



**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. 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. COPIES ARE .25 CENT PER COPY (OPTIONAL)
4. LETTER FROM PROPERTY OWNER GIVING LICENSEE PERMISSION TO USE THEIR LOCATION, INCLUDING DESCRIPTION OF THE CATERED AREA, WITH DATE AND TIME OF THE EVENT.
5. IF THE LICENSEE IS OUTSIDE OF THE CITY OF ST. LOUIS A COPY OF YOUR LOCAL MUNICIPALITY LICENSE AND A COPY OF MISSOURI DIVISION OF ALCOHOL AND TOBACCO LICENSE IS REQUIRED.
6. COPY OF MISSOURI CERTIFICATE OF NO TAX DUE.
7. IF THE EVENT IS ON A SUNDAY A COPY OF YOUR MUNICIPALITY LICENSE AND A COPY OF STATE SUNDAY LICENSE IS NEEDED.
8. LICENSEE MUST PICK UP THIS PERMIT IN PERSON. PLEASE ALLOW 5-7 DAYS FOR PROCESSING.
9. CONTACT THE BUILDING DIVISION AT 622-3313 TO SEE IF YOU NEED AN OCCUPANCY PERMIT.
10. APPLICANT MUST ALSO OBTAIN A MISSOURI DIVISION OF ALCOHOL AND TOBACCO CATERER'S PERMIT ALSO:

MISSOURI DIVISION OF ALCOHOL AND TOBACCO

3256 LACLEDE STATION ROAD
ST. LOUIS, MO 63143
(314) 877-0324 or (573) 751-2333



**CITY OF ST. LOUIS
DEPARTMENT OF PUBLIC SAFETY
EXCISE DIVISION**

(\$15.00 PER DAY, PER BOOTH)

APPLICATION FOR A CATERER'S PERMIT

TRUE NAME

TRADE NAME (DBA: DOING BUSINESS AS)

ADDRESS

MANAGING OFFICER

CONTACT PHONE NUMBER

CITY LICENSE TYPE

LICENSE NUMBER

EXPIRATION DATE

COMPLETE DESCRIPTION OF CATERED AREA

DATES AND TIMES OF CATERED EVENT

REASON FOR CATERER'S PERMIT

SIGNATURE OF MANAGING OFFICER:

DATE:

EXCISE DIVISION APPROVAL OF REQUEST FOR CATERER'S PERMIT

APPROVED BY:

DATE: