

OPENING A BUSINESS IN THE CITY OF WARRENTON

Before purchasing a lot or tract:

Review/ask questions about land use, zoning, building codes and/or fire codes by contacting the following City Departments:

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| · ZONING and SITE PLAN REQUIREMENTS | Planning and Zoning |
| · PUBLIC UTILITIES | Public Works |
| · BUILDING CODES and SIGN REGULATIONS | Building Department |
| · FIRE CODE REQUIREMENTS | Warrenton Fire Protection District Fire Marshal (636) 456-8935 |

Also: The City of Warrenton Municipal Code is available at www.warrenton-mo.org

NEW BUSINESS OR NEW OWNER

To change ownership of an existing business or to change the business, but not the type (for example: restaurant to restaurant, bar to bar, retail store to retail store), with no change to the building:

1. Make an appointment with the Warrenton Fire Protection District at (636) 456-8935 for an occupancy (fire) inspection.
2. Apply to the City Finance Department for a business license. Cost of this business license is dependent on the type of business. You may fill out an application at the Finance Department office or from the City website. The following items are required:
 - a) Statement of proof of contact with the Warrenton Fire Protection District.
 - b) Paid personal property tax receipt/or waiver from the Warren County Collector, if you live within the city limits.
 - c) State sales tax number, if required by the State, from the Missouri Department of Revenue, (573) 751-5860, or visit their web page at <http://www.dor.state.mo.us>.
 - d) Copy of drivers' license
3. Apply for a sign permit for any new signs located on your building or lot with the Building Department.
4. NOTE: If you are developing an establishment which serves food, you must also comply with the regulations of the Warren County Health Department.

To change the USE of business (retail store to restaurant, restaurant to bar, auto sales to auto body shop, etc), change a residence to a business, create a combination of uses, or change the building in any way (new electrical service, repair/replace plumbing, put up new walls, remove existing walls, put in a new doorway, close an existing doorway, etc):

Before signing a lease or a deed to the property, contact the Building Department to discuss required building permits; Planning and Zoning to discuss zoning regulations, and the Warrenton Fire Protection District to discuss a change of use/occupancy inspection. When you have received zoning, final building, and Fire Protection District approval, you may then proceed with the Finance Department steps 2. a) through e) above.

TO BUILD A NEW BUILDING

If you want to develop a new site or building for your business, you will need to meet the requirements of the City’s Municipal Code handled by the following departments. The Planning and Zoning Department, the Building Department, Public Works Department, and the Fire Protection District can provide information on these specific codes which are also available on the City website under Municipal Code.

MORE ISSUES RELATED TO OPENING A NEW BUSINESS

The FIRST step in opening your new business within the city limits of Warrenton should be to:

- Determine the zoning classification of the property and ensure that the proposed land use is appropriate (Planning and Zoning).
- Determine if the number of existing parking spaces meets the requirements of the City of Warrenton. Refer to the Parking Regulations/ Section 405.250 of the Municipal Code available on the City website www.warrenton-mo.org
- Determine the allowed square footage for signage by verifying the Signs/Section 425 of the Municipal Code on the City website above.
- Check with public utility companies to ensure proper services for your business.
 - Ameren UE for electric and gas service..... 1-800-552-7583
 - Cuivre River Coop for electric..... 1-800-392-3709
 - Centurytel for phone service..... 1-800-201-4099
 - Charter Communications for cable..... 1-888-871-4485
 - Wilson Waste for trash service..... 636-456-1836
 - City of Warrenton Public Works for water and sewer..... 636-456-3535

FOR ADDITIONAL HELP

Please contact City Hall at (636) 456-3535, as our City of Warrenton representatives are excited to meet and work with you in planning your project.