

How To Do Business In The City of Huntington Beach

A Permit Guide
For Business Expansion
And Business Start-Up



ACKNOWLEDGEMENT

To all city staff who reviewed and contributed to this publication.

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WELCOME

The City of Huntington Beach welcomes you to our business community! We are proud of our vibrant, friendly, and diverse city. In order to assist with existing business expansion and the establishment of new businesses, the City's Economic Development Department, in cooperation with all City departments, has produced this booklet on "How To Do Business in the City of Huntington Beach", also known as the Permit Guide.

Beginning or expanding a business is an exciting experience. Sometimes the rules, procedures and policies can seem overwhelming. As you have the responsibility of obtaining all the appropriate permits and licenses necessary to conduct business in the City of Huntington Beach, you will discover that you have help. The City of Huntington Beach is ready to assist you through the process by upholding its customer service policy.

Getting Down to Business

To help you establish a new business in town, or to expand an existing business, this book will help lead you through the permitting process. Only those federal, state, county and local permits typically needed to do business in Huntington Beach are listed. If you plan to operate your business in an unincorporated area of the county, the checklists do not provide a comprehensive list of permits or contacts.

This guide is a public service and is not intended to be an exhaustive reference. Permitting procedures and fee changes occasionally occur. *Any errors or omissions will not relieve the business owner of the responsibility, obligation or liability in fulfilling all legal requirements.*

How to Use This Guide

The Permit Guide is divided into three sections: the checklists, the guide, and the directory. You may use each of these sections to determine the permits you will need and who can help you.

The permits required depend upon the type of business. Using the checklists, you may want to begin by working with a staff person to identify your necessary permits. There are two checklists, one by permit (page 4) and one by department or agency (page 8). The staff member may work with you by reviewing the two checklists and identifying the various permits and departments that pertain to your business. Using both checklists to organize your steps will assist you in obtaining multiple permits concurrently.



"If you are using outside professionals... the extra effort you expend to hire highly qualified people, experienced in successfully processing projects in Huntington Beach, will save you time and money in the long run."

The Permit Guide section provides a detailed description of the permits and contact information for each permit. Carefully read the description of each permit to help you determine the permits that are applicable to your business and the documentation you need to obtain each permit. You may not need every permit listed. *For detailed information on specific permits, contact the department that issues the permit. Since fees listed are subject to change, you should contact each respective department or agency for the most current applicable fee schedules.* Typically, all permits require payment of fees.

Although each business venture is unique, you may find it helpful to contact each department issuing you a permit regarding an approximate timetable. Generally you can save time and money by processing your permits simultaneously.

Proper planning and research will help you eliminate problems before they arise. If you are using outside professionals (such as architects, engineers, consultants, etc.) to assist you in your business project, the extra effort you expend to hire qualified people, experienced in processing projects in Huntington Beach, may save you time and money in the long run.

Where to Begin

Most businesses only need a City Business License, zoning approval and a Certificate of Occupancy to start operating in the City of Huntington Beach. However, other permits and reviews may be necessary. Before applying for any permit, you should contact the following Huntington Beach departments or divisions located in the Civic Center:

City Treasurer's Department (1st Floor) for Business License Tax application, page 13 and;

Planning Department, Planning and Zoning Counter (3rd Floor) to determine that your proposed business is permitted by right or needs special Zoning Approval, page 13, and to apply for a Certificate of Occupancy, page 14 and;

Fire Department Administration (5th Floor) to determine if the intended business would be subject to any life safety/hazardous materials permit processes, page 24 and;

Building and Safety Department (3rd Floor) to apply for a Building Permit, page 1332.

If there are any other requirements or permits necessary, you will be advised accordingly.

Customer Service Assistance

If you need further assistance with the permitting process, you should first contact the Planning Department, (714) 536-5271. If you need assistance with finding other business resources, contact the Business Development Division at (714) 536-5582.

Development Assistance Team

Besides assistance about zoning and permitting, the Planning Department coordinates the Development Assistance Team (DAT), a FREE service that helps businesses and developers with development permit processing. If a business has a concern or suggestion relative to the development review process (entitlements, zoning review, development plans, plan check, building permits, etc.), or is considering a major project, then an appointment with DAC can be arranged by calling the Planning Department. This intra-departmental team can provide preliminary comments and provide information on the internal review process for major new project proponents. DAT meets every Thursday at 10:00 am. in the Planning Department located on the 3rd floor of City Hall.



Business Development Division

The Business Development Division, the City of Huntington Beach believes in customer service. This philosophy effectively works with businesses to get them operating quickly with the least amount of delay. Businesses that need job training programs, business technical assistance, capital assistance (bonds or loans), or other related information should contact our Economic Development Department, Business Development Division at (714) 536-5582 or visit the website at www.hbbiz.com

Department of Building & Safety

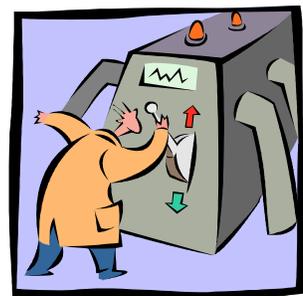
The Department issues building permits and performs professional plan checks and inspections to ensure conformance with the appropriate state and local building codes. The services include helping applicants through the system in an expeditious manner without violating important safety laws and regulations.

Planning Department

The Planning Department reviews and processes development applications according to the General Plan and Zoning Code; provides assistance to the public and developers at the Planning counte; and provides plan checking services. In addition, it is the responsibility of the Planning Department to maintain the General plan, ensure compliance with the California Environmental Quality Act, and process long-term projects and policy documents.

