HOW TO START A BUSINESS IN

Wentzville Missouri

The Crossroads of the Nation

The mission of the City of Wentzville's Economic Development Department is to enhance the economic vitality of Wentzville and maintain its outstanding quality of place.

This is accomplished through the retention and expansion of existing businesses and by attracting new businesses like yours to the community.

Development Procedures

• New Construction
• Expansion or Remodeling

For any project involving construction, please contact the Community Development Department beforehand to determine proper zoning, required permits, inspection procedures, plan review procedures, etc. Next, complete and submit all the necessary applications for the proposed development, along with the appropriate fees, to the Community Development Department. Additional information, i.e., sealed plans, legal descriptions, blueprints, etc., should also be provided as required. If your project requires a Planning & Zoning Commission review, all information should be provided by the deadline for that month (approximately four weeks prior to the next Planning & Zoning Commission meeting).

Staff will review the application and prepare a report for the Commission. A copy of this report, along with an agenda, will be sent to all applicants approximately one week prior to the meeting. Upon approval of the Commission, any rezoning requests, conditional use permits, etc., are forwarded to the Board of Aldermen for review and approval.

Next, submit the improvement/construction site plans and record plats to the Public Works Department for review of the infrastructure improvements. Upon approval of the improvement/construction plans and issuance of a building permit, construction may begin.

Periodic inspections will occur during demolition and construction, however occupancy of the structure cannot occur until a final inspection is made and a commercial occupancy permit is issued. For more information, please contact the Community Development Department at (636) 327-5102.

Inspections

Before you are able to occupy your business space, the City requires that a **commercial inspection** be completed. To inquire about scheduling an inspection, please call the Building Division at (636) 327-5102.

Business Licenses

A business license is required before you can operate most businesses in Wentzville. To obtain a business license you will need to complete the **Commercial Occupancy and Business License** application and submit a $25 business license fee. If you are a retail business, you are required to collect sales tax. A copy of the Missouri Sales Tax Certificate and a letter of "No Tax Due" should be submitted with your application or provided to the City, once received from the Missouri Department of Revenue. For business license questions, please call the City Clerk's Office at (636) 327-5101.

Helping Your Business Grow

• Business Planning Assistance

The City's Economic Development Department is poised to help you establish and grow your business. Whatever your need, the Department is ready to help. Our purpose is "Helping your business grow."

Any new or expanding business should first develop a business plan to guide them. There are several agencies that can provide assistance either free or at a nominal cost. This help, along with developing marketing plans, assistance in locating trade associations, etc., is available through the Department. They can also put you in touch with agencies such as the EDC of St. Charles County, SCORE, the Small Business Development Center, and/or various State of Missouri resources. And, if you need help to secure the appropriate permits, licenses, tax numbers, etc., the Department can assist you in contacting the right agencies.

Whether its help in preparing a business plan, securing financing, locating property, or getting the right license for your business, the Wentzville Economic Development Department stands ready to assist. They can also provide you with information such as demographics and market analysis or help you contact other professionals and agencies that can assist you.

Financing

Financing is one of the most critical and often the most frustrating parts of starting a business. While State and County programs are available primarily for industrial businesses, there are other funding sources that can provide assistance to the small retail/service 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. Another source for information about SBA loans is the Economic Development Center of St. Charles County (EDC). The Finance Specialist at the EDC can assist with information about various SBA and other loan programs. The EDC can be reached at (636)441-6880.

Often, though, there is a "gap" between your equity and the amount you require. There are also programs available that may provide this "gap" financing for your business.

Please contact the City's Economic Development Department at (636) 327-5101 for more information.

IMPORTANT PHONE NUMBERS

CITY OF WENTZVILLE

Economic Development Department
(636) 327-5101
Utility Information
(636) 639-2155 or (636) 327-5101
City Clerk
(636) 327-5101
Business License & Liquor License Information
Community Development Department
(636) 327-5102
Planning & Zoning Inquiries, Inspections, Review, Building and Demolition Permits

ECONOMIC DEVELOPMENT PARTNERS

Economic Development Center (EDC) of St. Charles County
(636) 441-6880
Small Business Development Center
(636) 970-3000
SCORE
(636) 946-7423
SBA (Small Business Administration)
(314) 539-6600
St. Charles City-County Library
(636) 441-0794, *Business Resource Desk ext. 1444*
Western St. Charles County Chamber of Commerce
(636) 327-6914

City of Wentzville
Economic Development Department
1001 Schroeder Creek Blvd.
Wentzville, MO 63385
(636) 327-5101
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