

New Business Checklist

Interested in opening a business in Ballwin? Make sure to follow the steps listed below.

Please contact Lynn Sprick at 636-227-2243 with any questions.

Step One: Fulfill Requirements



A. If you're using a pre-existing structure

Ensure zoning suitability ([see 1 below](#))

Obtain the following applications, if applicable:

Building permit ([see 3 below](#))

Mechanical, Electrical, Plumbing and/or Sign Permits ([see 3 below](#))

Fire inspection ([contact your local fire district](#))

Occupancy inspection & permit ([see 2 & 3 below](#))

Business License ([see 4 below](#))

State tax information ([contact Missouri Department of Revenue](#))

B. If you're planning on a new development (includes the above requirements)

Development Plan Approval ([see 1 below](#))

Step Two: Additional Considerations (if applicable)

A. St. Louis County Department of Health (314-615-9700)

B. Liquor License ([see 4 below](#))

C. West County Chamber of Commerce (636-230-9900)

D. Shop Ballwin First ([see 5 below](#))



Department Contact Information

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(2) Inspections

Front desk staff

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(3) Building/Code Enforcement

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(4) Business/Liquor Licensing

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