



**City of St. Louis Excise Division
Department of Public Safety
Room 416 City Hall
314-622-4191**

CATERER'S PERMIT REQUIREMENTS

1. COMPLETED APPLICATION FORM MUST BE SIGNED BY THE OWNER, (ANY) PARTNER OR MANAGING OFFICER FOR THE CORPORATION OR LLC.
2. **ONE DAY CATERER'S PERMIT**, CHECK OR MONEY ORDER FOR \$15.00 PER CATERER'S PERMIT, PER CATERED AREA, PER DAY. IF AN EVENT GOES PAST MIDNIGHT IT WILL COUNT AS AN ADDITIONAL DAY.
3. **FIFTY DAY CATERER'S PERMIT**, CHECK OR MONEY ORDER FOR \$750.00 IS REQUIRED (50 CATERED EVENTS PER YEARLY RENEWAL).
4. **UNLIMITED CATERER'S PERMIT** CHECK OR MONEY ORDER FOR \$1500.00 IS REQUIRED (UNLIMITED CATERED EVENTS PER YEARLY RENEWAL).
5. COPIES ARE .25 CENT PER COPY (OPTIONAL).
6. LICENSEE SHALL REPORT IN WRITING, THE LOCATION, DESCRIPTION OF THE PREMISES AND THE DATE(S) OF EACH FUNCTION AT LEAST (5) BUSINESS DAYS PRIOR TO THE EVENT; ALONG WITH A WRITTEN PERMISSION LETTER FROM THE PROPERTY OWNER AND A COPY OF OCCUPANCY PERMIT (IF REQUIRED).
7. IF THE LICENSEE IS OUTSIDE OF THE CITY OF ST. LOUIS A COPY OF YOUR LOCAL MUNICIPALITY LICENSE ALONG WITH A COPY OF YOUR MISSOURI DIVISION OF ALCOHOL AND TOBACCO LICENSE IS REQUIRED.
8. COPY OF MISSOURI CERTIFICATE OF NO TAX DUE.
9. IF THE EVENT WILL BE HELD ON SUNDAY, A COPY OF YOUR MUNICIPALITY SUNDAY LICENSE AND A COPY OF YOUR STATE SUNDAY LICENSE IS NEEDED.
10. IF THE EVENT IS GOING TO BE HELD INSIDE, CONTACT THE BUILDING DIVISION AT 314-622-3313 TO SEE IF AN OCCUPANCY PERMIT IS NEEDED. **(NO OCCUPANCY NEEDED FOR EVENTS THAT ARE HELD OUTSIDE).**
11. LICENSEE MUST PICK UP THIS PERMIT IN PERSON. PLEASE ALLOW 5-7 DAYS FOR PROCESSING.
12. LICENSEE MUST ALSO OBTAIN A MISSOURI DIVISION OF ALCOHOL AND TOBACCO CATERER'S PERMIT:

MISSOURI DIVISION OF ALCOHOL AND TOBACCO
1738 E. ELM ST. (LOWER LEVEL
JEFFERSON CITY, MO 65101
OFFICE: (573) 751-2333
FAX: (573) 526-4540