Business Reference Desk, Central Library

Do not overlook the value of conducting market research and obtaining other necessary business information. The Huntington Beach Library business collection has business, career and financial information. The collection has dozens of handbooks, directories and trade publications to help you develop your business plan, establish personnel policies and practices, locate suppliers or research the competition. It includes directories of importers and exporters and books that help you to do business in foreign countries. The collection also includes online databases with business and other types of information available. The Business Reference Desk librarians are available to assist you with these materials. The Central Library, located at 7111 Talbert Avenue, is open seven days a week. For further information call (714) 842-4481, ext. 2207.



Accuracy

This publication is a public service of the City and every attempt has been made to assure the accuracy of the checklists and information. The City of Huntington Beach assumes no responsibility for errors or omissions. Your constructive comments and suggestions are welcome by calling the Business Development Division at (714) 536-5582.

Checklists for Business ~ Start-ups and Expansion

Check List by Permit

√ Air Quality Permit

_____ South Coast Air Quality Management District
_____ Orange County Permit Assistance Center

√ Alcoholic Beverage License

_____ State of California, Alcohol Beverage Control Dept.
_____ Planning Department

√ Building Permit

_____ Planning Department
_____ Building and Safety Department

√ Building Plan Review

_____ Planning Department
_____ Building and Safety Department
_____ Fire Department
_____ Public Works Department

√ Business License Tax

_____ City Treasurer's Department, Business License Division

√ Certificate of Occupancy/Fuse Up Inspection

_____ Planning Department
_____ Building and Safety Department
_____ Air Quality Management District
_____ Fire Department

√ Coastal Development Permit

_____ Planning Department

√ Conditional Use Permit

_____ Planning Department
_____ Fire Department

√ Contractor/Subcontractor

_____ Business License, City Treasurer's Department, Business License Division

√ Design Review

_____ Planning Department

√ **Employer Registration**

_____ California Employment Development Dept., Employment Tax District Office

√ **Encroachment Permit**

_____ Public Works Department

√ **Entertainment Permit**

_____ Police Department

_____ Planning Department

_____ City Treasurer's Department, Business License Division

_____ Fire Department

√ **Environmental Assessment**

_____ Planning Department

√ **Facility Use Permit**

_____ Community Services Department

√ **Fictitious Business Name Statement**

_____ County Clerk's Office

_____ Huntington Beach Independent, (714) 965-3030

_____ Orange County Register (714) 835-1234

√ **Filming Permit**

_____ Community Services Department, City Properties (714) 536-5486

_____ Community Services Department, City Beaches (714) 536-5258

√ **Fire Code Permit**

_____ Fire Department

√ **Food Related Businesses**

_____ Plan Check, County of Orange

_____ Health Care Agency, Environmental Health Division

√ **Grading Permit**

_____ Public Works Department

_____ Fire Department, Hazardous Materials Division

_____ Fire Department, Petro Chem Division

_____ Planning Department

_____ Building & Safety Department

√ **Health Permit**

_____ County of Orange Health Care Agency, Public Health Services, Environmental Health Division

√ **Home Occupation Permit**

_____ City Treasurer's Department

_____ Planning Department

_____ Fire Department

√ **Huntington Beach Zoning and Subdivision Ordinance and Municipal Code** (available via Internet: <http://www.surfcity-hb.org/ElectedOfficials/CityClerk>)

_____ City Clerk's Office
_____ Planning Department, Planning Division/Code Enforcement/Neighborhood Preservation

√ **Income Tax, Federal**

_____ Internal Revenue Service

√ **Income Tax, State/Corporation Income Tax**

_____ State Franchise Tax Board

√ **Insurance Liability, Workers'**

_____ Compensation and Bond Requirements, Administrative Services Department
_____ Building and Safety Department
_____ Public Works Department

√ **Obstruction Permit**

_____ Public Works Department

√ **Oil Related Property**

_____ Fire Department

√ **Plumbing, Mechanical & Electrical Permits**

_____ Building and Safety Department

√ **Public Assemblies, Flammable and Hazardous Materials Occupancies**

_____ Fire Department

√ **Redevelopment Projects**

_____ Economic Development Department

√ **Seasonal Sales Permit**

_____ City Treasurer's Department, Business License Division
_____ Planning Department
_____ Fire Department
_____ Public Works Department

√ **Seller's Permit/ Sales and Use Tax Permit**

_____ State Board of Equalization

√ **Sign Permit**

_____ Planning Department
_____ Building and Safety Department

√ **Special Permits to Operate a Business**

_____ City Treasurer's Department, Business License Division

√ **Specific Event Permits (Public Property)**

_____ Community Services Department
_____ City Treasurer's Department, Business License Division

√ **Stockpile Permit**

_____ Public Works Department

√ **Subdivision Map**

_____ Planning Department
_____ Public Works Department

√ **Temporary Sign Permit (Banners, pennants, etc.)**

_____ Planning Department

√ **Temporary Use Permit (Outdoor Events on Private Property)**

_____ Planning Department
_____ Fire Department
_____ City Treasurer's Department, Business License Division

√ **Traffic Impact Fee**

_____ Public Works Department

√ **Transportation Permit**

_____ Public Works Department
_____ Trash Bin Permit
_____ Public Works Department
_____ Underground Storage Tanks
_____ Fire Department
_____ County of Orange Health Care Agency, Environmental Health Department

