



Huntington Beach wants to help you and your business succeed!

We've developed this easy-to-follow
brochure to help guide you through the
permitting process.

Where to begin?

Call or visit the Community
Development Department,
2000 Main Street, Third floor, 714.536.5271

The City will be happy
to help you with your project!

WE'RE HERE TO HELP YOU

At each step in the process, we want customers
to know that they can always come in and talk
to staff about any questions that they may
have about opening their business.

Helpful contact information:

Huntington Beach Development Services

Planning Division

714.536.5271

Community.development@surfcity-hb.org

Building and Safety Division

714.536.5241

Community.development@surfcity-hb.org

Fire Department

714.536.5411

Fire.department@surfcity-hb.org

Business License

714.536.5267



HUNTINGTON BEACH
Business Development

IF YOU NEED ANY ASSISTANCE

Office of Business Development

714.536.5582

openhb@surfcity-hb.org

www.hbbiz.com



This information is available in alternative format by request.
For an electronic version of this brochure,
visit our website at huntingtonbeachca.gov

OFFICE

GUIDELINES



Your guide through the permitting process



HUNTINGTON BEACH
Business Development



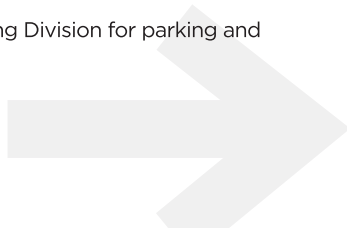
Step One

Finding the Right Location

Before you start

Before you sign a lease, thoroughly investigate all options so that the space is suitable for your business.

- ☐ Explore the City of Huntington Beach site selection for commercial properties available for lease or purchase. Visit: www.sites.surfcitylocator.com
- ☐ Consult with a qualified real estate broker. They can provide you with available locations for your business.
- ☐ Check with the Planning Division to make sure that the proposed location allows (is zoned for) your proposed office use before you sign a lease, and what planning permits, (e.g., Conditional Use Permit) or approvals might be required from the City for office uses.
- ☐ Check with the Building Division and Fire Prevention Division for the Building and Fire code requirements for an office.
- ☐ Check with the Building Division to determine which City departments (Fire) may require review and approval.
- ☐ Check with the Planning Division for parking and sign regulations.



START HERE → Initial Contact

Planning Division
714.536.5271

2000 Main Street, Third floor
8 AM-12 PM, 1 PM-5 PM



Step Two

Getting Ready to Build

Construction documents review

Once you've gathered all the information that you need to begin the review process, it's time to prepare and submit construction documents.

- ☐ Hire a registered design professional (e.g., architect and/or engineer) to prepare plans.
- ☐ Obtain zoning approval or submit any applicable planning permits (e.g., Conditional Use Permit, parking, etc.).
- ☐ After obtaining zoning approval or permits, submit your construction documents. For submittal requirements, visit our website at: huntingtonbeachca.gov/government/departments/building_safety/plan_review/submittal_requirements.cfm.
- ☐ Call 714.536.5241 to verify you have all your completed construction documents and applications prior to submitting in person on the Third floor of City Hall located at 2000 Main Street.
- ☐ Check with the Building Division to determine which City departments may require review and approval.
- ☐ The Building Division will route your construction documents and applications to the following City staff for review, if required: Building, Electrical, Mechanical, Plumbing, Fire, Planning, and Public Works.
- ☐ Separate submittals to the Huntington Beach Fire Department may be required if fire protection systems (e.g., fire sprinklers, fire alarm, etc.) are installed or altered for your project. Separate submittal to the Orange County Health Department may be required.

THEN HERE → Plan Submittals

Building Division
714.536.5241



Step Three

Getting Ready to Open

Construction permitting and licensing

Upon receiving all approvals for your office project, construction permits will be issued when all applicable fees are paid. Construction work commences and inspection follows.

- ☐ Hire a licensed contractor.
- ☐ Call City staff for inspection at each stage of construction.
- ☐ After inspection, receive a list of outstanding items to be completed or an inspection sign-off for that stage of construction work.
- ☐ A dedicated inspection staff member will address any questions, assist with project resolution, and help to coordinate inspection.
- ☐ Prior to scheduling a final building inspection, all related permits (e.g., Mechanical, Electrical, Plumbing, Fire) need to be completed and finalized.
- ☐ Obtain any applicable Operational Permits from the Huntington Beach Fire Department prior to receiving a final fire inspection.
- ☐ Request approval for use and occupancy of the building (e.g., Certificate of Occupancy) when inspection sign-offs for all construction work are received and outstanding fees are paid.
- ☐ Upon receiving a final building inspection or Certificate of Occupancy, file for a business license by completing the necessary forms and paying the business license fee.

FINISH HERE → Inspection Requests

Construction Inspections
714.536.5241

<https://huntingtonbeach.ca.gov/services/form-applications/inspection-request>