RETAIL GUIDELINES

Your guide through the permitting process

LONG BEACH
DEVELOPMENT SERVICES
BUILDING A BETTER LONG BEACH

1st Step

Finding the Right Location

Before you start

When it comes to selecting a location for your business, you need to think things through. Before you sign a lease, get educated and thoroughly investigate your options so you don't get locked into a space that isn't suitable for your needs.

Where to begin? Start by visiting the Permit Center at City Hall, 333 W. Ocean Blvd., 4th Floor. City staff will be happy to help you with your project. Better yet, make an appointment by calling 562.570.6194 or emailing lbds@longbeach.gov.

- ☐ Consult with a qualified real estate broker. They can provide you with advice and guidance when looking for a location for your business.
- ☐ Check with the Planning Bureau to make sure that the proposed location allows (is zoned for) retail use before you sign a lease.
- ☐ Ask the Planning Bureau what additional permits, reviews and approvals (i.e.,Conditional Use Permit [CUP], parking, etc.) will be required from the City for retail use.
- ☐ Check with the Building and Safety Bureau to review the building code requirements for retail.
- ☐ Check with the Building and Safety Bureau to determine which City departments may require review and approval.

Start Here

Initial City Contact
Planning Bureau
562.570.6194

2nd Step

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 construction documents for submission to the City.

- ☐ Hire a registered design professional (i.e., architect and/or engineer) to prepare plans.
- ☐ Submit requests for any necessary planning permits (i.e., Conditional Use Permit [CUP], parking, etc.)
- ☐ 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

3rd Step

Getting Ready to Open

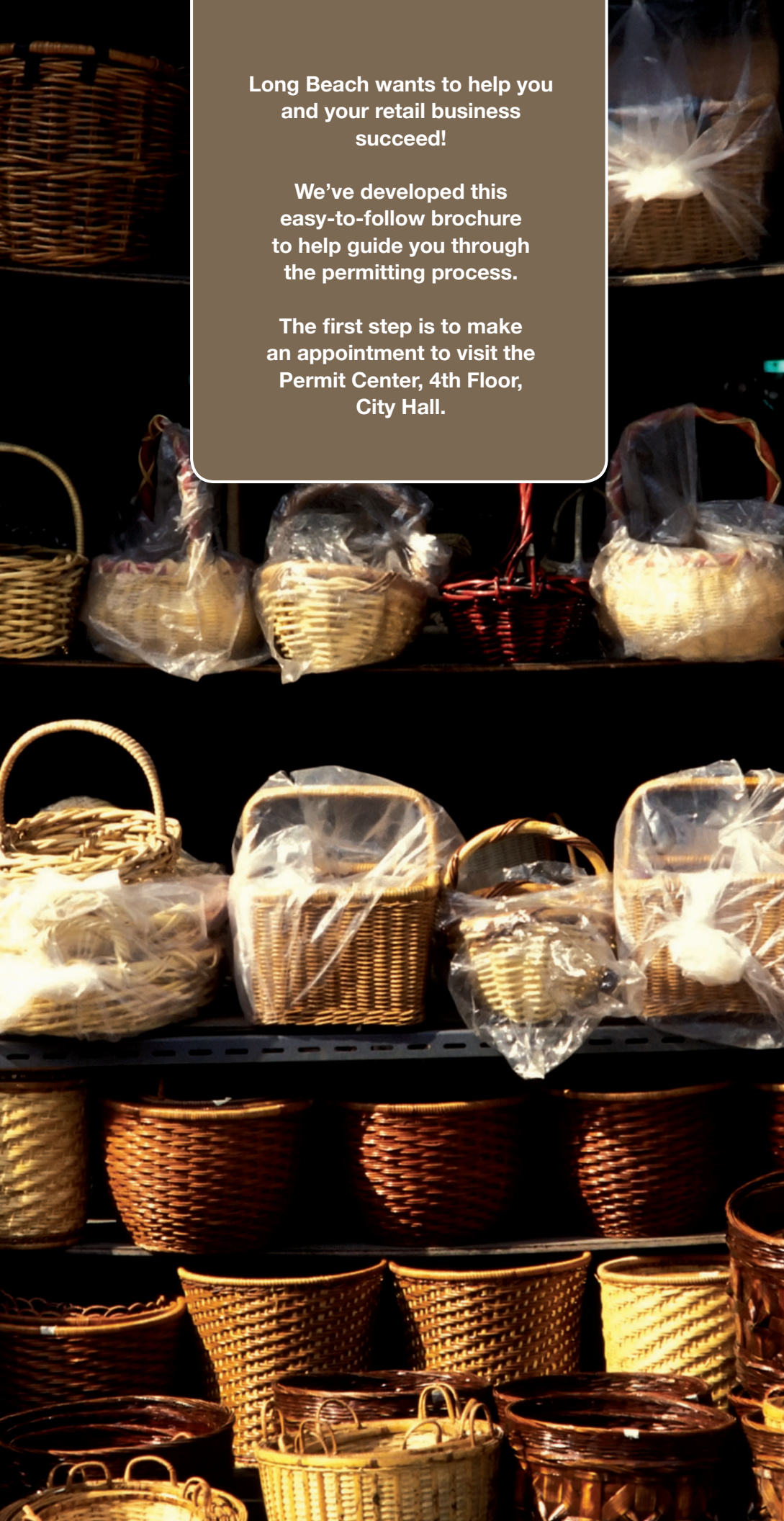
Construction permitting and licensing

Upon receiving all approvals for your retail project, construction permits will be issued when all applicable fees are paid. Construction work commences and inspection follows.

- ☐ Hire a properly licensed contractor.
- ☐ Call the appropriate City staff for inspection at each stage of construction.
- ☐ Receive inspection that results in either 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 use and occupancy of the building (i.e., Certificate of Occupancy) when inspection approvals 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.

Finish Here

Inspection Requests
Construction Inspections
562.570.6105



Long Beach wants to help you and your retail business succeed!

We've developed this easy-to-follow brochure to help guide you through the permitting process.

The first step is to make an appointment to visit the Permit Center, 4th Floor, City Hall.

WE'RE HERE TO HELP YOU

At each step in the process, we want customers to know that they can always come in and talk to staff about any questions that they may have about opening their business. Helpful contact information:

Planning
Linda F. Tatum, AICP
Planning Bureau Manager
562.570.6261
linda.tatum@longbeach.gov

Building and Safety
David Khorram, P.E., C.B.O., C.G.B.P.
Superintendent
562.570.7713
david.khorram@longbeach.gov

Amy J. Bodek, AICP
Director
562.570.6428
amy.bodek@longbeach.gov

CITY OF LONG BEACH

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