



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.

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Inspection Requests

Construction Inspections

562.570.6105