



# City of MARYLAND HEIGHTS

11911 Dorsett Road · Maryland Heights, MO · 63043  
t: (314) 291-6550 · f: (314) 291-7457  
www.marylandheights.com

BL \_\_\_\_\_

City Use Only

## APPLICATION FOR HOME-BASED BUSINESS LICENSE

Type or print  
clearly in ink.

### LOCATION INFORMATION

ADDRESS TO BE OCCUPIED \_\_\_\_\_ ZIP CODE \_\_\_\_\_

### APPLICANT INFORMATION

Applicant Name _____	Property Owner _____
Title _____	Address _____
Phone _____	City, State, Zip _____
Email _____	Phone _____

### BUSINESS INFORMATION

Business Name (DBA) \_\_\_\_\_ Phone \_\_\_\_\_

Corporate Name \_\_\_\_\_

Business Address (Main Office) \_\_\_\_\_

Business Website Address (if applicable) \_\_\_\_\_

Describe business activity to be conducted within the residence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Federal Employer ID or SSN

MO Retail Sales & Use Tax No.

Do you sell a product subject to retail sales tax?

Yes  No

If **yes**, a Certificate of No Tax Due must be attached

Are you a contractor in the construction industry?

Yes  No

If **yes**, one of the following must be attached:

Certificate of Insurance for proof of Workers' Compensation Coverage

OR

An affidavit by the applicant attesting that the contractor is WC exempt

***A Business License will not be issued unless the business meets the Missouri State Law Requirements***

### FEE INFORMATION

BUSINESS LICENSE FEE: \$25.00

#### ***LICENSES AND PERMITS ARE NOT TRANSFERABLE TO A NEW LOCATION***

A company (if applicable) must provide the Federal Form 501-C-3 indicating tax exempt status to allow the waiver of the business license fee by the City. Exempt accounts remain responsible for all inspection fees and applications to provide any license or permits.

You are responsible for complying with all State of Missouri and St. Louis County regulations for this home-based business.

All home-based business licenses must be renewed annually. All licenses expire on June 30. A renewal form will be mailed to your place of business approximately thirty (30) days prior to renewal. Delinquent renewals are assessed a \$25.00 late penalty.

## ZONING CODE RESTRICTIONS AND LIMITATIONS

**Ownership:** A home-based business shall be owned and operated only by the occupants of the dwelling.

**Customers or Clients:** No greater than two (2) customers, clients, or non-occupant employees shall be permitted on the premises at any given time.\*

**Alterations:** No structural alterations or additions that change the primary use of the dwelling are permitted.

**Displays:** No display of products shall be visible outside the dwelling.

**Outdoor Storage:** No outdoor storage of materials or equipment shall be permitted.

**Retail Sales:** Retail or wholesale transactions shall be limited to those conducted by mail, phone, or internet. No merchandise shall be sold upon or from the premises unless such sales are incidental to the services provided (for example, music books could be sold for piano lessons).

**Trailers:** Only one (1) trailer per home-based business may be permitted to park outside an enclosed garage as follows:\*

1. Said trailer shall be less than twenty-two (22) feet in length.
2. Said trailer shall be parked in the driveway.
3. Trailers less than 22 feet in length shall be parked on a paved or other approved surface (Section 25-14.5.A.).
4. Trailers which incorporate business or advertising signage shall be parked behind the forward-most face of the building or otherwise located so that signage is not readily visible from the public right-of-way.

**Signs:** No advertising or business signs are permitted on the premises, with the exception of those painted or otherwise affixed to stock motor vehicles operated by an occupant of the dwelling. However, in no case shall vehicles specifically designed or modified for advertising purposes be permitted.

**Environmental Standards:** No equipment or process shall be used in a home-based business that creates excessive noise, vibration, glares, fumes, or odors detrimental to the health, safety, peace, comfort, and general welfare of the persons residing in the neighborhood.

**Interference:** No equipment shall be used that creates visual or audible electrical interference in any radio or television receiver off the premises or causes fluctuations in the line voltage off the premises.

**Other Jurisdictions:** Home-based businesses shall comply with all local, county, state, or federal regulations pertaining to the activity pursued, and the requirements of this section shall not be constructed as an exemption from such regulations.

**Prohibited Uses:** The following uses shall not be permitted as home-based businesses:

1. Animal kennels.
2. Food services and drinking places with the exceptions of foodservice contractors and caterers.
3. Automotive repair services.
4. Marijuana-related businesses.
5. Any other use which fails to meet the requirements of this section, as determined by the City Planner.

\*Unless modified or waived by a Conditional Use Permit.

I HAVE READ THE ABOVE RESTRICTIONS AND LIMITATIONS OF HOME-BASED BUSINESSES, AND I UNDERSTAND AND WILL ABIDE BY THEM AND ANY OTHER ORDINANCES PERTINENT TO THE OPERATION OF MY HOME-BASED BUSINESS. I ALSO CERTIFY THAT THE INFORMATION PROVIDED ON THIS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Driver's License or SSN \_\_\_\_\_