





OPEN IN THE O

A GUIDE TO OPENING A BUSINESS IN O'FALLON, MISSOURI

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CITY OF O'FALLON · MISSOURI · FOUNDED IN 1859

100 NORTH MAIN STREET • O'FALLON, MISSOURI • WWW.OFALLON.MO.US

The City of O'Fallon, Missouri, is the home to more than 1,850 businesses and more than 90,000 residents. Consistently named one of "America's Best Places to Live" by *Money* Magazine, O'Fallon has developed a reputation as a business-friendly community that supports and encourages our local businesses. The *Open in the 'O'* program is designed to provide personal assistance to small businesses that choose to build or expand their business in O'Fallon.

HELPING YOU GET OPEN IN THE 'O'

We know that running a small business is a daunting task and starting a small business can be even more intimidating. To encourage and assist you in seeing your business plan become a reality, the *Open in the 'O'* program includes a team of staff members who are ready to roll up their sleeves and guide you through the process of opening, relocating or expanding your business in O'Fallon. We can help you with government requirements, rules and regulations, and get you started off on the right foot in your new venture. We encourage you to call for an appointment with one of our team members, and we look forward to working one-on-one with you on your project.

AN IMPORTANT NOTE

Before leasing, purchasing or otherwise committing to a property, we strongly advise you to research the zoning and physical layout of the building and confirm that the site is appropriate for the intended use. The *Open in the 'O'* program can help you understand how City code restrictions or limitations may impact your operation and identify building and site modifications that may be required to open your business.

Contact us to get Open in the 'O'

Patrick McKeehan
636-379-5510
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GETTING OFF TO A GREAT START WITH THE CITY'S FEASIBILITY INSPECTION

Having as much information as possible about your business and the building and site you are considering helps us to make sure the information and guidance we give you is right for your particular business. Therefore, staff from O'Fallon's Planning and Development Department, Building Department and Economic Development Department will meet you at your potential location to conduct a "feasibility inspection" of your proposed site. This inspection is done as a courtesy to give you an idea of any improvements or modifications that may be required to meet City codes. That way, you can determine anticipated costs and expenses in finalizing your budget and plans.

This inspection is not intended as a construction inspection and in no way certifies the overall soundness or suitability of the building, structure, site or other elements. If you are considering purchasing a building, we encourage you to secure the services of a certified and licensed inspection agency as well. Additionally, the local fire districts also require their own inspections.

DETERMINING YOUR NEEDS

In complying with City codes, there are two basic categories with differing requirements:

CATEGORY 1: CHANGE OF TENANT (SAME BUSINESS TYPE)

If you are occupying or relocating to a building or space that was previously occupied by the same type of business as yours, there are generally very few changes required to the building or site. Exceptions to that rule may include:

- If the building has been damaged or altered without permits
- If a serious or life-threatening safety issue or code violation exists
- Necessary maintenance, such as replacing dead landscaping, patching potholes or striping parking spaces

CATEGORY 2: CHANGE IN TYPE OF USE IN A COMMERCIAL BUILDING

The "change in the type of use" may require review and approval from the Planning and Zoning Commission and possibly the City Council. This will be discussed with the business owner during the feasibility inspection and noted in the feasibility report. Change of use almost always requires upgrading to comply with current codes, and usually requires changes to the building and site. Some of the improvements that may be required are:

Site Updates

- Additional parking
- ADA parking and signage
- Paving the parking lot
- Driveway widening for access
- Providing for and screening of the dumpster
- Stormwater and/or drainage improvements
- Additional landscaping
- Approved sign location

Building Updates

- ADA accessibility throughout the structure
- Additional restrooms
- Exit lights
- Emergency lighting
- Electrical changes

If any of the above site improvements are needed, you may need to submit a Site Plan to the Planning and Zoning Commission for review and approval. Additional building permits also will be required prior to construction. Your *Open in the 'O'* advisor will help you understand the required permits.

Please note: The Fire Marshall from the appropriate fire district also will be invited to the feasibility inspection and may have additional requirements.

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REVIEWING THE INSPECTION RESULTS

After the inspection, you will receive a copy of the *Feasibility Inspection Report*. We will follow up with you to go over the results, explain required changes and discuss the next steps in your process, including whether your plans need to be submitted to the Planning and Zoning Commission for review.

