



City of Long Beach  
Department of Development Services  
Building and Safety Bureau

**When a Building Permit is Required  
for Business License Application**

Information  
Bulletin

**BU-040**

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The Long Beach Municipal Code requires all businesses operating within the City of Long Beach to obtain a business license and pay a business license tax. In the course of applying for a business license, the City may require an Applicant to obtain a building permit if any of the following apply:

- Opening a new business;
- Changing the use or occupancy;
- Proposing new construction; or
- Proposing additions, alterations, remodel, and/or repair.

The purpose of this Information Bulletin is to inform the Business License Applicant of the reviews and inspections of the building or tenant space that apply when a building permit is required as part of the business license application process (see flowchart on page 2):

- **Business License Counter**

The Business License Counter is responsible for accepting business license applications in person or online. Applications that meet any of the conditions specified above will need to go through the building permit review and inspection process. The business license will not be issued until the application has been approved by all departments during their applicable reviews and inspections, the Applicant has submitted all necessary forms and documents, and all taxes and fees have been paid.

- **Planning Counter**

The Planning Counter is responsible for determining the allowable land use (residential, commercial, etc.) and determining compliance with the applicable development standards such as parking, setbacks, landscaping, height, and building design, and obtaining environmental, coastal, and historical approvals, if required.

- **Plan Check Counter**

The Plan Check Counter is responsible for reviewing any construction documents to ensure that the proposed structural, building, electrical, plumbing, mechanical, accessibility, health, and fire-life safety construction meet the current construction codes.

- **Building Permit Counter**

The Building Permit Counter is responsible for reviewing the Development Services Permit Application and document(s) for accuracy and issuing permits for building, electrical, plumbing, mechanical, accessibility, health, and fire-life safety construction located on private property.

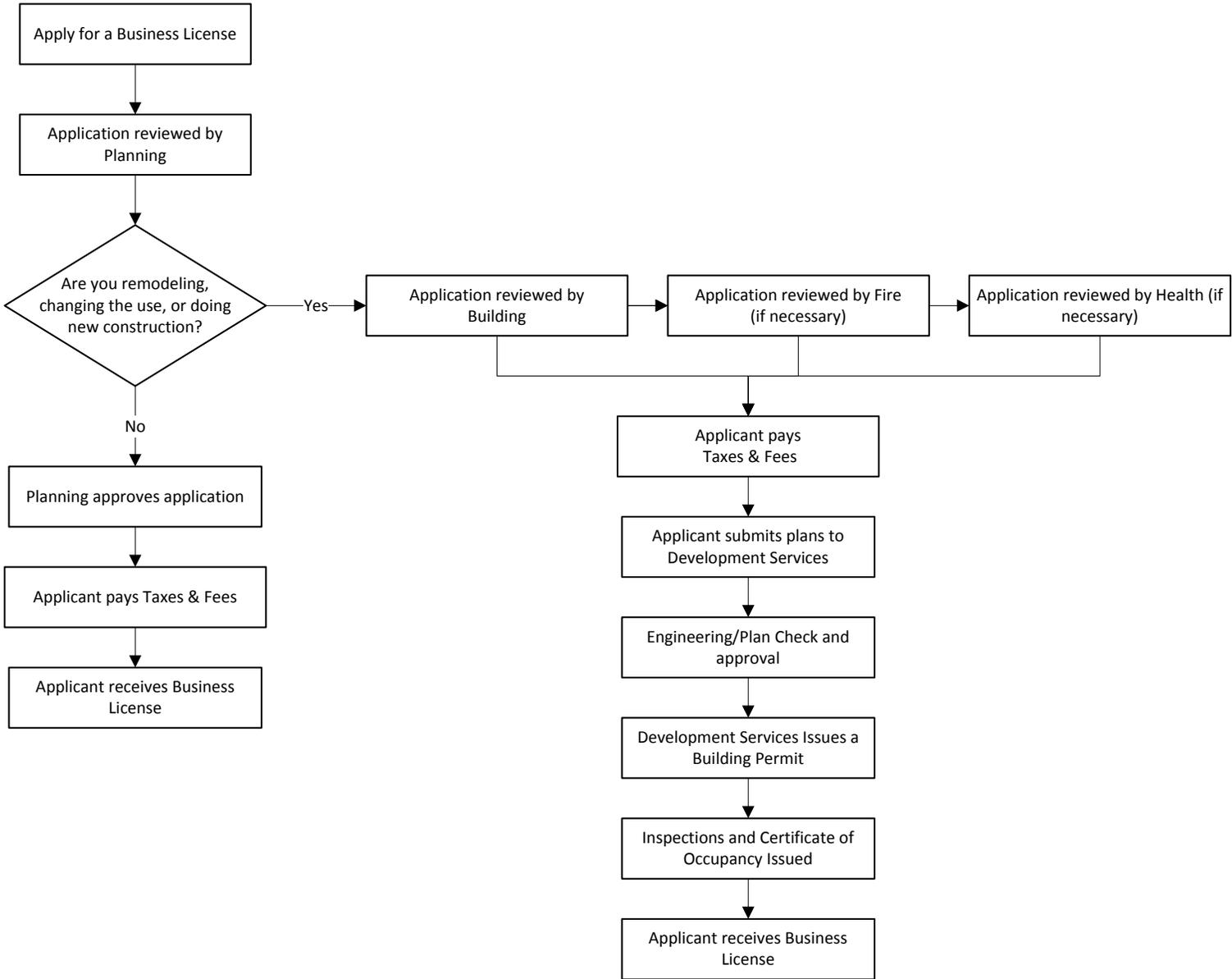
- **Inspections**

Inspectors are responsible for ensuring that structures are built to meet building, electrical, plumbing, mechanical, accessibility, health, and fire-life safety codes in order to protect the lives and safety of residents, businesses, and visitors of the City.

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This information is available in an alternative format by request to (562) 570-3807. For an electronic version of this document, visit our website at [www.lbds.info](http://www.lbds.info).

### BUSINESS LICENSE APPLICATION FLOW



For additional information, please contact any Development Permit Center staff member or refer to the specific guidelines regarding the opening of a restaurant, office, or retail business.