√ **Trash Bin Permit**

_____ Public Works Department

√ **Underground Storage Tanks**

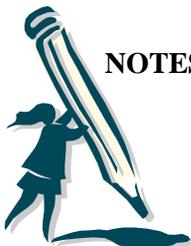
_____ Public Works Department

√ **Weights and Measures Device Registration**

_____ State Department of Consumer Affairs, County of Orange Office

√ **Zoning Approval**

_____ Planning Department



NOTES:

Check List by Department or Agency

√ City of Huntington Beach

√ Building and Safety Department – 3rd Floor

- _____ Building Information
- _____ Building Permit
- _____ Building Plan Check
- _____ Certificate of Occupancy (CofO)
- _____ Electrical Permit
- _____ Mechanical Permit
- _____ Mechanical, Plumbing and/or electrical plan check
- _____ Plumbing Permit
- _____ Sign Permit
- _____ Swimming Pool Permit

√ City Clerk – 2nd Floor

- _____ City Code Ordinances & Resolutions
- _____ City Council Agendas & Minutes
- _____ Ordinances & Agendas (available also at the City's Web Site)
- _____ Voter Registration

√ City Treasurer's Department/Business License Division - 1st Floor

- _____ "No Fee" Permits for non-profit agencies for fund raising
- _____ Business License Application
- _____ Contractors'/Subcontractor's Business License
- _____ Home Occupation Permit
- _____ Quarterly Oil Production Taxes
- _____ Special Permits to Operate a Business
- _____ Transient Occupancy Taxes

√ Community Services Department – 5th Floor

- _____ Facility Use Permit
- _____ Filming Permit
- _____ Specific Event Permits
- _____ Registration for Recreation Classes

√ Economic Development Department – 5th Floor

- _____ Business Assistance Services
- _____ Redevelopment Project Areas

√ Fire Department - 5th Floor

- _____ Fire Code Permit
- _____ Fire Sprinkler & Alarm System Review
- _____ Hazardous Materials Disclosure
- _____ Home Occupation Permit, State Regulated Occupancies
- _____ Oil Related Property
- _____ Public Assemblies, Flammable & Hazardous Materials Occupancies
- _____ Fire Clearance for Certificate of Occupancy Permit

- _____ Fire Protection System Review
- _____ Seasonal Sales Permit
- _____ Underground Storage Tank Permit
- _____ Above Ground Storage Tank Permit

√ **Police Department** (Police Building)

- _____ Entertainment Permit
- _____ Special Permits to Operate a Business

√ **Planning Department** – 3rd Floor

- _____ Alcoholic Beverage Permit
- _____ Coastal Development Permit
- _____ Code Enforcement/Neighborhood Preservation
- _____ Conditional Use Permit (CUP)
- _____ Design Review
- _____ Environmental Assessment
- _____ Entertainment Permit
- _____ Newsrack Permit
- _____ Parking In Lieu Fees
- _____ Seasonal Sales Permit
- _____ Subdivision Map
- _____ Temporary Use Permit
- _____ Temporary Sign Permit
- _____ Zoning Approval
- _____ Zoning Information

√ **Public Works Department** – 1st Floor

- _____ Encroachment Permit
- _____ Grading Permit
- _____ Insurance Liability, Workers Compensation & Bond Requirements
- _____ Landscape Plan Check
- _____ Obstruction Permit
- _____ Stockpile Permit
- _____ Traffic Impact
- _____ Transportation Permit
- _____ Trash Bin Permit

√ **Risk Management** – 1st Floor

- _____ General Liability Insurance
- _____ Workers' Compensation

√ **County of Orange**

- _____ Fictitious Business Name Filing
- _____ Food Related Business – Plan Check
- _____ Health Permit
- _____ Underground Storage

√ **Air Quality Management District**

- _____ Air Quality Permit
- _____ Certificate of Occupancy

√ **State of California**

- _____ Alcoholic Beverage License
- _____ Employer Registration
- _____ Sellers Permit/ Sales & Use Tax Permit
- _____ State Income Tax/ Corporation Income Tax
- _____ Weights & Measures, Department of Consumer Affairs, Orange County Office

√ **Federal Government**

- _____ Federal Income Tax

Permit Guide for Business

Air Quality Permit

South Coast Air Quality Management District, (909) 396-2000 or (800) 388-2121
21865 E. Copley Drive, Diamond Bar, CA 91765-4182
www.aqmd.gov/permit/

Orange County Permit Assistance Center, (714) 834-2840
Environmental Management Agency Building
300 North Flower Street, First Floor, Santa Ana, CA 92705
Web: www.calgold.ca.gov/Orange/



Air Quality Permits are required for certain businesses. The South Coast Air Quality Management District (AQMD) oversees air pollution created by certain types of businesses such as auto body shops, cleaners, service stations, and restaurants with charbroilers, etc. Neither building permits nor Certificates of Occupancy for certain construction activities and uses can be issued until Air Quality Management District clearance is received.

The City's Planning Department, on the third floor of City Hall, will determine if you will need to contact SCAQMD for approval. A checklist is provided on the Certificate of Occupancy form.

