



# CITY OF EL MONTE

## Community and Economic Development Department Building Division

### Business Occupancy Permit Steps for Obtaining Approval

**Step 1: Submit official “BUSINESS OCCUPANCY PERMIT” application at the Planning counter.**

Planning will verify and approve the zoning for the proposed business location.

**Step 2: Submit official “BUSINESS OCCUPANCY PERMIT” application at the Building counter.**

Building Department will verify that there are no active Code Enforcement issues and no active permits. If pending Code Enforcement issues are present, Building permits have yet to be finalized, and/or a Certificate of Occupancy that has yet to be issued for a new Tenant Improvement, these items must be resolved before the “BUSINESS OCCUPANCY PERMIT” can move on to Step 3.

**Step 3: Pay Fees**

Submit official “BUSINESS OCCUPANCY PERMIT” application to the Cashier’s Office located inside City Hall East. The Cashier’s Office will collect the processing fee for the “BUSINESS OCCUPANCY PERMIT” application, as well as the City Business License fee.

**Step 4(a): Building Department Inspection**

Once all fees have been collected, applicant must call the Building Department to schedule an appointment for an on-site inspection at the proposed business location. Please make sure someone over the age of 18 is present for this inspection. The Building Inspector needs to have access to all areas at the proposed business location. Correction notices may be issued by the Building Inspector after the inspection has been completed. Corrections must be addressed – including supplemental permits pulled – and re-inspected within 10 City business days, otherwise the “BUSINESS OCCUPANCY PERMIT” application may be denied.

**Step 4(b): Planning Department Inspection**

Some “BUSINESS OCCUPANCY PERMIT” applications will require an on-site inspection by the Planning Department prior to final approval. If this applies, the Building Division will provide a copy of the application to Planner who initially processed the paperwork, after the Cashier’s Office has confirmed all fees have been paid. The Planner will call the applicant to schedule the on-site inspection.

**Step 5: Fire Department Approval/Inspection Send completed form to [henry.guerrero@fire.lacounty.gov](mailto:henry.guerrero@fire.lacounty.gov)**

Applicant must fill out the LAGO Fire Department Form 30 and submit to LAGO FD., 125 S. Baldwin Ave., Arcadia, CA 91006- ( 626) 574-0963 MONDAY - THURSDAY 8AM -10AM. After LAGO FD has approved Form 30, applicant must return approved form to the Building Department. The Fire Department will conduct their inspection after applicant's business had been opened. **Send approved Fire Form to [building@elmonteca.gov](mailto:building@elmonteca.gov) .**

**Step 6: Business License**

Once fees have been collected at the Cashier’s Office (Step 2), the Treasury/Licensing Department will process the City Business License. After the license has been processed and printed, the Treasury/Licensing Department will send the official license to the Building Department.

**Step 7: “BUSINESS OCCUPANCY PERMIT” Issuance**

If fees are paid and approvals are obtained from Step 1, 2, 4(a), 5, and – if applicable – 4(b), a “BUSINESS OCCUPANCY PERMIT” will be issued alongside a City Business License.

***Please note: the following steps are in place to apply for a “BUSINESS OCCUPANCY PERMIT”. “BUSINESS OCCUPANCY PERMIT” approval is not guaranteed. “BUSINESS OCCUPANCY PERMIT” denials can be issued at any time during this process.***