

Guidelines for Home Occupation Licensing (Per City Ordinance 70150) (Enacted February 1, 2016)

- Business is operated from a residence located in the City of St. Louis.
- Must be an approved home occupation per City Ordinance 70150. You must obtain a home occupation waiver issued by the Zoning Administrator for the Building Division.
- Home based business does not generate traffic, parking, sewerage, refuse, water use, noise, dust, odors, or vibrations in excess of what is normal in a residential neighborhood.
- Business must gross under \$100,000.00 per calendar year. Business owner will need to provide a copy of their E-234 form filed with the Collector of Revenue from previous calendar year, unless they are applying as a new business.
- Home based business can not have any employees that do not reside in the home.
- City Ordinance 70150 was approved by the Board of Alderman and went into affect.
- For complaints, refer to Citizen Service Bureau - 314.622.4800
Website - www.stlouis-mo.gov/csb

License Requirements

- License fee is \$25.00 per tax year. The tax year is June 1 through May 31.
- If you are selling a product you must also register with the State of Missouri for a State Sales Tax Number.
- Clearance from the Collector of Revenue
- Home Occupancy Waiver from the Zoning Administrator for the Building Division
- Health Permit may be required if you are handling food
- Other requirements may be needed based on the type of business you are operating. Please call 314-622-4528 or email lco@stlouis-mo.gov the office for more information.

CITY OF SAINT LOUIS
HOME OCCUPATION LICENSE APPLICATION

LICENSE TYPE
L421300

DISTRICT
SUB DISTRICT

FOR LICENSE YEAR BEGINNING: JUN 1, _____
MUST FILE AND PAY BEFORE: JUN 1, _____

ITEMS 1 THROUGH 12 MUST BE COMPLETED

1. TRADE NAME

5. FEDERAL ID/SS NO.

2. TRUE NAME

6. BUSINESS PHONE

3. STRUCTURE
ADDRESS

7. FAX NUMBER

4. MAIL TO:

8. SALES/USE TAX NO.

9. TYPE ORGANIZATION IND PTN CORP

OWNER

10. DATE BUSINESS STARTED

HDQTRS

IN ST. LOUIS CITY

STRUCTURE

11. BUSINESS TYPE

12. NO. OF EMPLOYEES

Businesses that do not file and pay before June 1 will be subject to CLOSURE for operating without a License.

THIS SPACE
PROVIDED TO
CORRECT ABOVE
LINE ITEMS

MAIL TO
ADDRESS IS

OWNER

HDQTRS

STRUCTURE

1. TRADE NAME _____

2. TRUE NAME _____

3. STRUCTURE ADDRESS _____

4. MAIL TO: NAME AND ADDRESS _____

5. FEDERAL ID/SS NO. _____

6. BUSINESS PHONE _____

7. FAX NUMBER _____

8. SALES/USE TAX NO. _____

9. TYPE ORGANIZATION _____

10. DATE BUSINESS STARTED _____

11. BUSINESS TYPE _____

12. NO. OF EMPLOYEES _____

Ordinance 67909 Addendum - (<http://stlouis-mo.gov/government/departments/license/business-license-info/ordinance-67909.cfm>) - **Required for license years 2009 and after**

- Has the applicant ever pled guilty or nolo contendere to, or been convicted of, or been found guilty of violating sections of Missouri Revised Statutes, chapters 566, 568, or 573 concerning children and related sexual activities as more specifically addressed in City Ordinance #67909? YES NO
- Only if the answer to Question #1 is YES, does this business involve the likely direct interaction with persons under the age of eighteen in either child-centered or child-based events, activities and programs, as addressed in Ordinance #67909? YES NO
- If the answers to Questions #1 and #2 are YES, state the date, county, and offense on a separate page.

Initial _____

ANNUAL FEE	\$25.00
PLEASE INCLUDE A COPY OF YOUR E-234 FORM THAT WAS FILED WITH THE COLLECTOR OF REVENUE.	
IF YOUR BUSINESS GROSSED \$100,000 OR MORE YOU MUST APPLY FOR A GRADUATED BUSINESS LICENSE.	
TOTAL DUE – PAY WITH RETURN	\$25.00

LICENSE ISSUED

ET	PET	PPT	OCC	WC	SST	SIGN	BAL
OTHER	PRIOR	POLICE	CONT	ID	CREDIT	CHK	67909

LIC. APPROVED _____

MAKE CHECKS PAYABLE TO:

Mavis T. Thompson, Esq.
License Collector
P.O. Box 78158
Saint Louis, MO 63178-8158

I HEREBY CERTIFY AS PROVIDED BY LAW THAT THE FOREGOING IS A TRUE STATEMENT. I FURTHER CERTIFY THAT THIS APPLICANT HAS PAID ALL REAL ESTATE TAXES, PERSONAL PROPERTY TAXES, EARNINGS TAXES, LICENSE TAXES, PERMITS AND CERTIFICATE FEES DUE AND PAYABLE TO THE CITY OF SAINT LOUIS AND THE STATE OF MISSOURI.

(PRINT NAME AS SIGNED)

(SIGNATURE OF OFFICER, OWNER OR AUTHORIZED PERSON)

SEE INSTRUCTIONS ON BACK
PAYMENT REQUIRED WITH APPLICATION