

## Additional Helpful Information:

### Certificate of Occupancy:

Before any business can open for business in the City of Warrenton, a Certificate of Occupancy must be obtained from the Warrenton Fire Department. After successful final building and fire inspections, the Warrenton Fire Department will issue the Certificate of Occupancy. They require building and site plans for all commercial and residential buildings. Contact the Warrenton Fire Department at 636-456-8935.

### Food Establishment Permit/Inspections:

All restaurants and/or establishments involved in food preparation need to be inspected by the Warren County Health Department. Contact the Warren County Health Department at 636-456-7474 for information.

## Financing

Financing is one of the most critical and often the most frustrating part of starting a business. The first place to start is with your local banker. Many times the existing relationship you have with your bank is all you need to secure the financing required. Other than conventional financing your bank can assist with programs such as Small Business Administration (SBA) loans and loan guarantees.



The City of Warrenton looks forward to working with you on your project. Please contact us at 636-456-3535 and ask for Economic Development.

## Contact Information:

- City of Warrenton  
Phone: 636-456-3535
- Boonslick Regional Planning Commission  
Phone: 636-456-3473
- Federal Firearms License  
Website: [www.atf.gov/content/firearms](http://www.atf.gov/content/firearms)
- Missouri Business Portal  
Website: <http://business.mo.gov/>
- Missouri Career Center  
Phone: 636-456-9467
- Missouri Department of Economic Development  
Phone: 573-751-4962
- Missouri Department of Public Safety Alcohol & Tobacco Control  
Phone: 573-751-2333
- Missouri Department of Revenue  
Phone: 573-751-3505
- Missouri Secretary of State  
Phone: 573-751-4936
- SCORE  
Website: [www.score.org](http://www.score.org)
- The US Small Business Administration  
Phone: 314-539-6600
- University of Missouri Extension  
Phone: 636-456-3444
- Warren County Government  
Phone: 636-456-3331
- Warren County Health Department  
Phone: 636-456-7474
- Warren County Sheriff's Department  
Phone: 636-456-4332
- Warrenton Area Chamber of Commerce  
Phone: 636-456-2530
- Warrenton Fire Department  
Phone: 636-456-8935
- City of Truesdale  
Phone: 636-456-3166



# A Helpful Guide To Opening A Business In Warrenton!

## Contact:

**Economic Development**

Phone: 636-456-3535

Website: [www.warrenton-mo.org](http://www.warrenton-mo.org)



## 11 Steps to Starting a Business

1. Evaluate your business idea
2. Write a business plan
3. Get business assistance and training
4. Choose a business location
5. Finance your business
6. Determine the legal structure of your business
7. Register a business name
8. Get a tax identification number
9. Register for State and Local taxes
10. Obtain business licenses and permits
11. Understand employer responsibilities

**Please visit with Economic Develop for additional information and for a packet to assist you with opening your business in Warrenton.**

## Evaluating Your Business Idea

Evaluating your business idea will help you determine your potential for success before you spend time and money developing a business plan. This will help provide insight into your market, competitors, start-up costs, sales, expenses, and financing needs.

This will also help you determine if you are ready to take the next step or need to re-evaluate your business idea.

The question you are attempting to answer is **Can my business sell enough products/services to make enough of a profit to be successful?**

The University of Missouri Extension's Missouri Business Development Program can assist you with evaluating your business idea. For more information to go their website: <http://missouribusiness.net/article/evaluating-business-idea/>.

## Writing a Business Plan

Writing a business Plan is designed to help new or existing business owners take an objective look at their business, identify areas of strength and weaknesses, pinpoint needs that otherwise might be overlooked, spot opportunities early, and begin planning how best to achieve their goals.

Information to assist you in writing a business plan can be found at: <http://missouribusiness.net/article/guide-to-writing-business-plan/>.



## City of Warrenton Information

### Location Selection:

For help with finding buildings/sites for your business contact the City of Warrenton's Economic Development Department at 636-456-3535.

### Determining Zoning:

Once you have selected buildings/sites that may work for you, contact the Planning and Zoning Department at 636-456-3535 to verify the zoning classification and to determine if the use is appropriate in that zoning district for your business. **Please remember to contact the Planning and Zoning Officer prior to purchasing/leasing a site/building for your business to ensure the facility is in the correct zoning classification.**

### Business License:

Most businesses require a business license. Please contact the City to verify if your business is required to have a business license and assist you with your license if needed.

## City of Warrenton Information (continued):

For information on business licenses for the County please contact the Warren County Collector's office at 636-456-3330.

### Liquor License:

You will need to obtain a total of three (3) liquor licenses: City, County, and State. Please contact the Finance Department at 636-456-3535 for more information on a City Liquor License. For a State Liquor License you will need to contact Alcohol and Tobacco Control at 573-751-2333 or at [www.atc.dps.mo.gov/licensing/](http://www.atc.dps.mo.gov/licensing/). For a County Liquor License you will need to contact the County Clerk's office at 636-456-3331.

### Building Permits:

A building permit is required for most projects and must be accompanied by detailed construction drawings. The Building Department can assist you with the needed permits and the required inspections. For more information please contact the Building Department at 636-456-3535.

### Sign Permits:

Permits for permanent signage is required and issued by the Building Department. Please contact the building department to discuss the allowable signage for your business.

### Public Utilities (Water and Sewer):

To ensure that the building/site has the necessary water and sewer or that pre-treatment is not necessary, please contact the Public Works Department at 636-456-3535.

