



CITY OF EL MONTE

Community and Economic Development Department Building Division

Business Occupancy Permit Steps for Obtaining Approval

Step 1: Submit official “BUSINESS OCCUPANCY PERMIT” application at the Planning counter.

Planning will verify and approve the zoning for the proposed business location.

Step 2: Submit official “BUSINESS OCCUPANCY PERMIT” application at the Building counter.

Building Division will verify that there are no active Code Enforcement issues and no active permits. If pending Code Enforcement issues are present, Building permits have yet to be finalized, and/or a Certificate of Occupancy that has yet to be issued for a new Tenant Improvement, these items must be resolved before the “BUSINESS OCCUPANCY PERMIT” can move on to Step 3.

Step 3: Pay Fees

Submit official “BUSINESS OCCUPANCY PERMIT” application to the Cashier’s Office located inside City Hall East. The Cashier’s Office will collect the processing fee for the “BUSINESS OCCUPANCY PERMIT” application, as well as the City Business License fee.

Step 4(a): Building Division Inspection

Once all fees have been collected, applicant must call the Building Division to schedule an appointment for an on-site inspection at the proposed business location. Please make sure someone over the age of 18 is present for this inspection. The Building Inspector needs to have access to all areas at the proposed business location. Correction notices may be issued by the Building Inspector after the inspection has been completed. Corrections must be addressed – including supplemental permits pulled – and re-inspected within 10 City business days, otherwise the “BUSINESS OCCUPANCY PERMIT” application may be denied.

Step 4(b): Neighborhood Services Inspection

“BUSINESS OCCUPANCY PERMIT” applications will require an on-site inspection by the Neighborhood Services prior to final approval. The Building Division will provide a copy of the application to Neighborhood Services, after the Cashier’s Office has confirmed all fees have been paid. Building Division and Neighborhood Services will conduct the initial inspection on the same scheduled day. The Code Officer will call the applicant to schedule any follow up on-site inspections.

Step 5: Fire Department Approval/Inspection

Completed Form 30 packet to be emailed to: Fire-fparcadia@fire.lacounty.gov to LA County Fire Department. Contact Information: 125 S. Baldwin Ave., Arcadia, CA 91006- (626) 574-0963 MONDAY - THURSDAY 8AM -10AM. After LA County Fire has approved Form 30 packet, approval will be emailed by LAcFD to the Building and Safety Division for clearance of this requirement. The Fire Department will conduct their inspection after applicant's business has been opened.

Step 6: Business License

Once fees have been collected at the Cashier’s Office (Step 2), the Treasury/Licensing Department will process the City Business License. After the license has been processed and printed, the Treasury/Licensing Department will send the official license to the Building Department.

Step 7: “BUSINESS OCCUPANCY PERMIT” Issuance

If fees are paid and approvals are obtained from Step 1, 2, 4(a), 5, and – if applicable – 4(b), a “BUSINESS OCCUPANCY PERMIT” will be issued alongside a City Business License.

Please note: the following steps are in place to apply for a “BUSINESS OCCUPANCY PERMIT”. “BUSINESS OCCUPANCY PERMIT” approval is not guaranteed. “BUSINESS OCCUPANCY PERMIT” denials can be issued at any time during this process.

City Hall West • 11333 Valley Boulevard
Phone (626) 580-2050 • Fax (626) 580-2293
Monday - Thursday • 7:30 a.m. - 5:00 p.m.