

# OFFICE 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](mailto: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) office 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 office use.
- Check with the Building and Safety Bureau to review the building code requirements for office.
- 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, and Planning.
- 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 office 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 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.
- 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 office 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

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



### Long Beach Development Services

333 W. Ocean Blvd., 3rd Floor  
Long Beach, CA 90802

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This information is available in alternative format by request at (562) 570-3807.  
For an electronic version of this brochure, visit our website at [www.lbds.info](http://www.lbds.info).