



CITY OF EL MONTE

Community and Economic Development Department Building Division

City of El Monte Business Occupancy Permit (BOP) Policy

Building Division: Business Occupancy Permit (BOP) Process after Planning Approval

1. Submit Official Business Occupancy Permit Application

- **Verification by Building Division:**
 - Check for any active or expired permits for the property.
 - Determine if any improvements will be made that require permits.
 - Issues must be resolved before moving to the next step.
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2. Pay Fees

- **Building Division:**
 - Receive an invoice and permit snapshot along with **FORM 30** (for LA County Fire Department).
 - **Payment Process:**
 - Pay all required fees and any additional forms required by the **Business License Department** at City Hall East.
 - **Treasury/Licensing Department:**
 - The business license will be issued **only after** approval from the Licensing Department.
 - **Important: A business cannot operate until all required agency approvals are obtained and the Business Occupancy Permit Certificate is issued**
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3. Building Division Inspection

- **After Fee Payment:**
 - Return to the Building Division Counter to schedule an on-site inspection.



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- **Inspection Requirements:**

- Ensure an adult (18 or older) is present during the inspection.
 - The inspector needs access to all areas of the proposed business location.
 - Any required corrections must be completed and re-inspected within **180 days** to avoid permit denial
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4. Neighborhood Services Inspection

- **Inspection by Neighborhood Services:**

- Neighborhood Services will conduct their own inspection.
 - Follow up on any required actions or inspections from Neighborhood Services.
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5. Fire Department Approval/Inspection

- **Submit Form 30 to LA County Fire Department:**

- Send to fire-fparcadia@fire.lacounty.gov for approval.

- **Confirmation from Fire Department:**

- Once approved, the Fire Department sends confirmation to the **Building Division**.
 - Ensure the **Building Division** receives this confirmation.
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6. Issuance of Business Occupancy Permit

- **Final Step:**

- Once all inspections are passed, fees paid, and approvals received, the **Business Occupancy Permit Certificate** will be issued.



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- **Important Note:**

- **Business Occupancy Permit** approval is not guaranteed. It may be denied at any stage if requirements are not met.

Key Inspections to Expect:

- **Occupancy Class:** Ensure the business type matches the space's occupancy classification.
- **Permits & Code Compliance:** Verify that any past permits for the location are finalized.
- **Parking Lot:** Check the condition of the parking lot and determine if repairs or striping are necessary.
- **Landscaping & Exterior Maintenance:** The building and surrounding area (including public right-of-way) must be in good condition.
- **Trash Enclosure:** Trash must be properly stored in approved enclosures.
- **Lighting:** Ensure parking lot and walkway lighting meet local standards.
- **Security Bars & Signage:** Verify that security bars and signage comply with Zoning Clearances and permits.



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Important Notes:

- **Signage Regulations:**

- Strict rules are in place for signage, including limits on temporary banners, window signs, neon framing, and more.

- **Re-inspections:**

- If corrections are needed after an inspection, they must be addressed within 180 days and re-inspected.

- **Approval Not Guaranteed:**

- The **Business Occupancy Permit** can be denied at any point if the requirements aren't met.

Contact Information

For questions regarding this policy contact:

City of El Monte Building Division

11333 Valley Blvd, El Monte, CA 91731

626-580-2050

building@elmonteca.gov