



Business License Application Process

Each applicant follows one of the these two paths

Businesses Requiring Construction or Remodeling

Any new or existing business requiring construction or remodeling. Modifications include, but are not limited to, tenant improvements such as new floor plan, new rooms, new walls, lighting, plumbing, faucets, sinks and the like.



Application Process and Fees



Plan Review

ANY OR ALL, IF APPLICABLE

- Planning (562) 570-6194
- Building (562) 570-6651
- Fire (562) 570-2500
- Health (562) 570-4132
- Water (562) 570-2300
- Public Works (562) 570-6383
- Redevelopment (562) 570-6615
- Utilities (562) 570-5700



Construction Permits



Final Sign-off



Receive License

Businesses Not Requiring Construction or Remodeling

Any new or existing business that require no construction or remodeling of any kind.



Application Process and Fees



Inspections
determined by industry
ANY OR ALL, IF APPLICABLE



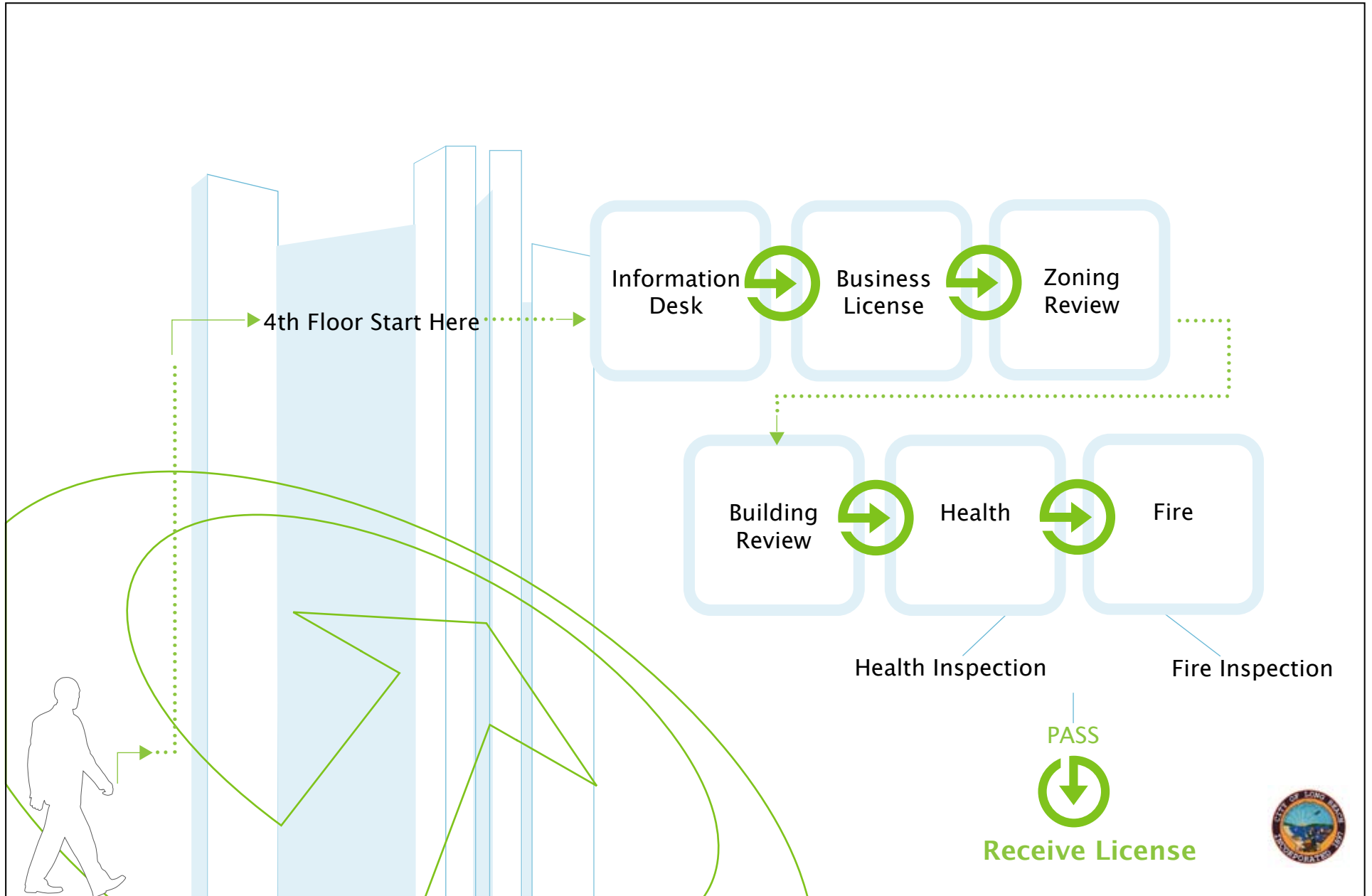
Conduct Inspections



Receive License



Food / Liquor Retail Stores Business License Guide





Food / Liquor Retail Stores Business License Guide

Welcome to the Business License application process. You are one of thousands of entrepreneurs who recognize Long Beach as the prime business location in Southern California.

Applying for a business license starts here with the Business License guide. If, after reading the guide, you have additional questions, stop by the Development Services Center, 4th Floor, City Hall, to meet with one of our Business License experts.

Alcohol Sales

- ▣ Receive authorization from City Council prior to receiving your business license
- ▣ Consult with the [California Department of Alcohol Beverage Control](#) (ABC)

Application Submittal

- ▣ Fill out completely a Business License Application available
 - ➔ In person – Development Services Center, 4th Floor, City Hall, 333 W. Ocean Blvd. or
 - ➔ Online – download and print – [Business License Application](#)
- ▣ Fill out individual Business License Applications if your establishment will include vending machines
- ▣ **Submit your completed application(s) in person at the Development Services Center**

Fees and Taxes

These fees are paid when you submit your Business License Application:

