

New Business
Contact Trish Moore
To establish use
314-849-3400 ext. 2247

Permitted Use

1A
Renovation

1B
Submit 6 sets of plans
to obtain a zoning
permit

1C
Obtain a building permit
from St. Louis County*

1D
Obtain a Sunset Hills
Commercial Occupancy
Permit

1E
Obtain a business license
Contact Lori Stone
314-849-3400 ext. 2248

2A
No Renovations

2B
Obtain a Sunset Hills
Commercial Occupancy
Permit

2C
Obtain a St. Louis County
Commercial Re-Occupancy
Permit

2D
Obtain a Business License
Contact Lori Stone
314-849-3400 ext. 2248

Conditional Use

**Conditional
Use Permit Application
And fee**

**Appear at Planning and
Zoning Commission
For Recommendation**

**Board of Aldermen
Approval**

**Renovation
Follow steps
1A-1E**

**No Renovation
Follow steps 2A-2D**

*This step requires a St. Louis County Commercial Occupancy
Permit Approval

**Business License
Application Submittal and Approval**

**Review of Application by
Board of Aldermen and Business License Clerk**

10 Working Day waiting period

**License Invoice generated, Invoice Paid,
Business License Issued**