



# CITY OF CREVE COEUR

300 N. NEW BALLAS RD.  
CREVE COEUR, MO 63141  
314-432-6000 – FINANCE DEPT / 314-872-2500 BLDG DIVISION  
www.crevecoeurmo.gov

**PLEASE CHOOSE ONE:**  
NEW BUSINESS, New License  
EXISTING BUSINESS, Adding or Changing Location\*  
\*Includes changes to square footage.

## 2022 BUSINESS LICENSE & CERTIFICATE OF OCCUPANCY APPLICATION

\*\*\*WHEN WILL YOUR OPERATIONS BEGIN AT THIS LOCATION? (Enter Starting Date *even if in the past* or "ASAP") \_\_\_\_\_

BUSINESS DBA NAME _____	MO SALES TAX NUMBER _____
REGISTERED BUSINESS NAME (IF DIFFERENT FROM DBA) _____	
CREVE COEUR ADDRESS _____	CREVE COEUR PHONE _____
SUITE(S) : # _____	
YOUR ON-SITE MANAGER'S NAME _____	MANAGER'S EMAIL _____
BILLING ADDRESS _____	CITY, STATE, ZIP _____
(if different from above)	
BILLING OFFICE PHONE _____	CREVE COEUR BUSINESS WEBSITE _____

NUMBER OF FULL-TIME EQUIVALENT EMPLOYEES _____	NAICS CODE (IF KNOWN) _____
TYPE OF BUSINESS: OFFICE _____ RETAIL _____ MFG _____ WAREHOUSE _____	
CHECK ONE OF THE FOLLOWING: CORPORATION _____ PARTNERSHIP _____ INDIVIDUAL/PROPREITORSHIP _____ LLC _____	
DESCRIPTION OF BUSINESS AT CREVE COEUR LOCATION (please be specific) _____	
WANT THE CREVE COEUR BUSINESS E-NEWSLETTER? Y _____ N _____ EMAIL FOR NEWSLETTER _____	

### CERTIFICATE OF OCCUPANCY- REQUIRED FOR NEW, RELOCATED OR EXPANDING BUSINESSES

**NOTE:** THIS USE IS NOT APPROVED AND THESE PREMISES SHALL NOT BE OCCUPIED UNTIL THE CITY HAS ISSUED THIS CERTIFICATE OF OCCUPANCY. OCCUPANCY INSPECTIONS ARE REQUIRED BY THE CITY. THE CITY MAY REQUIRE COUNTY AND/OR FIRE DISTRICT INSPECTIONS AS DEEMED NECESSARY. **WILL THERE BE ANY RENOVATIONS WITHIN THIS SPACE? YES \_\_\_\_\_ NO \_\_\_\_\_**  
**NOTE:** IF A BUILDING PERMIT HAS BEEN ISSUED FOR RENOVATIONS TO THIS SPECIFIC SPACE, THEN THE CERTIFICATE OF OCCUPANCY WILL NOT BE ISSUED UNTIL THIS BUILDING PERMIT IS GIVEN FINAL CITY APPROVAL.

PERMIT # \_\_\_\_\_

OCCUPANCY APPLICATION: New Commercial \_\_\_\_\_ Existing Commercial \_\_\_\_\_  
\$65 FEE PAID ON \_\_\_\_\_ CHECK # \_\_\_\_\_ CONTACT NAME/PHONE \_\_\_\_\_

### BUSINESS LICENSE FEE COMPUTATION (SEE BACK FOR INSTRUCTIONS & RATES)

The business license period ends annually on December 31<sup>st</sup>. Penalties apply after Delinquent Date of March 15<sup>th</sup>.

TOTAL SQ. FT. OF BUSINESS \_\_\_\_\_ X 0.03 = \$ \_\_\_\_\_  
(round up to nearest 1000) (\$40.00 MINIMUM/\$1,000.00 MAXIMUM)

TOTAL SQ. FT. OF MANUFACTURER/WAREHOUSE \_\_\_\_\_ X 0.02 = \$ \_\_\_\_\_  
(round up to nearest 1000) (\$40.00 MINIMUM/\$1,000.00 MAXIMUM)

ENCLOSED CHECK # \_\_\_\_\_ FOR \$ \_\_\_\_\_ WITH THIS APPLICATION (payable to City of Creve Coeur)

ENCLOSED A "NO TAX DUE CERTIFICATE" FROM MISSOURI DEPT. OF REVENUE (IF RETAIL)

AS AN AUTHORIZED REPRESENTATIVE OF THE ABOVE BUSINESS, I DO HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS CORRECT PER SECTIONS 605.010 THRU 605.130 OF THE CITY CREVE COEUR CODE.

NAME OF AUTHORIZED BUSINESS REPRESENTATIVE (PLEASE PRINT) \_\_\_\_\_

TITLE \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

(OFFICE USE ONLY)

INSPECTORS APPROVAL SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

EXEMPT FROM BUSINESS LICENSE FEE \_\_\_\_\_ USE APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

BUSINESS LICENSE NUMBER \_\_\_\_\_ BUSINESS LICENSE FEE AMOUNT \$ \_\_\_\_\_ DATE ISSUED \_\_\_\_\_

**CITY OF CREVE COEUR  
BUSINESS LICENSE APPLICATION INSTRUCTIONS**

**IMPORTANT READ THIS NOTICE BEFORE FILING 2021 BUSINESS LICENSE**

The following documentation will be required before your City of Creve Coeur Business License can be issued.

- 1) According to state law, the possession of a retail sales license and a statement from the State Department of Revenue that the licensee owes no sales tax to the state shall be a prerequisite to the issuance or renewal of any City license which is required for business where goods are sold at retail. The date of issuance on the statement obtained from the State Department of Revenue that the licensee owes no tax due shall be no more than ninety days before the submission for application renewal of the City of Creve Coeur Business License. Please call 1-573-751-5860 (State of Missouri), give your tax ID number and request a "letter of no sales tax due" to be mailed to you. If your business is not involved in retail sales then the above documentation is not required.
  
- 2) Any applicant for a City of Creve Coeur occupational or business license which is a contractor in the construction industry shall provide with its application a certificate of insurance for workers' compensation coverage or an affidavit, on the form developed by the State Division of Workers' Compensation, signed by the applicant attesting the contractor is exempt from providing such coverage.

Failure to provide the foregoing documentation when required shall invalidate any City of Creve Coeur Business License.

- Notice: Applicants should make sure that their intended business operations at their planned location will be compatible with legal limits. For example, St. Louis County will not license the sale of tobacco, including electronic smoking devices, within 1,000 feet of any daycare, or school. Similarly, the City will not permit the sale of medical marijuana within 300 feet of a school and generally will not license the sale of alcohol within 300 feet of a school or place of worship.

**For Manufacturers/Warehouses**

\$20.00 per 1,000 square feet or any portion of a thousand.

Minimum annual license fee     \$ 40.00  
Maximum annual license fee     \$1,000.00

Example: warehouse is 12,432 square feet, round up to 13,000 and multiply 13 by \$20.  
Your Business License fee would be \$260.00

**Not for Profit Organizations**

No fee. Must provide either IRS exemption letter or most current IRS 990 form. Please complete enclosed application.

**All other Businesses**

\$30.00 per 1,000 square feet or any portion of a thousand

Minimum annual license fee     \$ 40.00  
Maximum annual license fee     \$1,000.00

example: business is 2,123 square feet, round up to 3,000 and multiply 3 by \$30. Your  
Business License fee would be \$90.00

**Penalty:** The amount for business license taxes paid after the delinquent date (March 15) shall be as follows:

March 16 - April 16	5% of Fee
April 17 - May 17	10% of Fee
May 18 - June 18	15% of Fee
June 19 - July 19	20% of Fee
July 20 – end of year	25% of Fee

**PROPERTY MANAGER/LANDLORD'S NAME:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**PROPERTY MANAGER/LANDLORD'S EMAIL:** \_\_\_\_\_

**DO YOU HAVE VENDING MACHINES LOCATED AT YOUR BUSINESS? YES** \_\_\_\_ **NO** \_\_\_\_

**NUMBER OF VENDING MACHINES** \_\_\_\_\_ **CURRENTLY LICENSED** \_\_\_\_\_

**VENDING COMPANY & ADDRESS** \_\_\_\_\_

Thank you for your cooperation and we wish you success in your future endeavors.



# CREVE COEUR POLICE DEPARTMENT

## BUSINESS EMERGENCY CONTACT INFORMATION

300 N. New Ballas Rd.  
Creve Coeur, MO 63141  
314-432-8000

Submitting this form allows local police to contact you, in the event of an incident (burglary, fire, etc.) at your business. Information will be used only in the event of an emergency.

### Instructions

Thank you for submitting the Emergency Contact Information for your business. This information will only be used in the event of an after-hours emergency or incident at your business. Information will not be shared outside of law enforcement agencies and the fire department. All information is optional. **It is the responsibility of the Business Owner(s) to contact the Creve Coeur Police Department with updated or new contact information.** Updates are accepted as often as is necessary.

In the event of incident, emergency responders may request that an authorized person respond to the business to reset a ringing alarm, represent an owner's interests or secure the property after a fire or break-in. It would be necessary for that person to respond with keys to the property and a proper alarm code if applicable.

