

1 Zoning

The Zoning Code lists Permitted and Special Uses for each Zoning District. Provide a detailed description of the proposed Use to the Building Commissioner so that zoning approval can be determined. Submit description to Public Works.

2 Permits

Building permits are required for any work covered by the codes. Apply in Public Works for permits for Signage, Land Disturbance, Utilities, Demolition, Construction, Systems or Equipment. The City has adopted the 2018 family of International Codes, the International Existing Building Code, and the latest version of the National Electrical Code which lists work exempt from a permit.

3 Fire Districts

The BlackJack and Florissant Fire Protection Districts are separate from the City of Florissant. Apply for a fire permit in the appropriate Fire District in which your business is proposed.

4 Proper Registration

Be prepared when applying for your City business license application by first registering your State of Missouri fictitious name, Federal Employee Identification Number (EIN) before applying to the Finance Department for a Business License. Contact the City Clerk Office if a liquor license is required. Contact the St Louis County Department of Health for a permit if the usage involves the serving of food or drink.

5 Commercial Occupancy

Apply for Commercial Occupancy in Public Works and schedule an inspection when no permits are required. The inspection may result in permits or repairs for minimum maintenance or use.

6 Approval and COO

Obtain a Certificate of Occupancy (COO) after all required permits are finalized. You are now ready to apply for a City Business License.

7 Licensure

The Finance Department will review all the necessary documentation of proper registration. There are various types of Business Licenses and each has specific requirements. Once approved your business will be ready to Operate!



Zoning Approval

Is the Use allowed here? Describe your proposed business to the Zoning Official for determination.

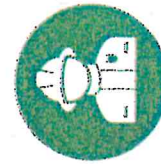
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Building Permits

Most work, such as Signage, remodeling and code updates require a permit. The codes list work that is exempt.

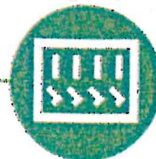
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Fire District Approval

Contact either FVFPD or BlackJack Fire District for permits/inspections.

3



Proper Registration

Register the Business with State & Obtain EIN. Your business may require additional registrations.

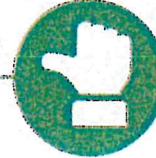
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Commercial Occupancy

Apply for a Commercial Occupancy. Schedule Inspections and obtain Final Inspection Approvals.

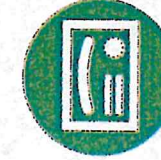
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Occupancy Approval

Final all open permits and obtain Certificate of Occupancy

6



Business License

Obtain a Business License and your business is ready to operate!

7



START

FINISH BUSINESS



Process Guidelines