City of Lake Saint Louis, Missouri

BUSINESS LICENSE INFORMATION

Chapter 605 of the Lake Saint Louis Municipal Code regulates licenses for businesses within the City of Lake Saint Louis. Below are the requirements for all new businesses, followed by additional requirements for specific types of businesses. This information must be submitted and your license approved prior to opening.

All New Businesses:

- Register Fictitious name/DBA (any name used for business other than legal name) with the Missouri Secretary of State , if applicable
- Register Legal Name with the Missouri Secretary of State
- Contact the Community Development Dept. to verify use is permitted in the zoning district
- Complete the Business License Application
- Contact the Lake Saint Louis Building Department for inspections to obtain Certificates of Occupancy (Fire Department may coordinate with the City to inspect at the same time)
- Complete the Emergency Contact Form (given to the Police Department in case of emergency)
- Remit the license fee by cash, check or money order (Business License Fees can be found at www.lakesaintlouis.com under City Code/Ordinances, Chapter 605, Section 605.160.

Additional Requirements by Business Type:

Retail

- Copy of Missouri Sales Tax License and Certificate of No Tax Due (not less than ninety days old) and designating the business is in the City limits of Lake Saint Louis

Food Preparation/Sales

- Copy of Missouri Sales Tax License and Certificate of No Tax Due (not less than ninety days old) and designating the business is in the City limits of Lake Saint Louis
- Copy of St. Charles County Health Department Permit

Alcohol Sales/Service

- Liquor License Application Approved by the Board of Aldermen (contact City Clerk's office)
- Copy of State of Missouri License
- Background check

Contractor or General Contractor

- Proof of Workers Compensation Insurance (List the City of Lake Saint Louis and address as the Certificate Holder so renewals are received during the duration of the license.) or
- Notarized Affidavit of Exemption for Workers' Compensation Insurance

LICENSING PERIOD:

July 1 through June 30 annually

Contact Information

City of Lake Saint Louis
Phone (636) 625-1200

Missouri Secretary of State
Jason Kander
Email: Info@sos.mo.gov
Phone No.: (573) 751-4628

Department of Revenue
Ray Nia – Director
Email: dormail@dor.mo.gov
Phone No.: (573) 751-4450

St. Charles County Health Department
Hope Woodson – Director
Email: comhealth@sccmo.org
Phone No.: (636) 949-7400

State Liquor Control
Lafayette E. Lacy – State Supervisor
Phone No.: (573) 751- 2333

LAKE SAINT LOUIS

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Lake Saint Louis, MO 63367
Telephone: (636-625-1200)

www.lakesaintlouis.com
Monday through Friday
8:30 AM to 5:00 PM