

New Business Requirements Checklist

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Are you planning to start a business in the City of Ballwin? If so, the following checklist outlines the steps that are required. It is important to note that this list is not exhaustive and other requirements may apply. City Staff is available to assist you, so please call or come in to discuss your plans if you have any questions.

For those already familiar with the process, this checklist is still a good way to make sure you have covered all your bases. This document is intended to be a resource for personal use and does not guarantee the City will grant a business license.

**New Business Requirements Checklist**

- Have you verified the address where you plan to set up your new business?
- Have you set up an in person meeting with our Development Team?
  - *Please bring a one page detailed written description of your business plan.*
- Have you confirmed that the zoning and available parking on site are suitable?
- If you are planning to build or make renovations to an existing building, have you obtained a building permit?
  - *Make sure you or your contractor request all of the required inspections throughout the construction process.*
- Have you applied for a Sign Permit?
- Have you applied for a Certificate of Occupancy?
  - *Once your building passes all inspections; a separate inspection maybe required for issuance of the Certificate of Occupancy.*
- Have you applied for a business license?
  - *You must have a business license to operate in the City of Ballwin. Fees for business licenses vary according to the type of business you are operating. The business license process will include verification from City Officials for compliance with zoning, building codes and to ensure the building is suitable for its intended commercial purpose according to City, State and Federal codes.*
- Have you contacted/registered with the other government agencies?
- Signed up for Shop Ballwin First?

***Additional resources can be found online at [www.ballwin.mo.us](http://www.ballwin.mo.us)***