

**ATTACH SITE PLAN OF PROPERTY
COMPUTER NUMBER**

ATTACH FLOOR PLAN

DATE FILED: _____

CITY OF OLIVETTE

APPLICATION FOR AN OCCUPANCY PERMIT FOR ASSEMBLY,
BUSINESS, OFFICE, RETAIL, COMMERCIAL OR INDUSTRIAL USE

ADDRESS OF BUILDING: _____ ZONING _____
NAME OF PROPERTY OWNER: _____ PHONE _____
ADDRESS OF PROPERTY OWNER: _____ ZIP CODE: _____

NAME OF NEW OCCUPANT (CORPORATE NAME): _____

(PROVIDE LIST OF PRINCIPLES OF CORPORATION/BUSINESS, NAMES, ADDRESSES AND PHONE NUMBERS ON
REVERSE SIDE IN AREA PROVIDED, ALSO PROVIDE CHARTER OF INCORPORATION WITH LIST)

DESCRIPTION OF BUSINESS OPERATION: (i.e. Warehouse, office, retail: (is
there sales tax charged?), manufacturer, etc. or any combination of...square footage
of any combination.)

DATE OF PROPOSED OCCUPANCY: _____ OLIVETTE CODE NO. 54650-189-0001*
STATE SALES TAX NO. _____

NUMBER OF EMPLOYEES: _____ FULL _____ PART NUMBER OF FLOORS: _____

SQUARE FEET PER A FLOOR : _____ TYPE OF CONSTRUCTION: _____

NUMBER OF ASSIGNED PARKING SPACES: _____ LOADING SPACES: _____

SCREENING/PLANTING: _____ LIVE LOADS ON FLOORS: _____
DOES YOUR BUSINESS INCLUDE THE STORAGE, USE, OR MANUFACTURE OF FLAMMABLE
OR COMBUSTIBLE LIQUIDS? _____ (PROVIDE MSDS SHEETS IF YES)

SPECIFY TYPE AND AMOUNT OF FLAMMABLE AND COMBUSTIBLE LIQUIDS:

DOES YOUR BUSINESS INCLUDE THE STORAGE OF COMBUSTIBLE MATERIAL (SUCH AS
PAPER PRODUCTS, PLASTIC, WOOD, ETC.)? _____ SPECIFY TYPE AND AMOUNT

DOES YOUR BUSINESS INCLUDE THE STORAGE, USE, OR MANUFACTURE OF CORROSIVE OR
HAZARDOUS MATERIALS? _____ (PROVIDE MSDS SHEETS IF YES)
SPECIFY TYPE AND AMOUNT: _____

ARE ANY ALTERATIONS TO THE PRESENT STRUCTURE PLANNED, SUCH AS WALLS,
PARTITIONS, SHELVING, ETC. _____

ESTIMATED COST OF RENOVATION \$ _____

The undersigned herewith applies for an Occupancy Permit for the above-described premises in
accordance with the terms of Chapter 40.820 Olivette Municipal Code, Ordinance 1946.

APPLICANT'S NAME (PLEASE PRINT) _____

APPLICANT'S SIGNATURE: _____

APPLICANT'S RELATIONSHIP TO BUILDING/APPLICANT _____

APPLICANT'S ADDRESS _____ ZIP CODE _____

APPLICANT'S PHONE NUMBER: _____

THIS IS MOST IMPORTANT THAT THIS NUMBER BE USED ON YOUR SALES TAX RETURN TO THE
STATE OF MISSOURI SO THAT THE CITY OBTAINS THE CREDIT REQUIRED FROM YOUR SALES.

NOTE: ALL BUSINESSES IN THE CITY OF OLIVETTE MUST REGISTER WITH ST. LOUIS COUNTY AT (314) 889-2220 FOR PERSONAL
PROPERTY BUSINESS ACCOUNT

Please fill in all officers and contact people for your corporation:

NAME	ADDRESS	ZIP	PHONE NO.

IF ADDITIONAL LINES ARE NEEDED PLEASE ATTACH SHEET WITH THE INFORMATION



...in the center of it all



Richard F. Knox
Chief of Police

Date: _____

To: Business Owner/Manager:

The Olivette Police Department is updating our emergency contacts in our business files. It is important that our department receives this information in the event of a fire and/or burglary. We are requesting at this time that the owner/manager complete the following information so that we may serve you more efficiently.

