



CITY OF LADUE NEW BUSINESS CHECKLIST

Welcome to the City of Ladue!

In accordance with City Code Section 50-16 thru 50-53, all businesses must complete the following new business process PRIOR to beginning operations in the city.

Complete all forms & submit to City Hall:

Email: licensing@cityofladue-mo.gov

City of Ladue 9345 Clayton Road Ladue, MO 63124

STEP 1 **Zoning Review Application**

Application will be reviewed by the City Planner to verify your business meets all City Zoning laws at your proposed location. In some cases, a Special Use Permit will be required. You will be notified if this is the case for your business and what the process is at that time.

Once Zoning Approval is given you may continue with applying for any permits needed for Interior Remodel, Signage, etc. To apply for an permit go to <https://www.cityofladue-mo.gov/departments/building-department/permits-195>

All building permits must be completed before proceeding to STEP 2.

STEP 2 **Occupancy Application/ Inspection**

Submit Occupancy Application form and payment to Ladue Building Department. When scheduling Occupancy Inspection, a 48-hour notice is needed. A Certificate of Occupancy will be issued once inspection is passed.

STEP 3 **Business License Application & Payment**

Download appropriate License Application form for your type of business from the City's website www.cityofladue-mo.gov/newbusiness and submit to Licensing department with payment. Forms can emailed to address above.

City of Ladue
Zoning Review for Proposed Commercial Use

Property Owner

Name of owner _____

Name of contact person (if corporation) _____

Address _____

Phone Number _____ Email _____

Signature _____

Petitioner (if different from owner)

Name of corporation/Business Name _____

Name of contact person (if corporation) _____

Address _____

Phone Number _____ Email _____

Information about Proposed Commercial Use

Property address _____

Zoning district _____ Size of commercial unit _____ Size of lot _____

Proposed use _____

Construction planned for new use? _____

Number of parking spaces on the lot _____ New signage planned? _____

Office Use Only

SUP required? Y N Site plan review required? Y N Parking requirement met? Y N

Other permits required? (sign, landscape, etc.) _____

Other comments/ requirements? (Landscaping, sidewalks, lighting, etc.) _____

Zoning approved Y N _____

Signature _____ Date _____



Permit Fee \$100
Occupancy Inspection Fee \$35
Fee due prior to inspection

APPLICATION FOR CERTIFICATE OF OCCUPANCY FOR COMMERCIAL OR INDUSTRIAL PROPERTY

Date: _____ 20 _____

Name of Business to be inspected: _____

Address/Suite # of Business to be inspected: _____

Name of Applicant: _____

Mailing Address: _____

Phone: _____ E-Mail: _____

Zoning of Property: Commercial Industrial

Building Owner/Manager: _____

Phone: _____ E-Mail: _____

Square footage occupied: _____ multi-tenant or single tenant occupancy

Does your space have a security alarm system? Yes No

Planned Reconstruction or Alteration of Building: _____

* All permitted renovations must have final inspections prior to occupancy inspections

Description of Business Operation: _____

Applicant certifies that the proposed use of the building, structure or office will comply with the building code, health laws and zoning ordinance regulation of the City of Ladue. Applicant understands that it is unlawful to occupy these premises or to conduct business without first receiving a Certificate of Occupancy. Applicant asks that a CERTIFICATE OF OCCUPANCY be issued to be effective as of _____, 20 ____.

 Applicant's Signature

APPROVED: _____
 Building Inspector

 Fire Marshall

Submit application by email to building@cityofladue-mo.gov or to Building Department, Ladue City Hall.

Businesses must obtain a license to operate in the City of Ladue.

Please visit www.cityofladue-mo.gov/newbusiness or contact Business License Office at licensing@cityofladue-mo.gov