

PERRY COUNTY

Economie **D**evelopment **A**uthority

Exit 129 on I-55

• Perryville, Missouri

A Guide to Opening Your Business in the City of Perryville

Inside:

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- Building Permits
- Inspections
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- Business License
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- Resources
- Useful Contact Information



Perry County EDA
508 N. Main Street
Perryville, MO 63775
573-547-1097

Crystal Jones
Executive Director
crystal@perrycountymo.org

Lisa Buerck
Administrative Assistant
lisab@perrycountymo.org

Steps to Opening Your Business

Thank you for considering Perryville as the home of your new business. The **Economic Development Authority** works to ensure a pro-business climate that encourages our existing industries to grow and expand, and to attract new businesses to invest in our community.

Contact our office for assistance in opening or expanding your business. We can help with information regarding:

- **Demographics**
- **Financing options**
- **Tax rates**
- **School district statistics**
- **Available buildings & sites**

www.perrycountymo.org (573) 547-1097

Location Selection — Determine Zoning

The Planning and Zoning Division is a one-stop shop for certificates of occupancy, permitting and signage.

Before you select a location for your business, it is very important to verify the zoning classification of the property and to determine if the use is appropriate in that zoning district. To verify zoning, or to discuss changes in zoning, please contact the **Planning and Zoning Division at (573) 547-2500**.

In some cases, conditional use permits or, in the case of new construction, a change in use, or expansion of the existing building, site plan approval by the Planning and Zoning Commission may be required for your business. Please contact the **Planning and Zoning Division at (573) 547-2500** for more details. The City's Code of Ordinances can be found at <https://www.cityofperryville.com/359/Building-Inspector-Zoning-Administrator>

Building Permits

If a **change of use** is proposed for a building, construction or alterations may be required. A permit is required for most projects. It is recommended that a Pre-design Conference is scheduled to allow the business owner to discuss with City officials building code requirements for a proposed project. Please contact us at **(573) 547-2500** for details.

For a building permit for **new commercial construction**, the City suggests a planning meeting to ensure the plans meet building, fire, and zoning code requirements.

Inspections

Once work is completed, call the Building Inspector **(573) 547-2500** for required inspections. <https://www.cityofperryville.com/373/Required-Building-Inspections>

Certificate of Occupancy

Before any business can occupy a property or open for business in Perryville, a Certificate of Occupancy must be obtained. Please contact **Building Inspector at (573) 547-2500** to begin the process to receive a Certificate of Occupancy or before beginning ANY construction work or repairs.

After successful final building and fire inspections, bring the approved final building and fire inspection slips to the City Hall. You will also be asked to complete a brief Certificate of Occupancy Questionnaire and to verify trash service for the business. After these items have been completed and the proposed property has been determined to be permitted within the existing zoning district, the Planning and Zoning Division will issue your Certificate of Occupancy. <https://www.cityofperryville.com/391/Occupational-License>

Business License

Occupational licenses are issued for businesses operating within the city limits. These licenses must be renewed annually. A business license is valid from January 1 through December 31. To apply for the business license you need, visit the **City Hall or contact City Clerk (573) 547-2594**. <https://www.cityofperryville.com/391/Occupational-License>

The following documents must be presented to receive an Occupational License:

- Completed occupational license [application](#)
- State sales tax license if the applicant is involved in retail sales from the **Missouri Department of Revenue**: <http://www.dor.mo.gov/tax/business>.
- Workmen's compensation certificate of insurance if applicant employs five or more employees (one or more employees, if applicant is in construction work);
- Copy of applicant's drivers license.

Additional Licenses — Utilities

Signage

Permits for permanent signage and temporary signs are required and are issued by the **Planning and Zoning**. Please call **(573) 547-2500** to discuss the allowable signage for your business.

Food Establishment Permit

All restaurants and/or establishments involved in food preparation need to submit plans to and pass inspection by the **County Health Department (573) 547-6564**. Information can be found at <https://www.perrycountyhealth.com/food-safety.php>

Liquor License

You will need to obtain a total of three (3) liquor licenses: State, County and City. For more information on liquor license, please call the **City Clerk at (573) 547-2594**. You can also download the application on the City's homepage at <https://www.cityofperryville.com/389/Liquor-License>

Utilities

To ensure proper services for your business, check with public utility companies.