PLEASE TYPE OR PRINT

BUSINESS NAME AND ADDRESS

Business Name: _____

Address: _____

Phone Number: () - _____

OWNER/MANAGER OF BUSINESS

Owner/Manager Name: _____

Address: _____

Phone Number: () - _____

EMERGENCY CONTACTS

1ST Contact Name: _____ Phone Number: () - _____

2ND Contact Name: _____ Phone Number: () - _____

3RD Contact Name: _____ Phone Number: () - _____

4TH Contact Name: _____ Phone Number: () - _____

OWNER INFORMATION

Owner of Building: _____ Phone Number: () - _____

ALARM COMPANY INFORMATION

Alarm Company Name: _____ Phone Number: () - _____

Thank you for your assistance in this matter.

OPENING A BUSINESS IN OLIVETTE

The City of Olivette welcomes you as a new business in our community. Central location and easy access to the interstates as well as a stable real estate base make this community a desirable place to locate. The city has excellent Police / Fire Protection, and Code Enforcement. The city has an excellent park system and the Public Works Department handles maintenance of all the parks and municipal properties.

The following is being produced to help you the future business owner in Olivette obtain the proper business license to do business in Olivette. There is also some general information that you may find helpful.

Zoning

All of the land within Olivette is zoned for certain uses. They may be Residential, Commercial, or Light Industrial. It is always a good idea before committing to a certain location that you ascertain whether your proposed use is a permissible use in the location that you are interested in. You can contact the Building Department at 993-0252 for information on the zoning of a particular parcel.

Occupancy Permits

Occupancy permits are required of every business to be located in a location in Olivette regardless of the zoning district. Occupancy permits are not issued until all requirements of the Zoning Ordinance and Property Maintenance Code have been met. For example if a particular use requires a Special Permit it must be obtained prior to the Occupancy permit being issued. Some uses such, as restaurants require approval from St. Louis County prior to opening.

Business Licenses

There are many different categories of business licenses however they can be broken into 3 main categories.

Merchants License is the license one must obtain if they are selling goods, wares including software or merchandise or the providing of entertainment, lodging, recreational, or sports facilities at any store, stand, hotel, arena, theatre or other place occupied for that purpose in the City of Olivette. If you collect sales tax you must receive a merchant's license. The fee for a merchant is 1/10 of 1% of the amount of sales made in the last calendar year less sales tax collected and sales made outside of Missouri. There is a \$50 dollar minimum fee on this type of license.

Manufacturers License is the license for those that hold or purchase personal property for the purpose of adding to the value thereof by any process of manufacturing, refining, or by the combination of different materials. The fee for a manufacturer is 1/10 of 1% of the amount of sales made in the last calendar year less sales tax collected. There is a \$50 dollar minimum fee on this type of license.

Service Occupations is generally any business, trading, pursuit, occupation, or enterprise, excluding merchants and manufacturers. Typical service type uses would be contractors, consultants, shoe repair, architects, etc. There are a variety of other service type uses and some of these categories are assessed an annual fee on a quantity basis such as warehouse which is .02 cents per square foot of total floor area with a \$100 minimum yearly fee. A complete list is included with this reference material for your assistance in assessing your annual fees.

IMPORTANT Many businesses may be subject to more than one license per year. Many service type uses also sell goods or merchandise and subsequently collect sales tax. These uses require additional merchants' license as well.

The following is a step by step sequence to obtaining your business license to operate in the City of Olivette.

Make application for occupancy. Apply for occupancy by completing the application for Occupancy available at the Building Department, 1200 North Price, Olivette, Mo. 63132 or call 993-0252 to have one sent to you. A copy is included with this packet for your convenience.

Arrange for an inspection of the area to be used for the business. This may be done by calling 993-0252. The charges for an inspection are \$80 for the initial inspection and if the space is less than 3,500 square feet in area and areas over 3500 square feet are \$160. One reinspection is included in this fee. Additional reinspections required are \$28 and this includes reinspections due to unreadiness, lockout, or similar circumstances.

Complete the appropriate business license application form and submit it or them along with the application for occupancy. The building inspector will refer the documents along with the appropriate charges to City Hall. The business license will be issued upon completion and approval of the occupancy permit and will be issued by City Hall personnel.

All businesses operating in the City of Olivette upon making application and prior to issuance of any license are required to submit a copy of their Articles of Incorporation. These articles are to contain not only the description of the business but all officers and agents.

Does your business sell of goods or merchandise? If so, and if you have a state sales tax number you must apply for the Merchants' License.

Does your business manufacture any goods such as clothing or furniture or any similar type of end use product? If so then you must fill out the Manufacturing License application.

Does your business operate a service type use such as contracting, building services, painting, insurance dry cleaner etc.? If so you need to fill out the Service License application.

Does your business have different aspects of the business that may entail a service type use yet you have a state sales tax number and also sell products? You will need to have a Merchants' License and Service License.

If you have any questions as to the appropriate business license application please call.