



CITY OF EL MONTE

Economic Development Department Building Division

Business Occupancy Permit Checklist

During the approval process for a “Business Occupancy Permit” application, different agencies will be performing on-site inspections, researching the property and the proposed business, and verifying payment of application fees (see the “Business Occupancy Permit: Steps for Obtaining Approval” handout for more detailed information). The agencies that will be performing on-site inspections are the Building Department and Fire Department. Only under certain circumstances will the Planning Department perform an on-site inspection. The specific inspections and research that will be performed by the above agencies may consist of, but are not limited to, the following:

- The occupancy class of the proposed business
- The proposed use on the “Business Occupancy Permit” application matches what is on site
- All prior permits pulled the business location have been finalized
- The existing parking lot for is in good condition
 - ▶ Is re-paving and/or re-striping required?
- The landscape surrounding the business is well-maintained, as well as the public right-of way
- The exterior of the building is good condition
 - ▶ Is standard maintenance required, such as re-painting or minor repairs?
- All trash shall be in an approved trash enclosure
- Verify on-site lighting is adequate in parking lot, walkways, and entrance
- Existing security bars have received prior Zoning Clearance approval and permits, and are located only within the interior of the building
- Signage has been permitted and complies with all regulations
 - ▶ Banners are considered temporary signage, valid for only 30 days, once every 180 days. Banners are only allowed to be affixed to the building in which the tenant is occupying and cannot exceed more than 2 banner at 30 square feet.
 - ▶ Window signs may not exceed 10% of the total window area.
 - ▶ Neon framing of windows is not permitted.
 - ▶ Flag banners are not permitted.
 - ▶ Moving, rotating, and/or revolving signs are not permitted.
 - ▶ Signage within the public thoroughfare is not permitted.
 - ▶ Blinking or flashing signs are not permitted, except for time and temperature signs.
 - ▶ Windblown devices and/or balloons are not permitted, except for vehicle sales lots.
- Verify existing work located inside the tenant space have obtained all required permits, and those permits have been finalized
- The building complies with the Building Code in regards to electrical, plumbing, mechanical, ingress and egress, and fire life safety

If you have any additional questions, please feel free to contact the Building Department.