

Opening a Business in Bridgeton



City of Bridgeton

12355 Natural Bridge Road

Bridgeton, MO 63044

(314) 739-7665

www.bridgetonmo.com



WELCOME!

The City of Bridgeton welcomes your new business to the community. This brochure will answer frequently asked questions about opening a business in the City. For additional information please visit www.bridgetonmo.com or call (314) 739-7665.

The Bridgeton Advantage

- Located in the heart of the St. Louis metropolitan region.
- Adjacent to Lambert-St. Louis International Airport (5-minute drive)
- 50,000 people in immediate trade area with more than 1,000,000 in the county
- \$60,000 Median Income
- Strong daytime population
- Home to Missouri's highest volume interstate interchange, I-70 & I-270, with more than 160,000+ vehicle trips daily
- A vibrant retail corridor served at either end by interstate highway interchanges
- Easy access to Interstate 64/40 and Interstate 44
- Within a 15-minute drive to downtown St. Louis, the Clayton CBD and West County

Known for its vibrant retail corridor on St. Charles Rock Road with such businesses as Walmart Supercenter, Target, Kohl's, Best Buy, Home Depot, Lowes, Sports Authority, Schnuck's, Super K-Mart, and a number of quick service and casual dining restaurants, the "Rock Road" is a regional shopping destination.

Bridgeton boasts eight city-owned parks, including the Berry Hill Golf Course, the Bridgeton Municipal Athletic Complex, and the Bridgeton Crossing Family Aquatic Park among the 256 acres set aside for picnicking, sports, swimming, trailblazing, and leisure activities.

With an abundance of single-family homes and apartments, well-maintained streets, low taxes, and the highly-rated Pattonville School District, Bridgeton is considered a premier place to live, shop, and play.

Bridgeton is also home to the only Level II Trauma Center in North St. Louis County -- SSM DePaul Health Center. The 476-bed, full-service hospital, with its 2,208 employees, provides care to over 20,000 admitted patients, 110,000 out-patient, and 60,000 emergency room patients per year.

New Business Checklist:

- Verify Zoning.** Before leasing or purchasing a building site, it is recommended you verify that the proposed use is permitted at that location per the City's Zoning Ordinance. To determine if the zoning is appropriate, as well as whether or not the proposed use meets parking requirements, you may request a zoning verification letter from the Planning & Development Administrator at (314) 373-3817.
- Building Permit.** To determine if the proposed work to the space, including signs, requires a building permit, contact the Building Code Official at (314) 373-3814.
- Occupancy Permit.** You will need to obtain a Commercial Occupancy Permit in the following instances:
 - a) New Business
 - b) Change of Ownership
 - c) Occupying a New Location
 - d) Occupying Additional Space

If you have applied for any building permits or will be making any structural changes to the interior, please inform the Public Works Department prior to applying for a Business Occupancy Permit. For more information, contact the Building Code Official at (314) 373-3814.

- Business License.** Except as exempted by Missouri State Statute, every business operating in the City of Bridgeton is required to obtain a business license. For more information contact, the City Clerk at (314) 373-3853.
- Home Occupations.** Some types of businesses are permitted to operate within a dwelling. To determine whether your proposed enterprise is permitted, applicants are advised to first contact their subdivision trustees regarding possible subdivision restrictions. Then applicants should contact the Planning & Development Administrator at (314) 373-3817 to verify that their proposed enterprise qualifies as a permitted Home Occupation, for detailed explanation of the rules and regulations for such uses. A Business License (*see above*) is required for all Home Occupations.
- Alarm Registration.** Business owners are required by ordinance to register their alarm system and provide updated emergency information. For more information, contact the Police Department at (314) 739-7557.
- Liquor/Vending/Solicitor/Itinerant Merchant License.** If applicable, you must apply for the appropriate license. For more information, contact the City Clerk at (314) 373-3853.

- Worker's Compensation Certificate.** According to State Statute RSMo 287, construction companies with one or more employees must submit a copy of their certificate of insurance for workers' compensation coverage prior to the issuance of a municipal business license. For more information contact, the City Clerk at (314) 373-3853.
- MO Business Registration.** Most companies operating in Missouri must register with the state. Unincorporated businesses must also file if they do business under any title other than the actual name of the owner. For more information, contact:

Corporations Division
Office of the Secretary of State
PO Box 778
Jefferson City, MO 65102
(866) 223-6535
www.sos.mo.gov