- Electric— Citizens Electric (800) 552-7583
- Telephone—Your local phone company
- Trash pick-up service. - City of Perryville
- Water-Sewer— City of Perryville
- Gas — City of Perryville

Please contact **Utility Billing at (573) 547-2594**.

Wastewater Treatment

The City of Perryville operates and maintains our sanitary sewer treatment plants and lift stations. These facilities treat the sewage to all Federal standards prior to discharge. Manufacturing, industrial or a business process that discharges to the City's sanitary sewer system may require a permit. For additional information please contact **Public Works at (573) 547-2500**

Useful Contact Information

City of Perryville www.cityofperryville.com
215 N. West Street, Perryville, MO 63775

City Hall	(573) 547-2594
City Administration's Office	(573) 547-2594
Code Enforcement	(573) 547-2594
Building Inspector	(573) 547-2500
Finance Department-Business Licenses	(573) 547-2594
Utility Accounts/Billing	(573) 547-2594
Police Department (non-emergency) 120 N. Jackson, Perryville MO 63775	(573) 547-4546
Fire Department (non-emergency)	(573) 547-2200
City of Perryville Gas	(573) 547-2500

Perry County Government

321 N. Main St. Perryville, MO 63775	
County Clerk	(573) 547-4242
County Assessor	(573) 547-5211
(Business Personal Property)	
County Collector	(573) 547-4422

Perry County Health Department (573) 547-6564
406 N. Spring, Suite #1

Missouri Department of Revenue (573) 751-5860

Citizens Electric (877) 876-3511

Economic Development Authority (573) 547-1097
508 N. Main St., Suite B

Every effort has been made to ensure the accuracy of this information. It should not be used as a legal document, and should not take the place of professional advice. When in doubt, consult a professional regarding the topic in question

Resources

Perry County Economic Development Authority



www.perrycountymo.org

The Perry County Economic Development Authority (EDA) has earned a reputation for being "the business growth experts". EDA core services include:

- Providing Business Financing
- Operating a Business Incubator Center
- Offering Business Counseling and Training
- Coordinating Business Recruitment and Retention
- Promoting Perry County to Businesses and Residents

Supporting strategic public policy initiatives recognizing that economic development is a team effort involving many different players throughout the process of recruiting and/or retaining local companies, the EDA is proud to play an important role in helping grow new jobs and expand the tax base in Perry County.
(573) 547-1097

Perry County Heritage Tourism

www.visitperrycounty.com



Perry County, Missouri is an historically rich county situated on the banks of the Mississippi River. With its rich German heritage and many wonderful places to visit and explore, it's no wonder that people come from all over to enjoy what Perry County has to offer.

Perry County Heritage Tourism was established to help promote these elements of the county while also working to educate and provide guidance on local attractions, cultural events and more.

We were very excited to be a prime viewing location for the 2017 solar eclipse and are even more thrilled that we will once again be a prime viewing location for the 2024 solar eclipse. We encourage you to join us in Perry County as we come together from all over the world to witness this spectacular event.

Our team is led by Perry County tourism director, Trish Erzfeld, who works tirelessly to bring you the very best experience in Perry County, whether you are a first time visitor or a lifelong resident. **(573) 547-1097**

Perryville Area Chamber of Commerce



www.perryvillemo.com

Membership with the Perryville Area Chamber of Commerce is an affiliation that puts networking, professional assistance, marketing opportunities, and local cooperation at the fingertips of business owners.

The Perryville Area Chamber of Commerce website is updated with a list of current members and an extensive guide to events and activities all over town. Any individual or business committed to promoting the longevity of business in Perryville and interested in receiving the benefits of Chamber Membership is welcome to join. The Perryville Area Chamber of Commerce is located at: 2 W. Ste. Marie St., Perryville, MO 63775 **(573) 547-6062**

Catalyst Center for Business



When you are expanding or starting a business, it can be difficult to keep up with the overhead costs: utilities, telephone, internet, office furniture, copier, etc. All those costs add up quickly and often vary month to month. Instead of working on your business, you are just trying to stay afloat.

Catalyst Center provides space to help you save money. With one fixed cost, you can easily budget your monthly expenses. Within the Catalyst Center we offer monthly memberships for your work site. **(573) 547-1097**

Clients have access to the following services:

- High-speed internet, Fiber (wired and wireless)
- Meeting rooms
- Business mentoring
- On-site networking with other entrepreneurs
- Workshops and seminars
- High-profile business address
- Mail collection and parcel receiving

Thank you for Choosing the City of Perryville!!