

## New Business Checklist

- Meet with Planning & Zoning to ensure your chosen property's zoning/site specific ordinances allow for the use you are proposing for business.*
- Register with the State of Missouri*
- If applicable, obtain a sales tax number*
- Determine if a building permit is needed for any interior work being done*
- Apply for and obtain inspection for Commercial re-occupancy of your building.*
- Obtain a fire inspection from local fire district.*
- Apply for a Manchester Business License*
- Apply for and obtain building permit for signage*
- If applicable, apply for liquor license.*

## Useful Contact Information

Manchester Police Non-Emergency:  
636-227-1410  
Police Dispatch: 636-527-9200

### Local Fire District

West County EMS and Fire: 636-256-2031  
Valley Park Fire: 636-225-4288

### St. Louis County

St. Louis County: 314-615-5000  
Business Assistance Center: 314-615-5222  
Permit Application Center: 314-615-5184

### Utility

Ameren UE: 314-342-1000  
Laclede Gas: 314-621-6960  
Missouri-American Water: 866-430-0820  
Metro Sewer District: 314-768-6230

## City of Manchester

**14318 Manchester Rd  
Manchester, MO 63011  
Phone: 636.227.1385  
Fax: 636.821.8099**  
<http://www.manchestermo.gov/business>



## Doing Business in the City of Manchester



## WELCOME!

The City of Manchester welcomes you and your new business to the community!

Enclosed you will find information to help you navigate the different steps of running a business within our City.

**“A Proud Past, A Bright Future”**

**Phone: 636.227.1385**

## Apply For Municipal Zoning Approval of Re-Occupancy Permit

1. Apply for a Commercial Re-Occupancy Permit by filling out the application and paying \$25 Municipal Zoning fee to City of Manchester.
2. Submit the Application to the Planning and Zoning Department where it will be reviewed for zoning approval.
3. Upon approval you must submit the approved application to St. Louis County to schedule a Re-Occupancy Inspection and pay the inspection fee.
4. St. Louis County will send a copy of your Occupancy Permit to the City of Manchester. Once the City receives the Permit, a copy will be made available for pick up.
5. Once approved for occupancy by St. Louis County you may proceed with applying for a Manchester Business License.

## Do I Need a Building Permit?

To determine if the proposed work to a commercial space requires a building permit, contact the St. Louis County Department of Public Works at (314) 615-7155 or visit [www.manchestermo.gov/business](http://www.manchestermo.gov/business) to download a PDF document called "When is a permit required...?"

**Every business operating from a permanent location is required to obtain a business license.**

**Business Licenses are due before March 15<sup>th</sup> of each calendar year.**

## Business License

In order for the City of Manchester to process your business license you will need to have:

- Completed Merchant or Service Application  
(Bank or Vendor Application also available)
- Proof of Annual Fire Inspection
- Emergency Contact Form
- Letter of No Sales Tax Due Compliance from MO Department of Revenue
- License Fee Payment

## Licensing Fees

### Merchants –

Fees will be calculated based upon the business' gross receipts for the previous year.

Up to \$500,000	x .0009
\$500,000 to \$1 million	x .0007
Over \$1 million	x .0005

### Service –

Fees will be based on the total square footage of your business premises.

Up to the first 1,000 sq ft is \$50  
Add \$ .10 x every sq. ft. after 1,000.  
*EXAMPLE: A business is 2,000 sq. ft. in size.  
\$50 + (\$.10\* 1,000) = \$150 Total Fee*

## Sales Tax

A business license is issued only after a state sales tax number, if applicable, is obtained. To apply, contact the Missouri Department of Revenue at (314) 877-0177 or visit [www.dor.mo.gov/tax/forms](http://www.dor.mo.gov/tax/forms).

For assistance in finding the tax rate of your location, contact the Finance Department at 636-227-1385 ext. 103.

## Liquor, Soliciting, Vending

Applications for liquor licenses are available through the City Clerk's office. Various fees apply. For information call 636-227-1385 ext 106.

Applications for solicitation will only be accepted from non-profit organizations. Applicants must produce a copy of a 501(c)3 form that is issued by the IRS. The fee is \$10. For more information contact the City Clerk's office at ext. 106.

Vending machines must obtain an annual business license. The fee is \$25 per vending machine. For information contact City Hall at 636-227-1385 ext. 118

For more information visit [www.manchestermo.gov/business](http://www.manchestermo.gov/business).

## Exterior Signage

Each zoning district has different requirements for exterior business signs. You must have your signage plans reviewed by Manchester before obtaining a building permit through St. Louis County. For information on sign requirements and applications, contact the Planning and Zoning Department 636-227-1385 ext. 118.