



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. Note: Businesses must obtain a license in STEP 3 except those cited in Missouri Statutes, Chapter 71, Sec. 71.620, as exempt from licensure.

Complete all forms & submit to City Hall:
City of Ladue 9345 Clayton Road Ladue, MO 63124
or Email: licensing@cityofladue-mo.gov

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

STEP 2 **Occupancy Application/ Inspection**

Submit Application form and contact Building Department to schedule Occupancy Inspection. 48-hour notice is needed for inspections. 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. <https://www.cityofladue-mo.gov/departments/finance-department/business-licenses-221>
Forms may be sent in advance, but payment will not be accepted until after Step 1 & 2 have been completed and approved.

City of Ladue

Zoning Review for Proposed **Commercial, Home, or Personal Use**

Property Owner

Name of owner _____

Name of contact person (if corporation) _____

Address _____

Phone Number _____ Email _____

Signature _____

Petitioner (if different from owner)

Name _____

Name of contact person (if corporation) _____

Address _____

Phone Number _____ Email _____

Information about Proposed Property Use

Property address _____

Zoning district _____ Size of building _____ 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 _____

CITY OF LADUE

APPLICATION FOR CERIFICATE OF OCCUPANCY
FOR COMMERCIAL OR INDUSTRIAL PROPERTY

PERMIT # _____ DATE OF APPLICATION _____ 20 _____

NAME OF APPLICANT _____
ADDRESS _____

PHONE # _____ DATE OF BIRTH _____

NAME OF COMPANY _____
LOCATION OF PROPERTY _____
ZONING OF PROPERTY: COMMERCIAL _____ INDUSTRIAL _____

OWNER OF PROPERTY _____
OWNERS ADDRESS _____

OWNERS PHONE _____

1) Kind of Building: Office _____ Commercial _____ Industrial _____
Square Footage occupied _____

2) Contemplated Reconstruction or Alteration of Building:

3) Complete Description of Business or Reason for occupation of location:

4) Owner or Officers of your Company or Occupants:
NAME _____ TITLE _____
HOME ADDRESS _____

Phone _____

Owner or Officers of your Company or Occupants:
NAME _____ TITLE _____
HOME ADDRESS _____

Phone _____

Owner or Officers of your Company or Occupants:
NAME _____ TITLE _____
HOME ADDRESS _____

Phone _____

Owner or Officers of your Company:

NAME _____ TITLE _____

HOME ADDRESS _____

Phone _____

Owner or Officers of your Company:

NAME _____ TITLE _____

HOME ADDRESS _____

Phone _____

5} PREVIOUS BUSINESS ADDRESS: _____

6} IF A BUSINESS, LENGTH OF TIME IN BUSINESS _____

Applicant certifies that the building, structure, office or 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, and asks that a CERTIFICATE OF OCCUPANCY be issued to be effective as of _____, 20_____

Applicant's Signature

APPROVED:

Building Inspector

Fire Marshall