



Date: January 24, 2018
To: Patrick H. West, City Manager *PW*
From: Tom Modica, Interim Director of Development Services *T.M.*
For: Mayor and Members of the City Council
Subject: **Permitting Guidelines Brochures – Office, Restaurant, and Retail Guidelines**

The Department of Development Services publishes Permitting Guidelines brochures to assist entrepreneurs with opening an office, restaurant, or retail business in the City of Long Beach. Development Services has now updated these easy-to-follow brochures. These brochures are designed to provide entrepreneurs with the tools to help select suitable locations, guide them through the construction documents review, and complete construction permitting and licensing.

The updated Permitting Guidelines brochures are attached and online at: http://www.lbds.info/building/engineering_n_development_services/business_permitting_process_brochures.asp.

For additional information regarding the permitting process and requirements, customers can make an appointment to visit the Development Permit Center, 333 West Ocean Blvd., 4th floor; call (562) 570.5237; or go to www.lbds.info.

If you have any questions regarding this matter or need additional copies of the brochures, please contact David Khorram, Superintendent of Building and Safety, at (562) 570-7713 or david.khorram@longbeach.gov.

TM:DK:JG

P:\BUILDING\ADMINISTRATION\CLERICAL INFORMATION\TO_FROM_FOR MEMOS\2018\PERMITTING GUIDELINES

ATTACHMENT

CC: CHARLES PARKIN, CITY ATTORNEY
LAURA L. DOUD, CITY AUDITOR
KEVIN JACKSON, DEPUTY CITY MANAGER
REBECCA GARNER, ASSISTANT TO THE CITY MANAGER
OSCAR W. ORCI, DEPUTY DIRECTOR OF DEVELOPMENT SERVICES
LINDA F. TATUM, PLANNING BUREAU MANAGER
MONIQUE DE LA GARZA, CITY CLERK

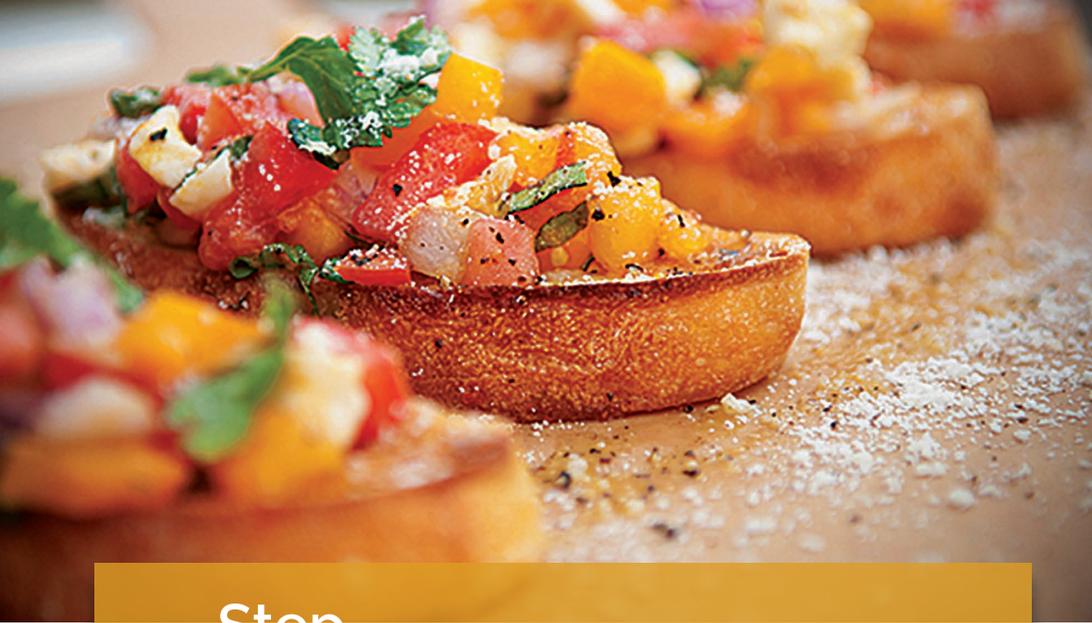


RESTAURANT

G U I D E L I N E S

Your guide through
the permitting process

CITY OF
LONG BEACH



Step One

Finding the Right Location Before you start

Before you sign a lease, thoroughly investigate your options to ensure a space that is suitable for your business.

