



City of Long Beach  
Department of Development Services  
Building and Safety Bureau

**When A Building Permit is Required  
for Business License Application**

Information  
Bulletin

**BU-040**

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The Long Beach Municipal Code requires all businesses operating within the City of Long Beach to pay a business license tax. When applying for a business license, the City may require an inspection of the building or tenant space prior to issuance if any of the following apply:

- Opening a new business;
- Changing the use or occupancy;
- Proposing new construction; or
- Proposing additions, alterations, remodel, and/or repair.

The purpose of this Information Bulletin is to inform the Business License applicant of the review and inspection processes involved prior to obtaining a business license (see flowchart on page 2):

- **Zoning Counter**

The Zoning counter is responsible for determining the allowable land use (residential, commercial, etc.) and determining compliance with the applicable development standards such as parking, setbacks, landscaping, height, and building design and obtaining environmental, coastal, and historical approvals, if required.

- **Plan Check Counter**

The Plan Check counter is responsible for reviewing any construction documents to ensure that the proposed structural, building, electrical, plumbing, mechanical, accessibility, health, and fire-life safety construction meets the current construction codes.

- **Building Permit Counter**

The Building Permit counter is responsible for reviewing the permit applications and documents for accuracy and issuing permits for building, electrical, plumbing, mechanical, accessibility, health and fire-life safety construction located on private property.

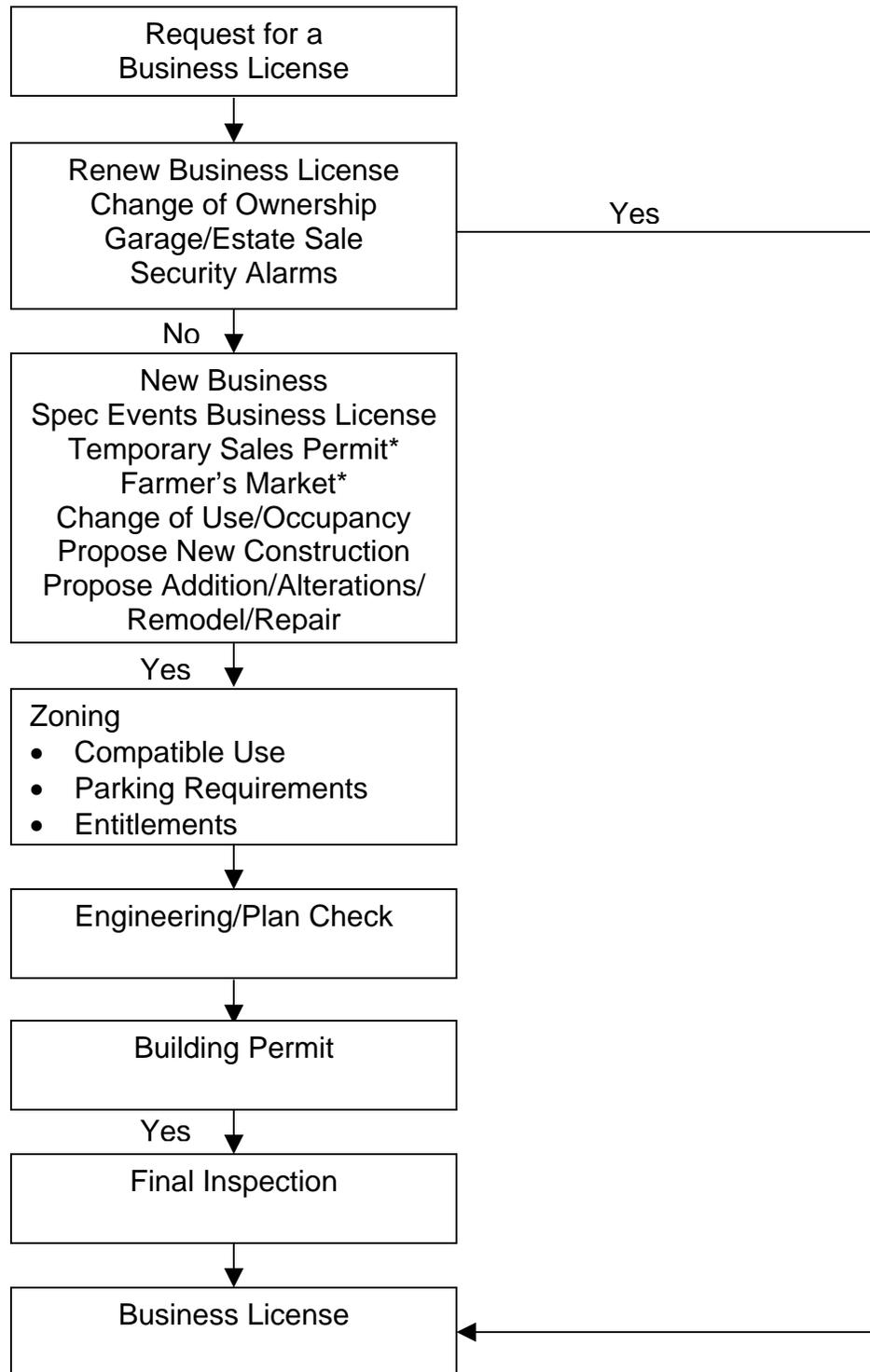
- **Inspections**

Inspectors are responsible for ensuring that structures are built to meet building, electrical, plumbing, mechanical, accessibility, health, and fire-life safety codes in order to protect the lives and safety of residents, businesses, and visitors of the City.

- **Business License Counter**

After receiving the final inspection, the owner or an authorized agent may apply for a business license by completing the requisite Business License Application. In most cases a license can be issued upon receipt of the completed application and payment of the applicable tax and permit fees.

**BUSINESS LICENSE APPLICATION FLOW**



\*Applicant can go directly to Business License after conferring with Zoning.

For additional information, please contact any Development Permit Center staff member or refer to the specific guidelines regarding the opening of a restaurant, office, or retail business.