

Licensure and Occupancy

A Business License is required to operate in the City of Florissant and the requirements for the types of licenses offered, under the direction of the Finance Department can be found on www.florissantmo.com in Chapter 605 of the Florissant City Code.

Business Licenses

- All Business License renewals are required annually and are due January 31st.
- The cost is dependent on the type of license being requested.
- Business Licenses are not transferable.

Liquor Licenses

- Contact City Clerk's office for more information on Liquor Licenses.

Welcome!

The City of Florissant welcomes proposed new businesses. It is our intention to assist and guide new applicants with the steps required to establish a new business.

Public Works is primarily involved with new businesses but other agency approvals and working with various divisions in the proper sequence is recommended for best results.

Helpful Contacts

Finance Dept.
(314) 839-7613

Public Works
(314) 839-7648

City Clerk
(314) 839-7631

Black Jack Valley Fire Protection District
(314) 741-9905

Florissant Valley Fire Protection District
(314) 837-4894

St Louis County Dept of Health
(314) 615-0600

Metropolitan Sewer District (MSD) (314) 768-6200

Spire/Laclede Gas Company (314) 621-6960

Ameren Missouri (800) 552-7583

Missouri American Water (314) 991-3404

Secretary of State Website www.sos.mo.gov

City of Florissant Website www.florissantmo.com

PROCESS GUIDELINES - 2019 EDITION



How to Start a Business in Florissant

Process Guidelines



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!

