



**SAINT LOUIS COUNTY**  
Revenue

**Instructions for St. Louis County Sexually Oriented Business License Application**

**The items listed below must be submitted with your new application for a Sexually Oriented Business license. Please answer each question on the application.**

**If a question does not apply, write N/A.**

**INCOMPLETE APPLICATIONS WILL BE RETURNED.**

- New applications: Completely filled out, signed and notarized application. Use additional sheets of paper where needed to provide required information. Those additions will become part of your permanent application.
- Corporations:
  - Copy of State Certificate of Good Standing, (which can be requested from the Missouri Secretary of State.
  - Articles of Incorporation. If this is a renewal, only the Certificate of Good Standing is required, not the Articles of Incorporation, unless changes have been made to the original filed Articles of Incorporation.
- Renewal applications: Indicate any changes from the original/previous application, including any changes in the diagram. If no changes in the diagram, you may not need to provide a new drawing, but must certify that there are no changes from the diagram that was included in the original application.
- Signed lease for the address or location in the application.
- List of employees and individuals who will deal directly in and with the business.
- Scaled diagram/drawing of the premises, which does not need to be rendered by a professional but must accurately reflect the entire interior of the premises and adhere to the requirements below:
  - Manager's station(s);
  - Viewing rooms;
  - Restrooms;
  - Lighting fixtures;
  - Video cameras and monitors installed for monitoring purposes. **NOTE:** No video equipment in restrooms;
  - Areas that are off-limits to customers;
  - Diagram must be drawn to designated scale or marked dimensions sufficient to show internal dimensions to an accuracy of plus/minus six (6) inches and be oriented to the North or to an easily identifiable roadway or object, like a street name sign, parts of a roadway or the parking lot if included in the diagram;
- Business personal property tax must be paid and current or copy of waiver must be submitted. To obtain a merchant's license or if you have questions regarding personal property, please call 314/615-5103.
- Non-refundable application fee, made payable to 'St. Louis County Director of Revenue' in the amount of
- New application: \$190.00 for each location. Renewal application: \$140.00 for each location (licenses issued for a portion of a year are prorated).