

New Business Checklist

Interested in opening a business in Ballwin? Make sure to follow the steps listed below. Please contact Lynn Sprick at 636.227.2243 with any questions.

Step One: Fulfill Requirements



A. If you're using a pre-existing structure

- Ensure zoning suitability ([see 1 below](#))
- Obtain the following applications, if applicable:
 - Occupancy Inspection and Permit ([see 2 below](#))
 - Building Permit ([see 3 below](#))
 - Mechanical, Electrical, Plumbing Permits ([see 3 below](#))
 - Fire Inspection ([contact your local fire department district](#))
 - Business License ([see 4 below](#))

B. If you're planning on a new development (includes the above requirements)

- Development Plan Approval ([see 1 below](#))



Step Two: Additional Considerations (if applicable)

- A. St. Louis County Department of Health (314.615.9700)
- B. Liquor License ([see 4 below](#))
- C. West County Chamber of Commerce (636.230.9900)
- D. Shop Ballwin First ([see 5 below](#))

Department Contact Information

(1) Planning and Development

Lynn Sprick
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lynnsprick@ballwin.mo.us

(2) Inspections

Front Desk Staff
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(3) Building/Code Enforcement

Seth Pecoraro
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(4) Business/Liquor Licensing

Kathy Papp
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(5) Marketing

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City of Ballwin

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