

OPENING A NEW BUSINESS IN RICHMOND

Welcome!

The City of Richmond welcomes you as a potential new business to our community. This flyer provides a check list for opening a business in Richmond. Please visit cityofrichmondmo.org for more information.



OPENING A BUSINESS CHECKLIST

- REGISTER YOUR BUSINESS WITH THE STATE OF MISSOURI
- IF APPLICABLE, GET A MISSOURI SALES TAX ID NUMBER
- MAKE SURE YOUR BUSINESS SERVICES ARE ALLOWED BASED ON THE PROPERTY'S ZONING
- IF APPLICABLE, GET A BUILDING PERMIT WITH COMMUNITY DEVELOPMENT
- SCHEDULE HEALTH DEPARTMENT INSPECTION (IF APPLICABLE)
- FILE FOR CITY LIQUOR LICENSE (IF APPLICABLE)
- GET A BUSINESS LICENSE THROUGH THE CITY COLLECTOR'S OFFICE
- APPLY FOR A SIGN PERMIT
- ACTIVATE UTILITIES BY CALLING PROVIDERS
- REGISTER YOUR BUSINESS WITH THE CHAMBER OF COMMERCE

Planning & Development

- Zoning** : Ensure your business use is permitted.
- Building Permits** : Find out if you need a building permit BEFORE changes are made.
- Signage** : Receive a permit before any signage is displayed.
- Business License**: Businesses operating within city limits are required to have a business license.

Community Numbers

- City of Richmond 816-776-5304
- Economic Development 816-776-5304 Ext 108
- Community Development 816-776-5304 Ext 112
- Chamber of Commerce 816-776-6916
- Post Office 816-776-3391
- Health Department 816-776-5413
- Evergy 1-888-471-5275
- Liberty Utilities 1-800-424-0427



cityofrichmondmo.org



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