

Opening a Business

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What you need to know.



Dept. of Community Development
(636) 282-2378
www.arnoldmo.org

For more information:

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www.arnoldmo.org**

**Office Hours:
Monday - Friday, 8:00am to 4:30pm**



This series is published by The City of Arnold, Missouri, Community Development Department, as part of a public information service.

These brochures have no legal status and cannot be used as an official interpretation of the various codes, regulations, and ordinances currently in effect. This is not intended to be an all exhaustive source of information on the subject matter. The City of Arnold accepts no responsibility to persons relying solely on this information.

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Are you ready to open?

Once this checklist is complete, you should be ready for business! Keep in mind that these list items may have associated fees.

- Is your property in the City? Is it properly zoned for the use(s) you are proposing?
- Have you applied for a Non-Residential Occupancy Permit and scheduled occupancy inspections with the Community Development Department and Rock Community Fire District?
- If making improvements that require building, plumbing, electrical, or mechanical permits, have you contacted the Community Development Department?
- Have you applied for an Arnold business license from the City Clerk?
- Have you applied for a Merchant License with the Jefferson County Collector of Revenue?
- If the business involves selling door to door, have you applied for an Arnold Solicitor's License?
- If preparing or serving food, has the Jefferson County Health Department been contacted?
- If serving alcoholic beverages, have you applied for an Arnold liquor license from the City Clerk?
- If your proposed business location in your house or another residential building, have you completed the Home Occupation Affidavit?

Arnold Chamber of Commerce



Whether you are just starting out, expanding your existing company, or somewhere in between, the Chamber of Commerce is your friend in the Arnold Business Community and they are here to help you succeed. Visit www.arnoldchamber.org or call (636) 296-1910 for more information.



Brochures are updated periodically. Contact the Community Development Department to determine if you have the most recent edition.

The City of Arnold welcomes you and your new business to the community! Enclosed you will find information to help you navigate the different steps of opening a business within Arnold.

Zoning Requirements

(636) 282-2378

Before signing a lease or purchasing property for your business, it is important to check the zoning of the property. Be aware that zoning may not be reflected accurately in a real estate agent's listings.

Contact the Community Development Department to verify the property is zoned for your type of business, and whether you need any additional zoning permits and/or approvals.

City Business License

(636) 296-2100

A City-issued business license is required before any business may commence operation in City limits. Both in-town and out-of-town business license applications are available at arnoldmo.org and at the City Clerk's window in City Hall.

County Merchant License

(636) 797-5406

If your business is selling a product, you need a Jefferson County Merchant's License through the County's Collector of Revenue. In order to obtain one, the applicant must provide proof that neither the applicant nor the property owner owes delinquent real or personal property taxes to the county. You also need to file your business with the Jefferson County Assessor's Office.

State Tax Identification

(573) 751-3505

If your business charges sales tax, you must include a current certificate of no tax due from the Missouri Department of Revenue. Visit dor.mo.gov or call the number above.

Food Service Requirements

(636) 789-3372

All eating and/or drinking establishments are required to have a Jefferson County Food and Beverage permit. Visit www.jeffcohealth.org/how-do-i or call the number above for more information.

Solicitor's License

(636) 296-2100

Peddlers, solicitors, and transient and itinerant merchants and vendors must have an Arnold Solicitor's License. Applications to apply for a Solicitor's License are available online at arnoldmo.org, or you can call the Arnold City Clerk at the number above.

Liquor Licenses

(314) 416-6280 (State of Missouri)

(636) 296-2100 (City of Arnold)

Any business selling alcoholic beverages must have liquor licenses from the State of Missouri's Alcohol & Tobacco Control and the City of Arnold. Contact the numbers above to get started.

Signage

(636) 282-2378

Before deciding on the sign(s) you want for your business, call the number above to verify the applicable regulations for your location. The City's Sign Code regulates the number, size, type, and placement of all business signs and has different requirements based on the zoning district.

Home Occupations

(636) 282-2378

Home occupations or businesses do not require a permit to operate. However, the business owner must provide an affidavit to the City Clerk stating that the business qualifies as a "No-Impact Business". For more information, please call the number above to speak with a planner about your home business and operations.

Occupancy Inspections

(636) 282-2378 (City of Arnold)

(636) 296-2211 (Rock Community Fire)

With a change of ownership and/or occupancy in an existing commercial space, the building owner/manager must schedule an occupancy inspection to verify that your tenant space (as well as the building exterior and common areas of multi-tenant buildings) meets code, ordinance, or property maintenance requirements. Please have your building manager request a City occupancy permit online at web.mygov.us. Call the number above for assistance or visit us at Arnold City Hall. Be advised that occupancy permits/inspections are also required by Rock Community Fire District.

Building Permits

(636) 282-2378

Your business is unique, and moving into an existing commercial space may involve some interior renovations. It may also require other improvements based on Property Maintenance or Building Code requirements.

The City of Arnold requires building, sign, plumbing, electrical, and mechanical permits for any new construction and most interior renovations. Applications are available online at web.mygov.us. Call the number above for assistance or visit us at Arnold City Hall.

