

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 and several 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 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 the proposed use meets parking requirements, you may request a zoning verification letter from the Planning and 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) 373-3815.
- 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) 373-3815.

- 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 Finance Clerk at (314) 373-3857.
- 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 and Development Administrator at (314) 373-3817
- Alarm Registration.** Business owners are required by ordinance to register their alarm system and provide updated emergency information. For more information, contact the Bridgeton 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 worker's compensation coverage prior to the issuance of a municipal business license. For more information contact, the City Clerk at (314) 373-5853.
- 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) 573-751-5860 or visit www.dor.mo.gov/taxation. *Be advise 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 in the Hilltop Plaza or St. Charles Rock Road redevelopment areas, will be financing infrastructure improvements to the redevelopment areas via one (1) cent sale 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

1222 Spruce St. Plant Growth Chamber
St. Louis MO 63103
(314) 539-6600
www.sba.gov/mo/stlouis

SCORE

1222 Spruce Street, Ste. 10.103
St. Louis, MO 63103
(314) 539-6602
www.stlouis.score.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 business.

Maryland Heights Chamber of Commerce

11705 Dorsett Rd Suite 208
Maryland Heights, MO 63043
(314) 942-2110
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 areas, as well as provide opportunities for its members to address economic, commercial, governmental and educational issues.

FINANCING & INCENTIVES

Missouri Department of Economic Development

301 W. High Street
Jefferson City, MO 65101
(573) 751-4962
www.ded.mo.gov

The Missouri Department of Economic Development offers several 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 relocation 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 several 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
St. Louis MO 63105
(314) 615-7663
www.stlpartnership.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

Business Assistance Center	(314) 615-5222
Health Department	(314) 615-0600
Permit Application Center	(314) 615-5184
St. Louis County (Main)	(314) 615-5000

Utility Contacts

Ameren Missouri (Electric Company)	(314) 342-1111
AT&T	(800) 288-2747
Spectrum Business	(888) 692-8635
Spire (Gas Company)	(314) 621-6960
Metropolitan St. Louis Sewer District (MSD)	(314) 768-6260
Missouri American Water	(866) 430-0820

Fire District Contacts

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

Earth City Levee District	(636) 300-4448
Federal ID Number Information	(800) 829-4933
Missouri Bottoms Levee District	(314) 480-1500