



# 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*

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<input type="checkbox"/> New Business, Change of Ownership of an existing business, Change of Building Ownership	\$295 + \$32/1,000 SF *SF rounded up to the 1,000 <sup>th</sup>
<input type="checkbox"/> New Business that completed a tenant improvement/remodel permit or a Business Name change with the same ownership	\$118

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### *Tenant Key Plan*

If the building is occupied by multiple tenants, the property owner must submit a current **Tenant Key Plan** to the Building and Safety Division. A tenant key plan is a floor plan that shows all of the tenant spaces, including partition walls and doors. The floor plan must show the suite numbers and the square footage of each tenant space.

## **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 (323) 780-2272 in the City of West Covina. 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

