

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

1st Steps- Request Site Visit

- Call the Planning and Development office at 417-581-2407 or email 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.

2nd Step - Applying for a Permit

- Log into the [online permitting portal](#) 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.

3rd Step - 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 all inspections come back approved, a Certificate of Occupancy will be issued.

4th Step - Business Registration

- A new business will need to apply for a Business Registration through the [online permitting portal](#). (The Business Registration will not be released until all inspections for the permit have been approved and the Certificate of Occupancy has been issued.
- If the business sells and/or serves alcohol, a Liquor License shall be required.

5th Step – 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 [online permitting portal](#).
 - For more information, please refer to the City code section [407.060](#) and [407.080](#).