



Instructions for St. Louis County Teen Club Application

The items listed below must be submitted with your application for a license to operate a teen club:

- Completely filled out, signed and notarized application form. If a question does not apply, write N/A. **Incomplete applications will be returned.**
- If a partner/corporate officer signs the application, proof of authorization to sign on behalf of the partnership/corporation.
- Corporations: State Certificate and Articles of Incorporation.
- Lighting plan for all parking areas, entrances and exits of the teen club in compliance with standards set forth in section 1005.160.5.b, 1005.160.c SLCRO for Commercial Property.
- Non-refundable license fee of \$185.00, made payable to ‘St. Louis County Director of Revenue’.
- Non-refundable \$4.50 record check fee for each employee listed on the application. Any changes must be reported within 30 days.
- Employees hired during the license year must be reported to the License Division for approval and record check (\$4.50).
- If applicable, 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.

Important Note – Please Read Carefully

The application will be referred to the Health Department, Public Works Building Inspector, Public Works Zoning, and Superintendent of Police to investigate the character and fitness of the proposed licensee and his/her employees, and to determine if said operation has been/is being conducted in accordance with all applicable Laws and Ordinances.

By filing the application, you consent to the provisions of [Chapter 823 Teen Code](#) and to investigation of the application by the Director of Revenue, including, but not be limited to all regulations and requirements of the appropriate departments.

Applicants are required to keep their information up-to-date and must report any changes within 30 days. Failure to do so may result in suspension or revocation of the license.