



CITY DEPARTMENT APPROVAL FORM

In order to obtain a business license in the City of Monterey Park, the applicant must complete the Agency Approval Processing Form and acquire approvals from the Planning, Fire Prevention and Building and Safety Divisions. This step-by-step guide is created to assist the applicant with the application process. Follow the steps in sequence.

STEP 1 – PLANNING

Obtain an Agency Approval Processing Form from the Planning counter. Complete the top portion of the Agency Approval Processing Form. All the required information must be filled in. **Do not misplace or lose the Agency Approval Processing Form it serves as proof of payment of fees and securing of the required approvals from city departments.** It is the responsibility of the applicant to ensure that the Agency Approval Processing Form is hand-carried through all the steps.

STEP 2 – BUILDING

Take the Form to the Building and Safety counter. The Building Division will determine whether an inspection is required based on the previous and new use of the building.

Application Fees

Certificate of Occupancy (Processing)	\$361.30 Plus \$38.78 per 1,000 SF
Verification of Occupancies/Uses requiring inspection.	*SF rounded up to the 1,000 th
Certificate of Occupancy (Processing)	\$144.50
Verification of Occupancies/Uses	
New Construction	

STEP 3 – FIRE

Complete the Fire Inspection form and take the form to the Fire Prevention Counter. Pay the fire inspection fee and schedule an inspection. The business must be set-up (e.g., furniture, equipment, merchandise, etc.) as if ready to open and/or operate for business in order for a fire inspection to be conducted.

After the fire inspection is completed, if the business is code compliant, the fire inspector will sign the Agency Approval Processing form. If the business is non-code compliant, a correction notice will be issued along with a follow-up inspection date. The Agency Approval Processing form will not be signed by the fire inspector until all corrections are made.

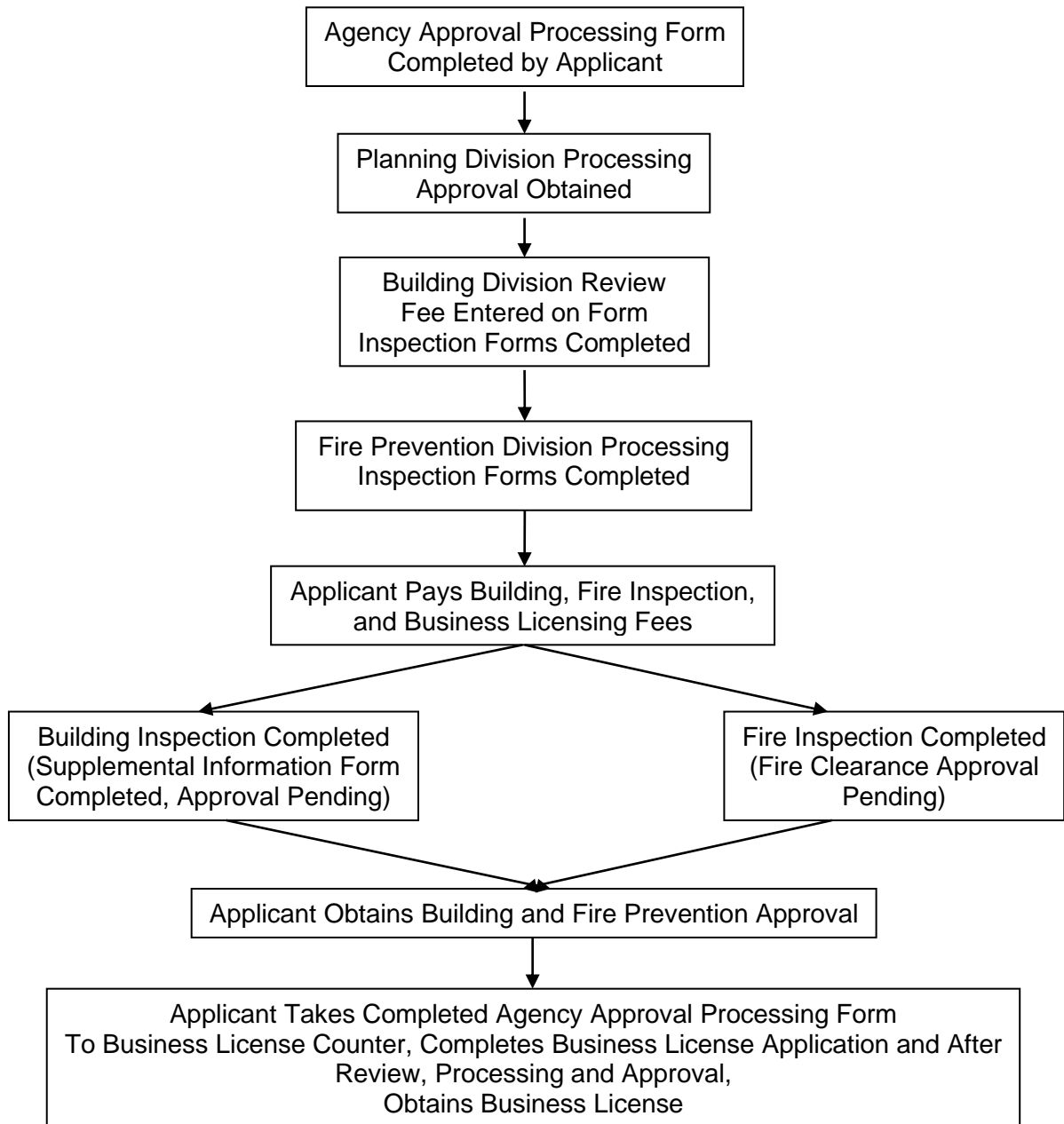
STEP 5 – HEALTH DEPARTMENT

Some businesses may require Los Angeles County Health Department approval (e.g., restaurants, food handling businesses, etc.). Contact the Health Department at (626) 430-5560 in the City of Baldwin Park. Businesses not requiring Health Department approval can skip to Step 5.

