

## OPENING A BUSINESS IN SIKESTON

HELPFUL INFORMATION PROVIDED AS A COURTESY OF SIKESTON  
REGIONAL CHAMBER & AREA ECONOMIC DEVELOPMENT CORP.

### **Zoning Requirements** (573) 471-2512

All property in the City is zoned as Residential, Commercial, or Industrial. With few exceptions, businesses may not operate in a Residential Zone. Those exceptions include C1 Neighborhood. Before opening a business in Sikeston you should contact the City Code Department to make sure that your business is properly zoned for the intended use.

### **Building Permits** (573) 471-2512

A building permit is required for all alterations, additions, renovations, and construction of all commercial projects. The procedure for obtaining a commercial building permit :

1. Complete and submit a permit application
2. Submit 1 set of sealed architectural plans, as well as 1 electronic PDF version formatted for large scale printing, project manuals, and storm water management information.
3. Include with the plans a cost breakdown of the project.
4. Purchase building permit.

Building permits are issued through the City of Sikeston Code Department, 105 E. Center St.

### **Business License** (573) 471-2193

The purpose of the City's business licensing is to provide a registry of businesses in the city and to protect legitimate businesses from unfair competition with businesses operating in violation of federal, state and local laws. The City issues the following business occupational licenses: Merchants - Mowing/Lawn care - Painter - Carnival/Circus - Contractor - Plumber - Itinerant Vendor Handyman - Electrician

The licensing process: Complete and submit a Business license application along with a \$25 inspection fee. Provide a copy of your Missouri Retail Sales License (if applicable). Pass inspection by Building Code Enforcement Officer. Pay license fee based on the type of business. It is the business owner's responsibility to renew the license. Applications are available at [www.sikeston.org](http://www.sikeston.org) (or the Collector's office).

### **Sales Tax Number** (314) 877-0177

A city business license is only issued after a state sales tax number, if applicable, is obtained from the Missouri Department of Revenue. Contact local State office at the above number, or visit [dor.mo.gov/forms/2643.pdf](http://dor.mo.gov/forms/2643.pdf)

### **State Registration** (866) 223-6535

Most companies operating in Missouri must register with the State. Unincorporated businesses must also file if they do business under any title other than the actual name of the owner. Visit [www.sos.mo.gov/](http://www.sos.mo.gov/) for information, or contact the Office of the Secretary of State in Jefferson City at the above number.

### **Signage** (573) 471-2512

The City regulates the size, type, and placement of all business signage. Before deciding on the type of sign (s) you want for your business, contact the City Code Department. All permanent signs require a permit, and must be approved by Code Enforcement.

### **County Health Department**

All eating and/or drinking establishments are required to have a health permit.

Scott County Health Department (573) 471-4044

102 Grove Estates Court, Sikeston, MO 63801

New Madrid County Health Department (573) 748-5541

406 US Hwy 61, New Madrid, MO 63869

### **Sikeston Regional Chamber** (573) 471-2498

The Sikeston Regional Chamber can help your business get the right start and provide good exposure to a new establishment. The Chamber is a good resource for finding the right location for your business, and can provide any demographic information you may need. Membership in the Chamber is a good way to use and stretch your advertising dollars. Member benefits include; Ribbon Cutting/Grand Opening services, announcements on Facebook and monthly newsletter, referrals, and networking opportunities. Also your business is listed on the Chamber website, along with any events or job posting you may have. Call the SRC office for more details.

### **Check List for Opening a Business**

- A. Is the property zoned for the use (s) you are proposing?
- B. Do you need to make improvements that could require a building, plumbing, electrical, or other permits?
- C. Has an occupancy inspection been performed by the City Code Dept.?
- D. Have you applied for a Sikeston business license?
- E. Have you obtained a sales tax number?
- F. Have you registered with the State of Missouri?
- G. Has your signage been approved by the Sikeston Code Department?
- H. If preparing or serving food, has the County Health Department been contacted?
- I. Is your proposed business located in your home or another residential building?
- J. If serving alcoholic beverages, have you applied for a Sikeston Liquor License?