Please provide the information requested below, providing as many details as possible.

### Business Information

Section 1	<b>INSTRUCTIONS:</b> If your business name is indicated by any signage on the exterior of the building, list that <b>business name</b> . If the main phone number is answered with a <b>recording</b> or automated attendant, indicate an inside phone number by which an employee can be <b>reached immediately</b> , if one is available.		
	BUSINESS NAME		MAIN BUSINESS PHONE # (PUBLIC)
	BUSINESS ADDRESS (FLOOR/SUITE/BUILDING)		PREMISE INSIDE PHONE # (IF DIFFERENT)
	HOURS OF OPERATION	TYPE OF BUSINESS (OFFICE, GAS STATION, ETC.)	WEBSITE
Section 2	<b>INSTRUCTIONS:</b> Complete this section only if the business is monitored by a 24-hour <b>alarm company</b> , or if a <b>private security</b> firm patrols the business property. Otherwise, <b>skip</b> this section.		
	ALARM COMPANY	ALARM COMPANY PHONE # (IF KNOWN)	ACCOUNT NAME OR NUMBER (IF APPLICABLE)
	PRIVATE SECURITY COMPANY	PRIVATE SECURITY COMPANY PHONE #	ACCOUNT NAME OR NUMBER (IF APPLICABLE)
Section 3	<b>INSTRUCTIONS:</b> Indicate any special instructions for <b>finding</b> your business or <b>accessing</b> the business property. Also note any <b>gate codes</b> . Otherwise, <b>skip</b> this section.		
	SPECIAL INSTRUCTIONS OR DIRECTIONS		GATE CODE (IF APPLICABLE)

### Emergency Contact Information

Contact 1	CONTACT NAME	TITLE (E.G., OWNER, EMPLOYEE)
	HOME PHONE	MOBILE PHONE
Contact 2	CONTACT NAME	TITLE (E.G., OWNER, EMPLOYEE)
	HOME PHONE MOBILE PHONE	MOBILE PHONE
Contact 3	CONTACT NAME	TITLE (E.G., OWNER, EMPLOYEE)
	HOME PHONE MOBILE PHONE	MOBILE PHONE



# CITY OF CREVE COEUR

300 North New Ballas Road  
Creve Coeur, MO 63141  
[www.crevecoeurmo.gov](http://www.crevecoeurmo.gov)

Dear Applicant,

Thank you for submitting your Business License/Occupancy application with the City of Creve Coeur. In order to approve your Business License/Occupancy, we will need to do a life safety Inspection at your new business location. Below is a list of items we will be inspecting.

At this time, and until you have a final approved inspection by the City of Creve Coeur, your Business License/Occupancy has *not* been approved.

Please call (314) 872-2521 to schedule your inspection or re-inspection if your previous Inspection failed.

If you have any questions about this process or the items listed below, please call (314)-872-2500.

## ***General list of inspection items for Business License/Occupancy*** (There may be additional items depending on field inspection)

1. Verify emergency lighting is adequate and exit signs are installed (exit paths are identified and illuminated).
2. Witness the test of emergency lights, and exit signs operating on battery backup. Building maintenance will be needed on site to flip the breaker in the electric panel for this test. (A test prior to our arrival is suggested).
3. Assure maintenance of exit pathways including minimum width. (36"-44" is required depending on the number of occupants) NOTE: filing cabinets in the open position can not encroach on the required width of exit pathways.
4. Verify code compliance of exit door(s) and hardware. (Direction of door swing, non-obstruction of exit corridor, rated doors installed where required, door closers installed and functioning properly, no door stops on fire doors, lever handle/push paddle/panic hardware installed where required).
5. Owner/Tenant to provide copy of the current annual test report(s) for buildings with fire suppression, fire detection, or fire alarm systems.
6. Verify fire extinguishers are up to date, located where required, properly mounted, and the correct size/type for the use (for offices 2A 10BC is standard).
7. If there is to be storage or use of the following: flammables, hazardous materials, incendiaries, explosives, etc....A complete list of quantities and material safety data sheets are required.
8. Verify all electrical outlets and switches have covers, power strips are not used in succession, and extension cords are not used instead of permanent wiring.
9. GFCI receptacles should be installed where required and be working properly.
10. All ceiling tiles should be undamaged and in place.
11. Walls and ceilings should be maintained free of holes, mold, and water damage.
12. All occupied spaces are required to have access to a toilet room.
13. All sinks are to have hot and cold water, or tempering valve (hot on left and cold on right)
14. Any accessible designated sink is required to have pipe protection/padding (modesty panel) on all plumbing including garbage disposals. EXCEPTION: Side approach style sinks.
15. Accessible parking spaces are required to be marked and have signs installed.