Alcoholic Beverage License

State Department of Alcoholic Beverage Control, (714) 558-4101
28 Civic Center Plaza, Room 369, Santa Ana, CA 92701
WEB: www.abc.ca.gov/

Planning Department, (714) 536-5271
Huntington Beach Civic Center, 3rd Floor

If you want to sell alcoholic beverages from your business, you must obtain an Alcoholic Beverage License from the State of California. The type of license you obtain depends on whether you sell alcoholic beverages for consumption off the premises (such as grocery store or liquor store), or for consumption on the premises (such as restaurant or bar). The initial licensing fee can vary greatly depending upon the nature of the project. The license must be renewed annually; the cost will vary according to the type of license. The processing time for Alcoholic Beverage Control Department (ABC) averages 45-60 days. For details regarding proper documentation, contact the Santa Ana District Office of the Department of Alcoholic Beverage Control. Due to the high volume of permit requests, you must call for an appointment to begin the application process.

You should also check with the Planning Department for zoning clearance and Conditional Use Permit requirements.

For special temporary events, you must obtain also a temporary permit from the Department of Alcoholic Beverage Control.

Building Permit

Building and Safety Department (714) 536-5241
Planning Department (714) 536-5271
Huntington Beach Civic Center (Third floor)

Building permits are required for all new buildings, additions, and alterations to existing buildings. Permits for minor additions and miscellaneous structures such as retaining walls, swimming pools, signs, and tenant improvements can often be reviewed and issued a permit on the same day. Depending on the type of construction being performed, Plumbing, Mechanical, and Electrical permits may also be required.

Prior to issuance of permits, two sets of plans should be submitted to both the Planning Department and the Building and Safety Department for review to conformance with all applicable Building and Zoning Codes as adopted by the City of Huntington Beach. In an effort to streamline the permit process, Plumbing, Mechanical, and Electrical plan review waivers are available for some projects. The waiver allows the issuance of some of these disciplines without requiring a plan review. If not eligible for a waiver, two sets of Plumbing, Mechanical and Electrical plans are required to complete the plan review process for the entire project.

Contractors are required to have a City Business License, appropriate State Contractor's License, and a Workers Compensation Certificate prior to the issuance of permit. During the course of construction, all required inspections must be requested and performed to ensure conformance with applicable codes. All permits must be finalized prior to occupancy unless other arrangements are made and temporary occupancy is granted.

Property Owners electing to obtain permits themselves are required to read and sign an owner/builder liability disclosure. If the property owner wishes to have a representative act on his/her behalf, a request must be made to the Building and Safety Department to have an owner/builder form completed. The owner/builder form must be filled out by the property owner and sent back to the City prior to the release of permits to any person other than the property owner.

Building Permit fees are based on the value of the work to be performed. Plumbing, Electrical, & Mechanical fees are based on the items installed. Plan Review fees are charged as a percentage of the permit fee. Development fee worksheets and additional information are available on the third floor of City Hall to help you through the permit process, and preliminary meetings are highly recommended.

Building Plan Review

Building and Safety Department, (714) 536-5241
Planning Department, (714) 536-5271
Huntington Beach Civic Center, 3rd Floor

Public Works Department, (714) 536-5431
Huntington Beach Civic Center, 1st Floor

Fire Department, (714) 536-5411
Huntington Beach Civic Center, 5th Floor



Projects such as new building construction, remodels, additions, and some tenant improvements will require releases from other departments such as the Fire Department and the Public Works Department

prior to issuance of permits. Specific information will be provided to you by the Planning Department, Fire Department and the Building and Safety Department at plan review submittal.

The Fire Department provides plan review and inspection of fire sprinklers, fire protection and alarm systems. The Permit Technicians, in the Building and Safety Department, administer the fees and route the plans to the Fire Department.

The Public Works Department provides a complete listing of fees and permits which will be required prior to issuance of building permits, or prior to occupancy. All fees are calculated and submitted to the applicant once Public Works is aware of submitted plans to Building & Safety. Examples of Public Works fees include:

- City Sewer Connection Fee
- Water Connection Fee
- Orange County Sanitation District Connection Fee
- Drainage Fee
- Inspection Fee
- Plan Review Fees
- Traffic Impact Fees

Business License

City Treasurer's Department, Business License, (714) 536-5267
Huntington Beach Civic Center, 1st Floor

Building and Safety Department, (714) 536-5241
Planning Department, (714) 536-5271
Huntington Beach Civic Center, 3rd Floor

Any person, including but not limited to, a partnership, corporation or sole proprietor who wishes to conduct any business within the City of Huntington Beach must secure a business license. City ordinance states that no person shall engage in business or transact and carry on a business, trade, profession, calling or occupation in the City or from a location inside the City without first having procured a business license from the City to do so. A separate license is required for each branch or location of business.

Businesses conducted from commercial and industrial locations are required to have an approved Certificate of Occupancy from the Planning Department and the Building and Safety Department before the business license can be issued. They will determine that the zoning and the building are suitable for the type of business to be conducted at that location.

Businesses using a residential address must also have a "Home Occupation Permit". This information is included on the business license application. The City's Business License staff will advise applicants of limitations for using a residential address. The Home Occupation Permit fee is \$3.00.

Business licenses are not transferable. You must advise Business License should you relocate or terminate your business for any reason. Business licenses are renewed annually. Some business classifications will require Police Department permits (see Special Permits to Operate a Business).

The basic tax is \$75.00 for three employees and one vehicle (company owned and operated for business purposes). There is a \$13.29 processing fee for the first year and an \$9.20 renewal fee for each subsequent year; in addition to the base license fee.

