

Starting a Business in Richmond Heights



STEP 1

Contact the Zoning Administrator's Office

Have you picked out a site or space?

No

Work with Zoning Administrator to locate available sites or spaces

Go to STEP 2

Yes

STEP 2

Contact the Zoning Administrator to determine if your use is allowed at that site

If special use permit is required, Zoning Administrator will explain the application process

Will you require a building permit for necessary site work?

Yes

Contact the Building Department about the building permit process

Go to STEP 3

No

STEP 3

Contact the Building Department about the Commercial Occupancy Permit

Did you pass all necessary inspections?

No

Work with Building Department to bring into compliance

Go to STEP 4

Yes

STEP 4

Contact the General Office Clerk at City Hall to apply for a business or merchant license

Do you need a liquor license?

No

Go to STEP 6

Yes

STEP 5

Contact the General Office Clerk at City Hall to obtain your liquor license

STEP 6

Contact the Chamber of Commerce to schedule your ribbon cutting!

Important Phone Numbers

Building Department.....(314) 646-7658
Zoning Administrator.....(314) 646-7658
General Office Clerk.....(314) 645-0404