STEP 4 – LICENSING

The applicant can proceed to the Business Licensing counter to obtain a Business License Application and pay all required fees. Final approval of the Agency Approval Processing Form will not be issued until the applicant secures approval from Planning, Fire, Building and Safety, and Health (if applicable).

AGENCY APPROVAL PROCESSING





AGENCY APPROVAL PROCESSING FORM

CITY OF MONTEREY PARK

320 W. Newmark Avenue
Monterey Park, CA 91754

APPL. NO.:

Fire Fee: \$

Bldg Fee: \$

APPLICANT PLEASE COMPLETE THIS BOX ONLY

Building Address:		Suite or Unit:	Area Occupied (Sq. Ft.):
Building Owner/Manager:			Phone Number: () -
Building Owners Address:			Restaurant (Specify # of seats)
Business Name:	Business Description:		Phone Number: () -
Business Owner: (as it is to appear on Business License)			Vacant Since:
Previous Use:		Explosives, flammable liquids and health hazard materials? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, completed attached Fire Department form.	
Applicant: (print)	(sign)	(date)	

DO NOT START YOUR BUSINESS OPERATION UNTIL YOU HAVE A BUSINESS LICENSE FOR THIS LOCATION

Planning:	Use Zone:	CUP:	Variance:	Use:
Proposed Business Is:	<input type="checkbox"/> a permissible use at this location. Please proceed with application. <input type="checkbox"/> not allowed unless a Conditional Use Permit (CUP) is first obtained. <input type="checkbox"/> not permissible at this location. Application cannot proceed further.			<input type="checkbox"/> Approved _____ / ____ / ____ Planner Date
Restrictions:				
Remarks:				CASHIER'S USE ONLY
Fire Dept:	<input type="checkbox"/> Inspection Required <input type="checkbox"/> Inspection Not Required <input type="checkbox"/> Inspection Scheduled Date: ____/____/____ <input type="checkbox"/> Approved _____ Date: ____/____/____			
Health Dept: (if applicable)	<input type="checkbox"/> Approval Received _____ Date: ____/____/____			
Building Division:	<input type="checkbox"/> Approved _____ Date: ____/____/____			
C of O on File: _____ <input type="checkbox"/> New Certificate of Occupancy Required <input type="checkbox"/> Inspection Required <input type="checkbox"/> Inspection Not Required <input type="checkbox"/> Inspection Scheduled Date: ____/____/____				
T.I. Permit No.: _____ Max. Occupant Load (for Dining Area or Assembly Area): _____ Design Floor Live Load: _____ Type of Construction: _____ Occupancy Classification: _____ Type of Business: _____				

CITY OF MONTEREY PARK

Fire Prevention Division

320 West Newmark Avenue, Monterey Park, CA 91754

Tel. (626) 307-1308; Email: fireprevention@montereypark.ca.gov

FY 2022-2023
FIRE APPLICATION

NEW

ATTENTION: BUSINESS OWNER

The Fire Department will conduct an inspection of your business to verify compliance with the Monterey Park Municipal Code. The fire safety inspection is an annual requirement necessary to ensure a safe working environment and is designed to address fire and life safety hazards commonly found in local businesses. (Resolution no. 11121)

****Note: Inspections will only be conducted Monday through Thursday between 8:00am and 4:00pm****

To speed up the inspection process, please remember the following:

- 1. Your fire extinguisher (2A10BC) must have a current State Fire Marshal tag.**
- 2. The business must be set-up (e.g. furniture, equipment, merchandise, etc.) as if ready to open and/or operate for business in order for a fire inspection to be conducted.**

The amount due is based on the number of employees at your place of business. Please complete the information below to determine amount due.

0-3 employees \$76.62	4-6 employees \$114.87	7-10 employees \$153.62	11-20 employees \$191.74	21+ employees \$230.36
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

***IMPORTANT - Owner(s) are to be included in the count of employees**

BUSINESS NAME _____ PHONE # _____

BUSINESS ADDRESS _____ SUITE # _____

MAILING ADDRESS _____

EMAIL _____ Sq. Ft. of area occupied _____

BUSINESS OWNER'S NAME _____

SIGNATURE _____

The City of Monterey Park Business License Division

How to Apply



TELEPHONE

For immediate assistance, please call the City of Monterey Park Business Support Center at

(626) 376-4680

A Specialist will be available to assist you in the processing of your application and payment over the phone



ONLINE

APPLYING ONLINE CAN BE QUICK AND EASY!

You can apply for a Business License online from the comfort of your home or office

Please visit:

<https://Montereypark.HdLGov.com>



MAIL

Request an application to be sent by mail by calling **(626) 376-4680**

Mail your completed form to:

City of Monterey Park
Business Support Center
8839 N. Cedar Ave #212, Fresno, CA 93720
OR, scan and email your completed form to montereypark@HdLGov.com

NOTE: No payment will be required until your application has been reviewed and accepted. You will receive an email or telephone call verifying the receipt of application. After the license fees are paid, a Business account number will be issued. A Business License will be mailed or e-mailed to you once the process is completed. Upon receipt of your Business License, the City of Monterey Park Municipal Code requires it be posted in a conspicuous place at your place of business.



BUSINESS SUPPORT CENTER

8839 N. Cedar Ave #212 Fresno, CA 93720-1832 | Phone: 626-376-4680 | Fax: 909-348-0465 | E-mail: montereypark@HdLGov.com