- First 3 employees are \$75.00
- Next 9 persons, add \$4.00 per employee

- Next 40 persons, add \$3.00 per employee
- All persons in excess of 52 are \$2.00 per employee

Vehicles:

- First included in basic fee
- Additional: Under one (1) ton \$12.00
- 1-3 tons \$35.00
- 3 tons or more \$46.00

Some business licenses are calculated differently. These include apartment rental, special events, out of town contractors, vending machines, pool halls, out of town transportation and others. Call Business License to find out about these licenses.

Certificate of Occupancy/ Fuse Up Inspection

Building and Safety Department, (714) 536-5241
 Planning Department, (714) 536-5271
 Huntington Beach Civic Center, 3rd Floor

Fire Department, (714) 536-5411
 Fire Prevention Division
 Huntington Beach Civic Center, 5th Floor

(For Food Establishments Only)
 County of Orange Health Care Agency
 Environmental Health Division
 2009 E. Edinger Avenue
 Santa Ana, CA 92705
 (714) 667-3777 (Plan Check)
 South Coast Air Quality Management District (SQAQMD)
 21865 E. Copley Drive, Diamond Bar, CA 91765-4182
 (909) 396-2000 (Plan Check)
www.aqmd.gov/permit/

Certificate of Occupancy

Prior to moving your business into a new or existing building, or changing an existing occupancy classification of a building, a Certificate of Occupancy is required. The purpose of the Certificate of Occupancy is to assure that the proposed use conforms to applicable zoning and that the building meets Building Code requirements.

The Building and Safety Department issues the Certificates of Occupancy. Once an application is received, the Building and Safety Department and the Fire Department may make an inspection, and if no violations or substandard conditions are identified, the City will release electrical service and issue the Certificate of Occupancy. A City Business License may be issued on the same day as the Certificate of Occupancy. After issuance of the Certificate of Occupancy, the Fire Department shall follow-up with annual inspections for compliance with the Certificate of Occupancy and Fire Code.

A supplemental Hazardous Materials Use Disclosure form must be filed with all applications. This form helps determine if the proposed use fits the original building classification or if major alterations would be needed to make the building conform to Building and Fire Codes. In addition, applicants who are proposing certain uses, such as dry cleaner, must obtain a release from the South Coast Air Quality Management District (SCAQMD). A checklist designed to help applicants meet this requirement is available from the Building and Safety Department.

It is recommended that the building occupancy classification be discussed with the Building Department Plan Check staff to ensure that the business use will be acceptable.

Coastal Development Permit

Planning Department, (714) 536-5271
Huntington Beach Civic Center, 3rd Floor

Improvements or construction of any structure and/or change of use intensification within the Coastal Zone requires review for conformance with Coastal regulations. Some activities are exempt and some require a Coastal Development Permit. Activities or structures located within the harbor area waterways must have "Approval in Concept" from the City and approval of a Coastal Development Permit (CDP) from the California Coastal Commission. A map showing the Coastal Zone boundaries may be viewed at the Planning service counter.

The purpose of the CDP procedure is to review projects for consistency with the City's Local Coastal Program. The City's Zoning Administrator and Planning Commission have authority to approve CDP requests.

Code Enforcement / Neighborhood Preservation

Planning Department, Code Enforcement (714) 375-8487
Huntington Beach Civic Center, 3rd Floor

The City of Huntington Beach has developed and adopted certain Codes designed to help the business community continue to be safe and attractive. Complaints or inquiries regarding properties in the City may be filed with Code Enforcement in person, by mail, or by telephone by reporting the following:

- Identify the specific complaint or nuisance.
- Give the location; street name and address.
- Provide your name, address and telephone number (*confidential*).

Conditional Use Permit

Planning Department, (714) 536-5271
Huntington Beach Civic Center, 3rd Floor

The Zoning and Subdivision Ordinance permits certain specified uses and developments in the various zoning districts of the City only with a Conditional Use Permit (CUP). A CUP allows a use or development under specified conditions designed to assure that the use will not be detrimental to the public health, safety, or welfare, and will be compatible with the character of the zoning district. Through the public hearing process, the Planning Commission or the Zoning Administrator either approve the project subject to conditions, or deny such uses. Each application is considered on its individual merit.

One of the first steps in the application process should be a visit to the Planning Department's Planning and Zoning counter located on the third floor of City Hall. It is helpful to have plans, or at least a rough sketch of your project. The purpose of this initial meeting is to review your proposed project in order to determine how the City's codes and policies may affect the site in question. You will be given the appropriate application forms for your proposed CUP and be informed of any additional required material. A non-refundable processing fee is charged upon submittal of the CUP application. The Fire Department reviews and may make requirements for CUP's.

Contractor/Subcontractor Business License

City Treasurer, Business License, (714) 536-5267
Huntington Beach Civic Center, 1st Floor

The Huntington Beach Municipal Code prescribes the Business License Fees tax below for general contractors and subcontractors, who maintain a fixed address in the city. This tax is determined by the number of employees and the number of business vehicles.

- First 3 employees and one vehicle: \$75.00
- Out of Town Contractors:
 - General 183.38 A/B
 - Subcontractor 130.88
- Next 9 employees, per employee: 4.00
- Next 40 employees, per employee: 3.00
- All other employees, per employee: 2.00
- Additional vehicles under one (1) ton: 12.00
- 1-3 tons: 35.00
- 3 tons or more: 46.00

Contractors who do not maintain a fixed place of business in the City of Huntington Beach will pay a tax of \$75.00 per vehicle, plus, the tax for all employees. Contractors may opt to pay a flat tax in lieu, according to the following:

- General Building or Engineering Contractor: \$142.50
- Sub-Contractor or specialty contractor: 90.00

In addition to the tax, there is an initial processing fee of \$13.29, and an annual renewal fee of \$9.20.

