# OFFICE

## GUIDELINES

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 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) 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.
- ☐ 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.

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 plans.
- ☐ Submit applications for planning permits (i.e., Conditional Use Permit [CUP], parking, etc.)
- ☐ After obtaining approvals 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, and Planning.
- ☐ 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 office 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 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.
- ☐ 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.

FINISH HERE

**Inspection Requests**
Construction Inspections
562.570.6105

## Long Beach wants to help you and your business 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.
Superintendent
562.570.7713
david.khorram@longbeach.gov

Oscar W. Orci
Deputy Director
562.570.6369
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**

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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.

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