Date: January 24, 2018

To: Patrick H. West, City Manager

From: Tom Modica, Interim Director of Development Services

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.

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

ATTACHMENT
Your guide through the permitting process
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.

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**Step One**  
**Finding the Right Location**

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.
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- 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.

**Initial City Contact**

Planning Bureau  
562.570.6194
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.
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.
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

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

Building and Safety
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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

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.

December 2017
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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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562.570.6194
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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Check with the Building and Safety Bureau to determine which City departments may require review and approval.
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.

☐ Hire a licensed contractor.

☐ Call City staff for inspection at each stage of construction.

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☐ A dedicated inspection staff member will address any questions, assist with project resolution, and help to coordinate inspection requests, if necessary.

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☐ 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.
Long Beach wants to help you and your retail business to succeed!

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Visit us at www.lbds.info

Facebook: LongBeachBuilds
Twitter: @LongBeachBuilds
YouTube: @LBDSVideos

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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.

- 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.

**Initial City Contact**
Planning Bureau
562.570.6194
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.
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.
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