The classification assigned to a contractor by the State of California Department of Professional and Vocational Standards will be used by the City of Huntington Beach to determine in what category the City License will be issued to Contractor applicants. A license as a Sub or Specialty Contractor will not be issued to a person classified by the State as a General Building or Engineering Contractor unless such contractor holds a valid Sub or Specialty Contractor classification license in addition to their General or Engineering License.

Design Review

Planning Department, (714) 536-5271
Huntington Beach Civic Center, 3rd Floor

In the City of Huntington Beach, Design Review Board (DRB) recommendation is required prior to approval of any project located along Beach Boulevard, abutting or adjoining public, semi-public districts, open space, parks and recreation zoning, within areas designated as Redevelopment Survey or Project Areas, and within specific plans. The Planning staff will advise you if the project is subject to this review. A fee is charged for Design Review.



This review includes design, architecture, building layout, materials, compatibility and colors for:

- New buildings.
- Exterior remodeling of existing buildings and changes to signs.
- Landscape plans.

Employer Registration

State Employment Development Department, (714) 288-2600
Employment Tax District Office
1855 W. Katella, Suite 100
P.O. Box 14156
Orange, CA 92613-1556

Internal Revenue Service (IRS), (800) 829-1040
WEB: www.irs.gov/

If you hire employees, you must register with the State Employment Development Department and the IRS within 15 days after your employees are hired. You must obtain a State Employer Tax Identification Number and a Federal Employer Identification Number. You must withhold State Income Tax, Disability and Unemployment Insurance, and Employment Training Tax.

Encroachment Permit

Public Works Department, (714) 536-5431
Huntington Beach Civic Center, 1st Floor

Construction work within street right of way requires a permit from the Public Works Department. There are fees associated with the permit. Plan checking time varies from three weeks to three months, depending on the complexity of the project. Some permits can be issued over the counter, such as a simple driveway cut. Also, a permanent obstruction or projection requires an encroachment permit. Temporary closure of emergency access routes may require clearance from the Fire Department. Liability insurance or hold harmless agreement will also be required.

Entertainment Permit

Police Department, (714) 536-5992
Huntington Beach Civic Center, Police Building

Planning Department, (714) 536-5271
Huntington Beach Civic Center, 3rd Floor

Every business that provides entertainment must first obtain a Live Entertainment Permit from the Police Department. Application for the Live Entertainment Permit must be submitted to the Business License Division on the first floor in City Hall. A Conditional Use Permit (CUP) is also required for businesses providing live entertainment (e.g. fashion shows, soloists, disc jockeys, bands, dancing etc.). The CUP may regulate hours of operation, number of entertainers, and other related items such as noise and parking control. Application for the CUP must be submitted to the Planning Department. The live entertainment permit must be obtained from the Police Department before the Conditional Use Permit application can be submitted. The CUP may also be subject to review and requirements by the Fire Department.



Environmental Assessment

Planning Department, (714) 536-5271
Huntington Beach Civic Center, 3rd Floor

Environmental review may be required for zone change requests (zoning map amendments and zoning text amendments), new subdivisions, new building construction, certain variances, Conditional Use Permits and City projects. The environmental review process evaluates the project to identify any significant environmental effect(s), identifies project alternatives and necessary mitigation measures. Environmental review typically occurs concurrently with the processing of the project application.

At the time you receive your application forms, a City Planner will advise you as to whether the submittal of an Environmental Assessment (EA) is required. If a project is subject to review under the California Environmental Quality Act (CEQA) and is not exempt per the CEQA Guidelines, the City must conduct an Environmental Assessment. The assessment would determine if the project might have a significant impact on the environment, or whether previous environmental analysis sufficiently addressed the impacts of the proposed project. If an EA is necessary, you will be given the form and advised of any additional material that is required. Complete details and instructions are included on the form. There is a processing fee for an Environmental Assessment.

Orange County Permit Assistance Center, (714) 834-2840
WEB: www.calgold.ca.gov/Orange/
Environmental Management Agency Building
300 North Flower Street, 1st Floor
Santa Ana, CA 92703

The Orange County Permit Assistance Center provides a central resource for regulatory information and permit assistance to area businesses. For most project types, the Center is also a single point where businesses may file applications for local, regional and state permits.

The second facility of its kind in the state, the Orange County Permit Assistance Center is the result of businesses and government working together to reduce unnecessary red tape in California.

A full-time project manager is assigned to each business to act as point-person, providing personalized assistance and keeping track of their progress.

Technical experts are also on-hand to provide information on business assistance programs available through state and local agencies, and new technologies that can help businesses comply with California's environmental standards.

The Center is staffed by permit experts from various state, regional and local agencies. Staff helps businesses identify what they need to do to comply with various government regulations.

California Business Environmental Assistance Center (BEAC)
(714) 563-0135
100 S. Anaheim Blvd., Suite 125
Anaheim, CA 92805

Provides confidential regulatory compliance counseling, financial assistance counseling and technical assistance to small businesses community. Sponsored by California Department of Commerce, California Community Colleges, California Energy Extension Service, South Coast Air Quality Management District, North Orange County Community College District and Fullerton College.