Basic Business License tax	\$320.70
Plus per-employee tax	\$8.33
Possible unique business and business district fees	TBD

Approvals and Inspections

The Development Services Center staff will determine if you need to complete a Fire and / or Health inspection.

These fees are paid when you submit your Business License Application:

Zoning Investigative fee	\$14.00
Building Bureau Application review fee	\$39.83
Health Permit	TBD*
Tobacco Retail Permit (if applicable)	\$469.00
Fire Inspection fee	\$159.30*

Businesses selling alcohol will be referred to the Police Department for review

Other fees may apply.

* Health and Fire departments will inform you of their fees, which are determined by your type of business

Additional Materials

[Fire Inspection Requirements](#)

[Health Inspection Permit Application](#)

[Health Inspection Requirements](#)

[California Alcoholic Bureau Control \(ABC\) License Requirements](#)

[Tobacco Retail Permit Application](#)





Who Does What

Building Bureau (562) 570-6651

- Building
- Electrical
- Hazardous use - welding/occupancy
- Lift and equipment
- Mechanical
- Pollution discharge elimination system
- Plumbing
- Water quality (NPDS- National)

Business License (562) 570-6211

- Business License Information

Fire Department (562) 570-2500

- Certificates for fire suppression
- Chemical storage
- Exiting
- Extinguishers
- Hazardous use - welding/occupancy
- Occupancy
- Spray booth fire suppression system
- Sprinklers
- Storage

Gas and Oil Departments (562) 570-2000

- Location of Pipes
- Size of Meters
- Supply

Health/Food (562) 570-4132

- Chemicals
- Fixtures
- Food handling
- Hot water
- Refrigeration
- Sanitations
- State mandates

Health/Hazmat (562) 570-4131

- Disposal and storage of hazardous materials
- Documentation
- Emergency plans
- Hazardous waste generators
- Noise

Planning Bureau (562) 570-6194

- Parking
- Signage
- Various permits - conditional use
- Zoning

Police Department (562) 570-5219

- Alcohol
- Entertainment
- Massage

Public Works Department (562) 570-6383

- Condition of curbs, gutters & sidewalks
- Right of way
- Street trees
- Traffic engineering

Water Department (562) 570-2300

- Backflow prevention
- Grease interceptors
- Sewer
- Size of meters
- Water supply

