

**City Use Only**

Approval: \_\_\_\_\_

Zoning Administrator \_\_\_\_\_

Zoning Class: \_\_\_\_\_

Date \_\_\_\_\_

**Chesterfield Business Relocation Form**

Name of Business: \_\_\_\_\_

Business License Number: \_\_\_\_\_ Date of Relocation: \_\_\_\_\_

Chesterfield Business Address You Are Moving **From**:  
\_\_\_\_\_Chesterfield Business Address You are **Relocating To**:  
\_\_\_\_\_Mailing Address (address to which all correspondence, licenses and renewal notices will be sent):  
\_\_\_\_\_Square Footage of New Business Location: \_\_\_\_\_ Fed Tax ID # \_\_\_\_\_  
State Tax ID # \_\_\_\_\_

Description of Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Current Phone Number: \_\_\_\_\_ Current Fax Number: \_\_\_\_\_

Email address (for city use only): \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature\_\_\_\_\_  
Printed Name & Title**Completed relocation form can be mailed to the address below, emailed to [licensing@chesterfield.mo.us](mailto:licensing@chesterfield.mo.us) or faxed to 636-537-4798.**City of Chesterfield  
690 Chesterfield Parkway West  
Chesterfield, MO 63017  
Attn: Business LicenseIf you have any questions regarding the Relocation Form, please contact the Business Assistance Coordinator at 636-537-4714 or [licensing@chesterfield.mo.us](mailto:licensing@chesterfield.mo.us)**\*Reminder – It is required that an occupancy permit be obtained from the St. Louis County Department of Public Works prior to occupying a new space.** If you have questions regarding occupancy permits, please call the Chesterfield Planning Dept at 636-537-4733.