Federal

Environmental Protection Agency (EPA) WEB: www.epa.gov

West Coast Office (Region 9)
215 Fremont Street
San Francisco, CA 94105-2306
Technical Information, (415) 974-8119
Hazardous Material, (415) 974-7473

State

California Environmental Protection Agency (Cal-EPA), (916) 445-3846
555 Capitol Mall, Suite 525
Sacramento, CA 95814
Regulatory Assistance, (916) 327-0979
Hazardous Material, (916) 324-9924

Facility Use Permit

Community Services Department, (714) 536-5486
Huntington Beach Civic Center, 5th Floor

A facility use permit is required for limited use of the City's publically owned clubhouses, parks, community centers, and other indoor facilities such as the Newland Barn. Contact the Community Services Department for specific information and reservations for the facility.

Fictitious Business Name Statement

County Clerk's Office, (714) 834-3005
12 Civic Center Plaza, #106
Santa Ana, CA 92701-4100

Huntington Beach Independent, (714) 965-3030

The Orange County Register, (714) 835-1234

A license for doing business in Huntington Beach does not require a fictitious business name. However, if you will conduct business under a name other than your legal name, you need to file a Fictitious Business Name Statement with the County Clerk's Office. This statement can be filed within 40 days of the first day of business; however, it is recommended that you file before opening your business to avoid confusion. Another name for a Fictitious Business Name is "Doing Business As" or "d.b.a."

To file, go to the public counter at the County Clerk's Office. Check the business name index to make sure no one else is doing business under the name you have chosen. There is a fee for filing a Fictitious Business Name Statement with one name/one owner. An additional fee will be charged for additional owners and names. A publishing fee will also be charged. After a Fictitious Business Name Statement has been filed, you will receive a certified copy of the application. The bank you choose for your business' financial transactions will request a copy of this certified form to open your account.

Within 30 days after filing a Fictitious Business Name Statement, you need to publish the statement in a newspaper of general circulation in the County. The statement must be published once a week for four weeks. Depending on the newspaper's policy, either you or the newspaper will need to send proof of publication to the County Clerk.

Many local newspapers provide the filing and publishing service, which saves you a trip to the County Clerk's office. Call the local newspapers noted above for more information.

Filming Permit

Community Services Department, Film Liaison Office, (714) 536-5258
Huntington Beach Civic Center, 5th Floor
(714) 536-5486 (City Property)

City Treasurer, Business License Division, (714) 536-5267
Huntington Beach Civic Center, 1st Floor

Fire Department, (714) 536-5411
Huntington Beach Civic Center, 5th Floor

A filming permit is required for commercial motion or still photography on city property. Contact the Community Services Department for specific information and application. If "special effects" are used, the Fire Department must be notified and an on-site Fire Safety Inspection will be required. A business license is required, and the Zoning Administrator's approval may be necessary.

The City understands your needs and is poised to work quickly to allow you to meet your budgets and time lines. Quite often, our permitting process can be completed in as little time as two days at reasonable fees. We offer assistance to location managers and accept applications and payment via fax using major credit cards. Applications are reviewed by the appropriate departments including: Beach, Fire, Police, Community Services and Risk Management.



Fire Code Permit

Fire Department, (714) 536-5411
Huntington Beach Civic Center, 5th Floor

As part of the Building Permit and Certificate of Occupancy processes, a Fire Clearance or Fire Safety inspection is required. All fire code specifications are based on the Huntington Beach Fire Code. The Fire Department issues a Fire Inspection Permit for systems or processes for various types of businesses. The permit provides a clearance to operate a business. Permit fees depend on the business and type of fire prevention system required. Permits are renewed annually.

If your business requires a dry chemical fire protection system, it must be installed in compliance with the National Fire Protection Association Standards, manufacturer's specifications and the Huntington Beach Fire Department requirements. All systems must be field tested and inspected by a member of the Huntington Beach Fire Department.

Special fire protection requirements pertain to mini-warehouse/self storage developments in addition to other fire and building code requirements. Check with the Fire Department for the requirements.

City ordinance and the Huntington Beach Fire Code require automatic sprinkler systems in most businesses and sometimes during construction. Specifications depend on the occupancy type and size of the business. To determine the specifications for your business, contact the Fire Department.



According to the Huntington Beach Fire Code, permits must be obtained from the Fire Department's Fire Prevention Division prior to engaging in the following activities, operations, practices or functions:

| | |
|---|---|
| Aerosol products | Aircraft refueling vehicles |
| Aircraft repair hanger | Asbestos Removal |
| Automobile wrecking yard | Battery Systems |
| Bowling pin or alley refinishing | Candles and open flames in assembly areas |
| Carnivals and fairs | Cellulose nitrate film & storage |
| Combustible fiber storage | Combustible material storage |
| Compressed gases | Cryogen's |
| Dry cleaning plants | Dust-producing operations |
| Explosives or blasting agents | Fire hydrants and water-control valves |
| Fireworks* | Flammable or combustible liquids |
| Fruit ripening | Fumigation or thermal insecticide fogging |
| Garages (motor vehicle) | Hazardous materials (use or storage) |
| Hazardous production materials | High-piled combustible storage |
| Hot-works operations | Junk yards |
| Liquefied petroleum gases | Liquid-or gas-fueled vehicles |
| Live audiences in production facilities | Lumber yards |
| Magnesium working | Mall, covered |
| Matches | Nitrate film |
| Occupant load increases | Open burning |
| Organic coatings | Ovens, industrial baking or drying |
| Parade floats | Places of assembly |
| Production facilities | Pyrotechnic special effects material |
| Radioactive materials | Refrigeration equipment |
| Spraying and dipping | Tents, canopies and temporary membrane structures |
| Tire recapping | Tire storage |
| Waste material handling plant | |

*City of Huntington Beach Municipal Code prohibits sale or usage of fireworks.

