



# City of Hermosa Beach

Civic Center, 1315 Valley Drive, Hermosa Beach, CA 90254-3885 Tel: (310) 318-0242

## CHECKLIST FOR NEW BUSINESSES

Welcome to Hermosa Beach. This handout is intended to identify common issues that you should research before making commitments to do business in Hermosa Beach or obtain a Business License. *Because every property and project is unique and the development process can be complex, this list is only a general guide.*

### CONTACT COMMUNITY DEVELOPMENT DEPARTMENT (310)318-0242

#### Planning Division:

- Confirm that the site is appropriately zoned and any existing approvals will allow the intended use.
- Confirm that proposed site modifications are allowed (outdoor uses or storage, parking changes, exterior elements, landscaping, etc.).
- Confirm that parking is adequate for the use.
- Find out rules for outdoor uses, outdoor dining, live entertainment, massage businesses, tattoo/body piercing, alcoholic beverage establishments, and other special uses.
- All home occupations must conform to Municipal Code Section 17.08.020.
- New signs or graphic representations, or change of copy, typically require a Sign Permit.
- Banner and grand opening signs require a Temporary Sign Permit (electronic/moving signs are not allowed).
- Trash bins/areas must be provided onsite and covered at all times. Municipal Code Chapter 8.12
- Landscaping and water conservation rules are in effect. Municipal Code Chapters 8.56 and 8.60
- If located in the Coastal Zone, a Coastal Development Permit may be required after City approval of the use.

#### Building Division:

- Tenant improvements (building, demolition, plumbing, electric, HVAC, etc.) may require a permit.
- Most exterior and interior work or remodeling will require a Building Permit.
- Demolition work may require a demolition permit and construction and demolition debris recycling documents.
- Grading or changes to drainage may require a permit or review.
- Changes in type or intensity of use may require an occupant load change.

### CONTACT PUBLIC WORKS DEPARTMENT (310)318-0214

- All uses involving sidewalks, streets, alleys, Pier Plaza or other public areas require approval.
- Signs, awnings or anything that overhangs the sidewalk or projects into the public right-of-way requires an Encroachment Permit.
- Changes to driveway approaches, sidewalks, drainage, etc. may require a permit.

### CONTACT FIRE DEPARTMENT (310)318-0326

- All new businesses require a fire inspection.
- Changes in type or intensity of use or materials handled may require a fire inspection or occupant load change.

### OTHER AGENCY PERMITS (common uses in Hermosa Beach; check the agency website for contacts)

- Food establishments: Los Angeles Co. Public Health Dept., So. Bay District (310)519-6050
- Alcoholic beverages: Ca. Dept. of Alcoholic Beverage Control (Long Beach/Lakewood District (562)982-1337

### CONTACT FINANCE CASHIER FOR A BUSINESS LICENSE (310)318-0206

Once all other permits and approvals are received, you may apply for a Business License. While generally issued at the time of application, approval may be delayed pending submittal of additional information or review by other departments. Municipal Code, Title 5.

The Municipal Code is available at City Hall and online: <http://www.hermosabch.org/>