- Explore the City of Long Beach site selection tool, BizPort, for commercial properties available for rent.
Go to: <http://bizport.longbeach.gov/launch/site-selection>.
- Consult with a qualified real estate broker. They can provide you with available locations for your business.
- Check with the Planning Bureau to make sure that the proposed location allows (is zoned for) for your proposed restaurant use before you sign a lease.
- Ask the Building and Safety Bureau if all building improvements to the proposed location have been permitted.
- Ask the Planning Bureau what planning permits, (i.e., Conditional Use Permit [CUP]) might be required from the City for restaurants that serve alcohol, provide entertainment, or want outdoor dining.
- Check with the Building and Safety Bureau for the building code requirements for restaurants (i.e. if any upgrades or remodels are needed).
- Check with the Building and Safety Bureau to determine which City departments (Health, Fire) may require review and approval.
- Check with the Planning Bureau for sign regulations.

START HERE

Initial City Contact
Planning Bureau
562.570.6194



Step Two

Getting Ready to Build

Construction documents review

Once you've gathered all the information that you need to begin the review process, it's time to prepare and submit construction documents.

- Hire a registered design professional (i.e., architect and/or engineer) to prepare construction documents.
- Submit applications for planning permits (i.e., Conditional Use Permit [CUP] for alcohol).
- After obtaining approval of planning permits, submit your construction documents. For submittal requirements, visit our website at: www.lbds.info/building/engineering_n_development_services/plan_review_requirements.asp.
- Call 562.570.5237 to make an appointment to submit your completed construction documents and applications to the Permit Center on the 4th Floor of City Hall located at 333. W. Ocean Blvd.
- The Building and Safety Bureau will route your construction documents and applications to the following City staff for review if required: Building, Electrical, Mechanical, Plumbing, Fire, Planning and Health.
- Check with the Building and Safety Bureau to determine which City departments may require review and approval.

THEN HERE

Plan Submittals

Building and Safety Bureau
562.570.5237



Step Three

Getting Ready to Open

Construction permitting and licensing

Upon receiving all approvals for your restaurant project, construction permits will be issued when all applicable fees are paid. Construction work commences and inspection follows.

- Hire a licensed contractor.
- Call City staff for inspection at each stage of construction.
- After inspection, receive a list of outstanding items to be completed, if any, or an inspection sign-off for that stage of construction work.
- A dedicated inspection staff member will address any questions, assist with project resolution, and help to coordinate inspection requests, if necessary.
- Request approval for use and occupancy of the building (i.e., Certificate of Occupancy) when inspection sign-offs for all construction work are received and outstanding fees are paid.
- Upon receiving a final building inspection or Certificate of Occupancy, file for a business license by completing the necessary forms and paying the business license fee.
- Work with other agencies (i.e., California Department of Alcohol Beverage Control [ABC], etc.) to obtain necessary licenses as applicable.

FINISH HERE

Inspection Requests

Construction Inspections

562.570.6105



Long Beach wants to help you and your restaurant to succeed!

We've developed this easy-to-follow brochure to help guide you through the permitting process.

Where to begin? Make an appointment to visit the
Development Permit Center
333 W. Ocean Blvd., 4th Floor

The City will be happy to help you with your project!



WE'RE HERE TO HELP YOU

At each step in the process, we want customers to know that they can always come in and talk to staff about any questions that they may have about opening their business.
Helpful contact information:

Long Beach Development Services

Planning

Linda F. Tatum, AICP
Planning Bureau Manager
562.570.6261
linda.tatum@longbeach.gov

Building and Safety

David Khorram, P.E., C.B.O., C.G.B.P.
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Oscar W. Orci
Deputy Director
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oscar.orci@longbeach.gov

Economic Development

Site Selection Assistance
Seyed Jalali
Economic Development Officer
562.570.6172
seyed.jalali@longbeach.gov



Long Beach Development Services

333 W. Ocean Blvd., 3rd Floor
Long Beach, CA 90802

Visit us at www.lbds.info

-  LongBeachBuilds
-  @LongBeachBuilds
-  @LBDSVideos

This information is available in alternative format by request at (562) 570-3807.
For an electronic version of this brochure, visit our website at www.lbds.info.



