

Business Brief

Helpful information for businesses & commercial areas in Liberty

Welcome to all of the new businesses that have recently opened or are about to open in Liberty!

We're glad you are here and hope you find that Liberty is an attractive and inviting place to live, work and conduct business.

This information is provided to familiarize you with some of the City's regulations on commercial signs, displays and events and to help you avoid making any costly investments that may not be permitted.

You can also find a wealth of resources related to starting and operating a business in Liberty, City Codes, inspections and more on our website» www.libertymissouri.gov.

Thank you to all the businesses for your continued efforts to keep our community the quality place we all enjoy.

If you have questions about the City's codes, commercial standards or zoning, please:

Visit: Liberty City Hall:
101 E. Kansas St.
Liberty, Missouri 64068

Call: 816.439.4530

Go Online:

Planning & Development

www.libertymissouri.gov/Planning

Historic Preservation

www.libertymissouri.gov/Preservation

City Code

www.libertymissouri.gov/City Code

Signs of the Times

Signs are valuable marketing tools for most businesses, and provide identification and information to customers. Here are some general guidelines to follow when considering commercial signage.

PERMANENT SIGNS

Each free-standing commercial building may have wall signs on each side of the building. Shopping centers, business parks, and stores or offices with more than one front may have a sign on each façade. These signs do require permits!

Pole signs are permitted only in a corridor along I-35, and may not be installed less than 500 feet from another pole sign. For more information about permanent signs, call a city planner at 816.439.4543 or 816.439.4536.

TEMPORARY SIGNS

Banners: Each business is allowed a single banner displayed for 90 days per year. Banners should be securely affixed to a building and

not larger than 10% of the wall area. A permit is not required. Only banners promoting community-wide public events may be staked on posts, and must be approved.

PROHIBITED SIGNS

Inflatables, balloons, pennants, bow flags and temporary commercial signs are not allowed. Signs placed in the public right-of-way will be removed and discarded.

Human sign holders must remain on private property. Violations of these regulations are often reported by citizens, so please keep our commercial areas looking their best. For questions about temp signs, call 816.439.4536.

DON'T FORGET!

If your business is located on or near the downtown square, you may be in the Liberty Square Historic District. New signs or awnings in this district require review by the Historic District Review Commission (see below).

Doing Business in Historic Downtown Liberty

If you own a business or property within the Liberty Square Historic District, which includes buildings within one block of the square and South Main Street, you must apply for a certificate of appropriateness (CoA) when planning changes to the exterior of your building. This includes the replacement of windows and doors, removal of non-historic materials, and the installation of new signs and awnings.

Please visit the Preservation Division's web page, www.libertymissouri.gov/Preservation for helpful information or to download a copy of the CoA. You'll find a link to the City's Historic District Design Guidelines, which offers ideas on what is or is not considered appropriate for these historic buildings. You can also stop by Liberty City Hall to pick up a free copy of the design guidelines.

Call the Preservation Office at 816.439.4537 if you have questions about your old building, or how to obtain a CoA.

Contacts & Resources

Liberty City Hall

101 E. Kansas St.
Liberty, Missouri 64068
816.439.4400
www.libertymissouri.gov

Planning & Zoning

Mike Peterman
816.439.4536
mpeterman@libertymo.gov
www.libertymissouri.gov/Zoning

Code Enforcement

Tiffany McGinnis
816.439.4539
tmcginnis@libertymo.gov
www.libertymissouri.gov/Codes

Building Inspections

Jeremy Adams
816.439.4535
jadams@libertymo.gov
www.libertymissouri.gov/Building

Community Development/Preservation

Jeanine Thill
816.439.4537
jthill@libertymo.gov
www.libertymissouri.gov/Preservation

Business Licenses

Melissa Huntsaker
816.439.4463
mhuntsaker@libertymo.gov
www.libertymissouri.gov/Licenses

Director of Planning & Development

Katherine Sharp
816.439.4538
ksharp@libertymo.gov
www.libertymissouri.gov/Planning

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 www.twitter.com/LibertyMissouri

The Ins and Outs of Outdoor Displays

Some retail businesses sell seasonal merchandise that is well-suited to outdoor display. Where the zoning allows it, outdoor displays may include:

- Bedding plants and nursery stock in containers of one gallon or less.
- Christmas trees and pumpkins.
- Seasonal merchandise, such as lawn mowers, grills, firewood or other outdoor type merchandise.

Where such outdoor displays are allowed, the merchandise must be well-kept and orderly, and not alter the appearance of the building. The display should not impede pedestrian traffic or force customers onto

the parking lot to view the merchandise.

Items are prohibited from display in the parking lot, unless a temporary use permit has been obtained. Other types of merchandise must be stored inside a building or screened from view.

These standards serve to keep our commercial areas tidy and assure the highest level of customer safety.

If you have questions about what can be displayed outdoors, or are unsure about the standards in your area, call the Planning & Development Department at 816.439.4543.

Did You Know?

Grease traps need to be cleaned!

Restaurants and food producing businesses need to clean out their grease traps quarterly. Keeping the grease interceptor clean protects your sewer lines.

Sign regulations apply 24/7.

All regulations regarding signs, banners, special events, outdoor displays, etc. apply on weekends and holidays, too.

Business licenses must be renewed annually.

Watch for a renewal letter and license application approximately 30 days before your current license expires. When paid, the annual license is effective for 12 months. If you have questions about the application, please visit www.libertymissouri.gov/Licenses or contact the City's Finance Department at 816.439.4463 if you have questions about the application.

A temporary use permit (TUP) is required for all outdoor special events.

One event per month is allowed, and each event can last up to 5 days. An application for a TUP should be submitted to the Planning Department at least two weeks prior to the event. The permit is issued free of charge.

For more info, call 816.439.4537 or visit www.libertymissouri.gov/TUP to download a TUP application.

Keeping Liberty Beautiful

A BIG thank you to everyone who picks up litter and removes trash from their properties. It makes a difference in the curb appeal of your business and our community as a whole!

If your business or organization would like to help fight litter throughout our community and keep our parks and roadways beautiful, learn more about our *Adopt-A-Street* and *Team Up to Clean Up* volunteer programs at www.libertymissouri.gov/Volunteer.