Based on the outcome of the inspection, your project may only require minor improvements to the site and a business license, signs, and occupancy permit for you to open your business. In that case, staff will explain what you need to do.

However, if the inspection shows that significant changes or improvements are required, including conditional use permits and zoning changes, City staff will assist you in your next step, which may include submitting applications to the Planning and Zoning Commission—and ultimately the City Council—for review.

PREPARING AND SUBMITTING CONSTRUCTION PLANS FOR REVIEW

To begin the process, you should use your *Feasibility Inspection Report* to assist you in determining what improvements need to be done. If you are working with a design professional, be sure to provide them with a copy of these forms. Some plans may require professional preparation by a Missouri-registered architect and/or engineer. Staff will advise you if that is the case.

DON'T FORGET YOUR SIGNS

Signs are a very important part of any business. In O'Fallon, each sign requires a separate permit. This can be handled by a sign company, and they can help you design effective signage that meets City regulations, as well as manufacture and install your signs.

OBTAINING A CERTIFICATE OF OCCUPANCY

After you have received formal approval for the improvements to your site and building plans, and all your building and site improvements have been completed, the general contractor will call for the final inspection of the building and site work. When everything is inspected and approved, you will be issued a Certificate of Occupancy, allowing you to move in.

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GETTING YOUR BUSINESS LICENSE

You are now ready for the final step, obtaining a business license through the City's Finance Department. New business licenses cost $50 and must be renewed each year no later than June 30. The annual renewal fee is $15; a late renewal fee costs $50. The business license application is available on our website at **www.ofallon.mo.us**. For any questions regarding business licenses, please call 636-379-5526.

Additional licenses, such as a liquor license, also may be required. Your *Open in the 'O'* advisor will assist you in determining what else is required.

Please note: Applying for a business license is a crucial step in getting *Open in the 'O.'* You must apply for a business license prior to the issuance of a building permit, if applicable.

OPEN FOR BUSINESS

Congratulations! You're ready to *Open in the 'O!'* Be sure to contact our Economic Development Department at 636-379-5532 and the O'Fallon Chamber of Commerce & Industries at 636-240-1818 to schedule a ribbon cutting and research local marketing opportunities.

You can also find out more about O'Fallon, view available buildings and sites, obtain current demographic data and much more by visiting Economic Development's website at **www.selectofallon.com**. In addition, visit the City of O'Fallon's website **www.ofallon.mo.us** to obtain copies of all permit application forms, view a business map and directory, or sign up for O'Fallon's utility services.

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BUSINESS RESOURCES

The City of O'Fallon and St. Charles County offer numerous resources to assist you in opening and marketing your business.

Economic Development Center (EDC) of St. Charles County

5988 Mid Rivers Mall Drive
St. Charles, MO 63304
636-441-6880
www.edcscc.com

The Economic Development Center (EDC) provides a range of flexible financings to assist with the growth plans of small, medium and large businesses. The EDC offers business consultations, loan programs, demographics and other information on regional trends, as well as a small business incubator program.

Missouri Dept. of Economic Development

301 W. High Street
P.O. Box 1157
Jefferson City, MO 65102
573-751-4962
www.ded.mo.gov

The Missouri Department of Economic Development provides up-to-date regional economic analyses, searchable lists of licensed professionals, electronic site selection options and more.

O'Fallon Chamber of Commerce & Industry

1299 Bryan Road
O'Fallon, MO 63366
636-240-1818
www.ofallonchamber.org

The O'Fallon Chamber of Commerce & Industry is a not-for-profit membership organization for businesses. The Chamber works to improve the economic environment in O'Fallon through grassroots efforts.

Small Business Administration

St. Louis District Office
1222 Spruce Street, Suite 10130
St. Louis, MO 63102
314-539-6600
www.sba.gov/offices/district/mo/st-louis

The Small Business Administration (SBA) provides many small business loans and assistance programs, special outreach efforts and initiatives to aid and inform small businesses. They also provide free business counseling services, advise women- and veteran-owned businesses, and provide assistance to businesses through the Minority Enterprise Development Program.

