



CITY OF FARMINGTON

NEW BUSINESS GUIDE



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LOCATION SELECTION



ZONING

Before selecting a location for your business it is important to verify the zoning classification of the property to determine if the use is allowed.

In some cases a special use permit or change in zoning classification may be necessary. Approval by the Planning & Zoning Commission and City Council may be required.

Please contact the Development Services office for more information and to file the appropriate applications.

BUILDING/DEVELOPMENT PERMITS

All new construction and alterations to existing structures will require permit approval prior to the start of any work.

A permit is required for the majority of new businesses. It is recommended that new businesses or those re-locating consult with a City building inspector prior to any changes. This will ensure plans meet building, fire, and zoning code requirements.

In many cases, a set of approved plans from an architect and/or other design professionals may be required.

Permits can be applied for at the Development Services Office or farmington-mo.gov.



LOCATION SELECTION



CHANGE OF USE PERMIT

A change of use permit, plans and/or written verification from an architect may be required for existing locations, even if no physical changes are being made to the building.

An architect will be able to confirm if the space will meet the safety requirements and/or other code requirements for the proposed building use.

INSPECTIONS

Once work is completed for any permit, call the Development Services office for required inspections at least 24 hours in advance.

After successful final building inspection and receipt of certificate of occupancy, you may apply for your City license with the City Clerk at City Hall.

CERTIFICATE OF OCCUPANCY

Occupancy permits are not required for change of owner or tenant, unless a building/development permit is required, but a change of use permit may be required for businesses going into a location that has a use different than the most recent tenant. Properties that have been vacant and do not have a known use may also require a change of use permit.



LOCATION SELECTION



HISTORIC DISTRICT

If your building or property is within a historic district or is a "Farmington Historical Property," a separate Historic Construction Permit and approval from the Historical Preservation Commission may be required for certain construction, additions, alterations, demolitions, etc. This process may take up to a month or more.

SIGNAGE

Permits for permanent and temporary signs are required. They are issued by the Development Services Department. Interior signs and vinyl window signs do not require a permit.

UTILITIES

To ensure proper services for your business, please contact Farmington City Light & Water. Water, sewer, and electric services are handled at this office. Gas, phone, internet, and trash services may be chosen from various providers.



BUSINESS LICENSES

Licenses are issued for businesses operating within the City limits. These licenses must be renewed annually. To apply for a business license visit City Hall or contact the City Clerk . To apply for a contractor license visit the Development Services office or contact the Development Services Coordinator.





BUSINESS LICENSES

MERCHANT LICENSE

All businesses conducting retail sales must obtain a merchant license. A federal tax ID number, Missouri tax ID number, copy of Receipts for Personal Property Taxes paid by the business, if any, copy of Receipts for Real Estate Taxes paid by the business, if any, and a Certificate of No Tax Due (From State of Missouri) is required for the application.

LIQUOR LICENSE

All businesses conducting alcohol sales must obtain a liquor license. A background check and state liquor license must be submitted with the application.

CONTRACTOR LICENSE

All contractors doing business within the City limits must obtain a contractor license. General, Electrical, Mechanical, and Plumbing contractors must submit a bond and proof of testing on building codes in order to qualify. All contractors must submit general liability insurance and worker's compensation insurance (or an exemption waiver).

SERVICE LICENSE

All business conducting a service listed on the service license application must obtain a service license. See application for requirements.

VENDOR LICENSE

All vendors, including food trucks and vendors for festivals, must obtain a vendor license prior to operating in the City of Farmington. An inspection report from the health department, valid ID, and certificate of no tax due is required for all food vendors.



RESOURCES

CITY OF FARMINGTON

City Administrator, City Clerk, Business Licensing

110 W Columbia St
Farmington, MO 63640
573-756-1701
farmington-mo.gov

CITY UTILITIES

101 S Jefferson St
Farmington, MO 63640
(573) 756-2620
farmington-mo.gov

DEVELOPMENT SERVICES

*Contractor Licensing, Historic Preservation,
Permitting, Planning & Zoning*
101 S Jefferson St
Farmington, MO 63640
573-756-0608
farmington-mo.gov

FARMINGTON REGIONAL CHAMBER OF COMMERCE

302 N Washington St
573-756-3615
farmingtonregionalchamber.com

INDUSTRIAL DEVELOPMENT AUTHORITY

110 W Columbia St
Farmington, MO 63640
573-756-1701
farmingtonida.com

SPIRE

800-887-4173
spireenergy.com

ST. FRANCOIS COUNTY HEALTH DEPARTMENT

1025 W Main St
Park Hills, MO 63601
573-431-1947
sfchc.org

ST. FRANCOIS COUNTY OFFICES

1 W Liberty St
573-756-3623
sfcgov.org

***Thank you for considering Farmington, Missouri as the home of your new business.
Please contact our local resources for assistance with any of your business needs.***