

Additional Licenses

- Liquor License: Contact City Clerk's Office (314) 513-5020
- Vending License: Contact Finance Department (314) 839-3700
- Solicitor's Permit: Contact Finance Department (314) 839-3700

Inspection Contacts

- Health Inspections: Contact St. Louis County Health at (314) 615-0600
- Plumbing, Electrical & Mechanical Inspections: Provided by St. Louis County Works. Plumbing (314) 615-3723 / Electrical (314) 615-3722 / Mechanical (314) 615-7806

Utility Contacts

- AmerenUE: (314) 342-1111
- Laclede Gas: (314) 621-6960
- AT&T Telephone: (800) 499-7928
- Missouri-American Water: (314) 991-3404
- Metropolitan St. Louis Sewer District (MSD): (314) 768-6200

Local Police Service

- Hazelwood Police Department: (314) 838-5000, for Emergencies call "911"

Local Fire Service

- Hazelwood Fire Department: (314) 731-3424 (Call first for assistance in determining which fire district serves your area.)
- Robertson Fire Protection: (314) 428-1122
- Florissant Valley Fire Department: (314) 837-4894

Business Resources

US Small Business Administration
200 N. Broadway, Ste. 1500
St. Louis, MO 63102
(314) 539-6600
www.sba.gov/mo/stlouis

SBA provides financial, managerial and technical assistance.

SCORE
200 N. Broadway, Ste. 1500
St. Louis, MO 63102
(314) 539-6600
www.stlscore.org

SCORE provides no-cost, confidential business counseling tailored to meet the needs of each business. It also offers workshops and seminars, for a modest fee, to both start-up entrepreneurs and existing businesses.

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*Welcome to
Hazelwood, Missouri*

NEW BUSINESS GUIDE



Welcome

We are pleased that you decided to start your business in the City of Hazelwood. With a mix of industrial, service and retail sectors, Hazelwood has the experience to help grow all types of businesses. We're ready, willing and most importantly, able to support businesses both large and small.

The City of Hazelwood is a dynamic, growth-oriented community and home to more than 1,000 businesses. It's centralized location near Lambert St. Louis International Airport and close proximity to major transportation routes throughout North America give companies based in our community a competitive edge. Hazelwood powers the "economic engine" of North St. Louis County because it offers a low cost of doing business for local entrepreneurs and established companies alike.

Business Licenses

Every business operating in the City of Hazelwood must have a business license. Business licenses are valid for one year from March 16 to March 15, and must be renewed on an annual basis. If you apply for a business license in the middle of the year, your fee will be pro-rated.

Starting Point

Starting a new business can be a complicated process if you don't know where to start. Our goal is to help you set up shop in a hassle-free fashion so you can concentrate more on building your business and making a profit.

Point of Contact

If you need assistance, the Hazelwood Economic Developer would be more than happy to help navigate you through the application process. His phone number is (314) 513-5018.

Check List

1. Contact the City Planner for any zoning and signage requirements. (314) 513-5013
2. Contact the Public Works Department if you plan to do any building or renovations. (314) 513-5060
3. Register with State of Missouri: Secretary of State's Office at (314) 340-7490, or visit www.sos.mo.gov.
4. Register with St. Louis County by calling (314) 615-5222, or visit www.stlouisco.com.

5. If selling merchandise, obtain MO Sales Tax Number and No Tax Due Form from the Department of Revenue. Here is the contact information:

Department of Revenue
3256 Laclede Station Road, #101
Maplewood, MO 63143
(314) 877-0177
www.dor.mo.gov

6. **Apply for City business license and occupancy permit**

- 1) Contact Finance Dept. at (314) 839-3700.
 - a) Apply for appropriate license type
 - b) Complete Commercial Occupancy Permit application
 - c) Complete Hazelwood Police Department's Emergency Contact Information form.
- 2) Coordinate with Public Works to schedule an occupancy inspection to be performed by the Fire Marshall and Building Inspector **AFTER** the business is set up and **BEFORE** going into operation.
7. When occupancy is approved, the Finance Dept. will mail the business license and occupancy permit to you. Prominently display both documents near the front door to be easily visible to inspectors.
8. Finance will mail renewal applications in February for March 15 renewal. However, local businesses are responsible for obtaining a current license. Notify the Finance Department if no renewal application is received by March 1.