SCORE (Service Corps of Retired Executives)

200 North Broadway, Suite 1500
St. Louis, MO 63102
314-539-6600, Ext. 242
www.stlscore.org

SCORE provides no-cost, confidential business counseling tailored to meet the needs of your business and your personal objectives.

St. Charles City-County Library

www.mylibrary.org/business-nonprofit-services

The library provides research support for businesses and individuals seeking demographics, business plan assistance, GIS data and more.

St. Charles County Missouri Career Center Division of Workforce Development

212 Turner Boulevard
St. Peters, MO 63376
636-255-6060
www.missouricareersource.com

The St. Charles County Missouri Career Center offers employer services including posting job openings, in-house computer training classes, monthly job fairs, conference/meeting rooms, video teleconferencing, audio/video equipment, Rapid Response and much more.

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FEDERAL, COUNTY AND STATE REQUIREMENTS

In addition to the requirements of the City of O'Fallon, other entities may have their own requirements for applications or permits that must be in place before your business can open.

We encourage you to contact these entities if applicable to your business to determine what, if any, requirements impact your opening.

Federal Firearms License

www.atf.gov/firearms

The Federal Firearms license is required to be filed by all persons who intend to engage in the business of manufacturing, importing, or dealing in firearms. Firearms licenses are also issued to persons who wish to be collectors of curio and relic firearms. In addition, the applicant is required to notify the St. Charles County Sheriff's Office at 636-949-3016.

Missouri Department of Revenue

Harry S Truman State Office Building
301 West High Street
Jefferson City, MO 65101
573-751-3505
www.dor.mo.gov

The Department of Revenue requires registration for various business taxes including sales tax, vendor's use tax, consumer's tax, withholding tax, unemployment tax, corporate income/franchise tax and much more.

Missouri Division of Liquor Control

3256 Laclede Station Road, Suite 102
St. Louis, MO 63143
314-877-0324
www.atc.dps.mo.gov

After obtaining your city liquor license you must apply for a State of Missouri and St. Charles County liquor license. You will need to obtain the State license first, before applying to the County.

Missouri Secretary of State Business Services

600 West Main Street
State Capitol, Room 208
Jefferson City, MO 65101
573-751-4936
www.sos.mo.gov/business

The Secretary of State is the location to file fictitious name registration, search for registered business names and find other business information and services.

St. Charles County Government

201 North Second Street, Room 205
St. Charles, MO 63301
636-949-7900
www.sccmo.org

The St. Charles County Government requires all businesses located within St. Charles County to obtain a Merchant & Manufacturer's License if they manufacture or sell products. The form is located on their website under the Finance Department. The St. Charles County food permit and liquor license may also be obtained through this contact information. For information on permitting and licensing for food service establishments go to **www.scchealth.org**.



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LOCAL FIRE DISTRICTS AND UTILITIES

O'Fallon is served by multiple fire districts and utility companies. Please contact these entities directly to determine what specific requirements they may have for your site(s).

Fire Districts*

Central County Fire & Rescue
636-970-9700
www.centralcountyfire.org

Cottleville FPD
636-447-6655
www.cottlevillefpd.org

Lake St. Louis FPD
636-561-9200
www.lslfire.com

New Melle FPD
636-828-5528
www.newmellefire.org

O'Fallon FPD
636-272-3493
www.ofallonfire.org

Wentzville FPD
636-332-9869
www.wentzvillefire.org

Utilities*

AmerenUE
800-552-7583
www.ameren.com

AT&T
800-499-7928
www.att.com

CenturyLink Business
800-201-4102
www.centurylink.com

Spectrum Business
866-970-1165
www.spectrum.com/business

City of O'Fallon Water and Sewer
636-281-2858
www.ofallon.mo.us/water-sewer

Cuivre River Electric
800-392-3709
www.cuivre.com

Duckett Creek Sewer
636-441-1244
www.duckettcreek.com

Spire Energy
800-887-4173
www.spireenergy.com

Missouri American Water
866-430-0820
www.amwater.com

Public Water District #2
636-561-3737
www.waterdistrict2.com

* To determine your location's fire district, water district and sewer district, please visit **www.ofallon.mo.us/maps** and refer to our current maps.

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