



City of Hazelwood- New Businesses How to Obtain a Business License

1. Contact the Public Works Department at City Hall for a **Building Permit** if renovations are planned. (314) 839-3700 ext. 5033.
2. Contact the City Planner to see if a **Special Land Use Permit** is required for your business. (314) 839-3700 ext. 5013
3. Obtain a **Commercial Occupancy Permit** and **Business License** application from the Finance Department. Primary business types are merchant, manufacturer, service and home. (Home businesses are required to have a business license, but not an occupancy inspection.) Submit completed applications with all applicable information and fees to the Finance Department. Business license fees are based on different criteria depending on the type of business. Finance staff will explain. (314) 839-3700.
4. Upon receipt of the commercial occupancy permit application, the City Planner will schedule an inspection to be performed by the Fire Marshall and Building Inspector **after** the business is set up for operation.
5. When documents are approved, the Finance Department will mail the business license and occupancy permit to the business. Prominently display both documents near the front door to be easily visible to inspectors.
6. Renewal applications will be mailed for March 15 license renewals, but businesses are responsible to notify Finance if no renewal form is received (should be received by the end of February.)

***Welcome to our community and
may your business prosper.***

*Please contact City representatives whenever we may be
of assistance.*