrOpenFoodEstablishment> or by calling (314) 615-8900.

Utilities

U City is served by multiple utility companies:

AmerenUE -

<http://www.ameren.com> or
800-552-1583

Laclede Gas -

www.lacledegas.com or
314-621-6960

**St. Louis Metropolitan
Sewer District -**

<http://www.stlmsd.com/> or
314-768-6260

Missouri American Water Co. -

www.amwater.com/moaw/
or 866-430-0820

AT&T -

www.att.com or
800-499-7928

Charter Communications -

www.charter.com or
866-438-2427

U City Contacts

University City staff is here to help U Grow! Contact us today. We will help you with finding the perfect location, permitting or zoning questions, or connecting you to the right resource.

City Hall:

(314) 862-6767

**Department of Community
Development and Building**

Division:

(314) 505-8500

**Manager of Economic
Development:**

(314) 505-8522

Zoning Administrator:


(314) 505-8501

Finance Department:

(314) 505-8544

**Permits and Application
Forms:**

www.ucitymo.org

Neighborhood
to the World

University City