Steps to be completed before moving your business into an existing or new structure in The City of Ozark.

1. Request Site Visit

- Call the Planning and Development office at 417-581-2407 or email cvenable@ozarkmissouri.org or lbaca@ozarkmissouri.org to request visit.
- Depending on the use and renovation, the Building Inspector will make the determination if a Design Professional is required for the project and what type of permit will be required.
- This site visit is not considered part of the inspection process, inspections will follow once a permit is pulled, paid for, and approved.

2. Applying for a Permit and Business Registration

- Log into the <u>online permitting portal</u> and submit for the type of Permit that has been discussed at the site visit (Commercial Alteration or Redevelopment Review permit).
- The permit application will also be reviewed and approved by the Ozark Fire District and the Public Works Departments for.
 - Life Safety, egress maps, safety signage, fire extinguishers, etc., need reviewed in the interest of life safety & safety standards/regulations.
 - Backflow Assembly Systems will be required on all buildings existing and new if not already in place.
- A new business will also need to apply for a Business Registration through the <u>online</u> <u>permitting portal</u>. (The Business Registration will not be released until all inspections for the permit have been approved and the Certificate of Occupancy has been issued, however, the registration can be applied for simultaneously).
- If the business sells and/or serves alcohol, a Liguor License shall be required.

3. Schedule Inspections for Permit

- Once the permit has been approved by all reviewers, paid for, and issued you will need
 to schedule final inspections. (Inspections can include Building Final, Fire Final and
 Public Works Final. You will schedule all inspections that are assigned to the permit
 through the online portal.)
- When <u>all</u> inspections come back approved, a Certificate of Occupancy will be issued.

If adding Signs

- New businesses may have a "Grand Opening" Banner for 30 days (no permit required).
- Permanent wall signage and window/door decals shall require a sign permit which can be applied for on our <u>online permitting portal</u>.
 - For more information, please refer to the City code section 407.060 and 407.080.