

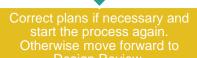
## **Step 1: Planning Division**

### **Zoning Clearance**

Applicant submits site plan, floor plans and elevations to the Planning Division

Planning Staff will review the zoning, setbacks, height and parking.

Decision will be made over the counter



### **Design Review**

Are you making any modifications to the exterior of the building?

Yes:

Submit a design review application to the Planning Division.

Proceed to Step 2 & 3

# Step 2: Small Business Development Center

#### Register

Register with the University of La Verne Small Business Development Center to receive assistance in obtaining all necessary permits.

The SBDC offers services in the following areas:

- Access to capital
- Business Plan Assistance
- Financial Analysis/Cash Flow Management
- Growth/Expansion
- Marketing
- Sales and Business Development
- Start-up Assistance
- Strategic Planning
- Website Development
- 1. Visit <u>www.lavernesbdc.org</u>
- 2. Click Consulting
- 3. Click Apply Now
- 4. Create Profile

Provide business background info in the "Area of Assistance" box.

# **Step 3: Building Division**

#### Plan Check

Complete a building permit application



Pay all applicable fees



Sumbit all required plans



The application will be reviewed.
When it is determined that the proposed work or construction is in comformance with all state and local building codes, permits will be issued to begin construction.



After construction has been completed, schedule a Building inspection.

#### **Step 4: Business Licensing**

### Submit Business License Application

The Business License Application will require the following:

- Operational Statement
- Business name, address, phone number and email
- Corporate name and articles of incorporation (if applicable)
- Number of employees
- Federal Identification Number (EIN)
- Seller's Permit (BOE)
- Contact information for all owners, partners or corporate officers
- Contact information for Property Owner
- Contact information for Alarm Service

Clearance and approval is required from the following agencies (where applicable).

- California Department of Alcoholic Beverage Control
- Los Angeles County Department of Environmental Health
- Los Angeles County Fire Department