RETAIL

GUIDELINES



Your guide through
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LONG BEACH



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- Consult with a qualified real estate broker. They can provide you with available locations for your business.
- Check with the Planning Bureau to make sure that the proposed location allows (is zoned for) your proposed retail use before you sign a lease.
- Ask the Building and Safety Bureau if all building improvements have been permitted.
- Ask the Planning Bureau what planning permits (i.e., Conditional Use Permit [CUP]) might be required from the City for retail use.
- Check with the Building and Safety Bureau for the building code requirements for retail (i.e. if any upgrades or remodels are needed).
- Check with the Building and Safety Bureau to determine which City departments (Fire) may require review and approval.
- Check with the Planning Bureau for sign regulations.

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- Hire a registered design professional (i.e., architect and/or engineer) to prepare construction documents.
- Submit applications for planning permits (i.e., Conditional Use Permit [CUP], parking, etc.).
- After obtaining approval of planning permits, submit your construction documents. For submittal requirements, visit our website at: www.lbds.info/building/engineering_n_development_services/plan_review_requirements.asp.
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Construction permitting and licensing

Upon receiving all approvals for your retail project, construction permits will be issued when all applicable fees are paid. Construction work commences and inspection follows.

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 [@LBDSVideos](https://www.youtube.com/channel/UC...)

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A modern office interior with several desks, black office chairs, and large windows. The desks have yellow metal frames. The ceiling features exposed pipes and several wire-cage pendant lights. The floor is made of light-colored wood.

OFFICE

GUIDELINES

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- Consult with a qualified real estate broker. They can provide you with available locations for your business.
- Check with the Planning Bureau to make sure that the proposed location allows (is zoned for) your proposed office use before you sign a lease.
- Ask the Building and Safety Bureau if all building improvements have been permitted.
- Ask the Planning Bureau what planning permits, (i.e., Conditional Use Permit [CUP]) might be required from the City for office use (i.e. if any upgrades or remodels are needed).
- Check with the Building and Safety Bureau for the building code requirements for office.
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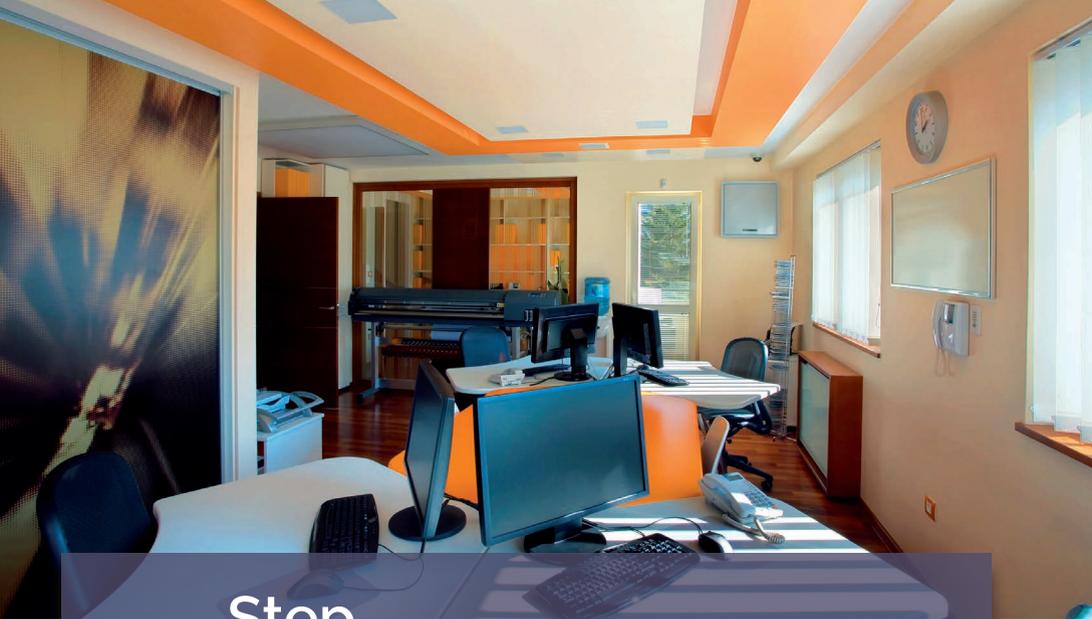
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