- MO Sales Tax License.** A business license is issued only after a State Sales Tax License (applicable for Retail sales) is obtained and cleared. To apply, contact the Missouri Department of Revenue at (314) 877-0177 or visit www.dor.mo.gov/tax/forms. *Be advised that Business Licenses can be revoked for delinquent sales tax collection.*
- TIF/TDD/CID Special Tax Districts.** All businesses that collect sales tax and are located in the Hilltop Plaza or St. Charles Rock Road redevelopment areas will be financing infrastructure improvements to the redevelopment areas, via a one (1) cent sales tax. To verify that you are located within one of these taxing districts, and are responsible for collecting this additional sales tax, please contact the Finance Officer at (314) 373-3856.
- Health Permit.** All restaurants and food service establishments must have appropriate permits from St. Louis County. For more information, contact the Department of Health at (314) 615-0600.

NOTE: This list is not exhaustive. In some situations (e.g. when your business handles hazardous materials, when operating in a flood plain, when food is being prepared, etc.) there may be special permitting required from other local, County, State, or Federal agencies or Departments.

New Business Resources:

Small Business Development Center - St. Louis County Extension

10650 Gateway Boulevard
St. Louis, MO 63132
(314) 400-2115

The Small Business Development Center, a service of the University of Missouri Extension, offers individual counseling, training programs and technical assistance. To home-based and small businesses, it provides educational programs, information and assistance on business topics.

US Small Business Administration

200 N Broadway, Ste. 1500
St. Louis, MO 63102
(314) 539-6600
www.sba.gov/mo/stlouis

SBA provides financial, managerial and technical assistance.

SCORE

1222 Spruce Street, Ste. 10.103
St. Louis, MO 63103
(314) 539-6600
www.stlscore.org

SCORE provides no-cost, confidential business counseling tailored to meet the needs of each business. It also offers workshops and seminars, for a modest fee, to both start-up entrepreneurs and existing businesses.

Maryland Heights Chamber of Commerce

547 Westport Plaza
St. Louis, MO 63146
(314) 576-6603
www.mhcc.com

The Maryland Heights Chamber of Commerce strives to enhance the general welfare and prosperity of businesses and citizens of the Maryland Heights/Bridgeton area, as well as provide opportunities for its members to address economic, commercial, governmental and educational issues.

Northwest Chamber of Commerce

8944 St. Charles Rock Road
Third Floor, Municipal Building
St. Louis, MO 63114
(314) 291-2131
www.northwestchamber.com

The mission of the Northwest Chamber of Commerce is to provide leadership and foster unity in the overall community through the implementation of programs and services which stimulates economic growth and enhances the quality of life.

FINANCING & INCENTIVES:

Missouri Department of Economic Development

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

The Missouri Department of Economic Development offers a number of incentive programs to assist businesses. The *Business Development* team is ready to assist your existing Missouri business with its expansion. The *Missouri Partnership*, a public/private non-profit organization, can assist you with your business re-location needs. The *Missouri Business Portal* offers a variety of resources aimed at helping you start a business. *Missouri SourceLink* can provide personalized business assistance. In addition, there are a number of tools available for businesses—provided free of charge by the Missouri Department of Economic Development.

St. Louis Economic Development Partnership

7733 Forsyth Boulevard, Ste. 2200 & 2300
St. Louis, MO 63105
(314) 615-7663
www.slcec.com

The Partnership's mission is to lead in the development and growth of long-term diversified business and employment opportunities by creating innovative solutions that generate increased wealth and enhanced quality of life for the citizens, businesses and institutions of the St. Louis region.

St. Louis County Contacts

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| Business Assistance Center | 314) 615-5222 |
| Health Department | (314) 615-0600 |
| Permit Application Center | 314) 615-4269 |
| St. Louis County (Main) | (314) 615-5000 |

Utility Contacts

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| Ameren Missouri | (314) 342-1111 |
| AT&T | (800) 288-2747 |
| Charter Communications | (888) 692-8635 |
| Laclede Gas | (314) 621-6960 |
| Metropolitan St. Louis Sewer District (MSD) | (314) 768-6260 |
| Missouri-American Water | (866) 430-0820 |

Fire District Contacts

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| Maryland Heights Fire District | (314) 298-4400 |
| Pattonville Fire District | (314) 739-3118 |
| Robertson Fire Protection District | (314) 291-6671 |
| West Overland Fire Protection District | (314) 428-6069 |

Other Government Contacts

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|---------------------------------|--|
| Earth City Levee District | (636) 300-4448 |
| Federal ID Number Information | (800) 829-4933 |
| Missouri Bottoms Levee District | (314) 480-1500 (c/o Husch Blackwell - Attn. David Human) |