Food Related Business Plan Check

County of Orange Health Care Agency, (714) 667-3737
Public Health Services/
Environmental Health Division
2009 E. Edinger Avenue
Santa Ana, CA 92705

Building and Safety Department, (714) 536-5241
Huntington Beach Civic Center, 3rd Floor

If you are constructing a new food-related facility or are planning to make any type of tenant improvements to an existing facility, you need to go through a plan check with the County's Environmental Health Division. Before your plans are submitted to the County, they must be reviewed and approved by the City's Planning Department and Building and Safety Department. In the case of tenant improvements, a plan check by the County is required only if the improvements you plan to make are related to the food preparation area of your establishment (such as changes to any permanently installed equipment or structural changes to the food preparation area).

Call the above phone numbers to inquire about the documentation required for the Plan Check. In addition to the Plan Check by the County, you need to submit plans to the Community Development Department. The City cannot grant you a Building Permit until the County Environmental Health Division approves your plans. You can submit plans to the County and City simultaneously. Once construction is finished, you need to return to the County Environmental Health Division and obtain a Health Permit to operate.

Fuse Up Inspection

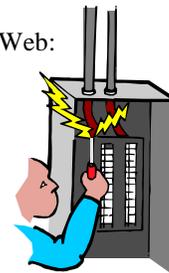
Building and Safety Department, (714) 536-5241
Huntington Beach Civic Center, 3rd Floor

Property owners wishing to obtain electricity prior to leasing a space may request a fuse up inspection. This type of request is usually done for the purpose of cleaning and showing a space to prospective tenants and does not take the place of a Certificate of Occupancy.

If the electrical service has not been off for more than 30 days, the property owners should contact Southern California Edison directly. Business customers may call (800) 990-7788, Monday through Friday (8:00 AM - 7:00 PM), or Saturday (8:00 AM - 5:00 PM), Web: www.sce.com/. A fuse up permit, inspection, or release will not be required from the City to re-energize the service.

All services that have been off for 30 days or more will require a fuse up permit, inspection and release from the City prior to re-energizing the service.

Unsafe field situations discovered by Southern California Edison staff will be reported to the City for follow up.



Grading Permit

Public Works Department, (714) 536-5431
Huntington Beach Civic Center, 1st Floor

Planning Department, (714) 536-5271
Huntington Beach Civic Center, 3rd Floor

The Public Works Department requires a grading permit when 400 square feet or more are going to be constructed. Plan check and inspection fees are based upon the cubic yards of excavation, plus 5% of the estimated cost of on site improvements (paving and drainage). Plan checking time ranges from six weeks for small projects to three months for complex projects. Grading involving 25,000 or more cubic yards of import and/or export require Planning Commission review and approval prior to issuance of a grading permit. If landscaping is required, the landscape plans must be approved along with the precise grading plan.

Hazardous Materials Disclosure

Fire Department, (714) 536-5676
Huntington Beach Civic Center, 5th Floor

The Huntington Beach Municipal Code requires annual disclosure of hazardous materials and wastes. Every business must complete a HMIS Disclosure Form, even if no hazardous materials are used. An information sheet, available from the Fire Department or Mandatory Reply Form issued by the Business License Department, will show you the reportable amounts of hazardous materials. The information sheet and/or Mandatory Reply Form will also outline those substances that are exempt from disclosure filing.

The Huntington Beach Fire Department has met State and Federal requirements to become the Administering Agency for the Hazardous Materials Disclosure Program. The Hazardous Materials Section manages and disseminates the information to emergency responders and the community. Please note that the California Health and Safety Code Section 25514(b) states that any business that knowingly fails to disclose hazardous materials after reasonable Notice of Violation shall be liable to the administering agency for penalty fees for each day in which the violation occurs.

It is likely that your business does use some materials that require disclosure on the form. It is estimated that there are over 500,000 materials that are listed as "hazardous". These include such common substances as gasoline, solvents and waste materials. The Hazardous Materials Division will evaluate the disclosure forms and assess fees only for materials that are required to be reported. When fees are due, an invoice showing the amount due will be sent from the City of Huntington Beach. (Checks should not be sent with the Disclosure Form to the Fire Department.) The Fire Department conducts inspections to confirm code compliance for hazardous materials use, handling and storage.

Health Permit

County of Orange Health Care Agency
Public Health Services/Environmental Health Division, (714) 667-3737
2009 E. Edinger Ave., Santa Ana, CA 92705

A food, facility and public pool plan check is needed for businesses which dispense food to the public and for pool cleaning, septic tank business, public swimming pool installation and hazardous waste usage.

A Health Permit, issued by the County's Environmental Health Division, is required before you open for business. Fees for a Health Permit are based on square footage and business category. Call the agency for specific fee information.

A Health Permit is required for the following businesses (partial listing):

| | |
|--|---|
| Automotive, Gas Stations | Package and Packaging Warehouses |
| Bars | Pool Cleaning Businesses |
| Bread Stores | Private Wells |
| Dairies | Produce Vendors |
| Dry Cleaners | Retail Markets |
| Food Establishments/Mobile Food Distributors | Soft Serve Machines |
| Manufacturer of Food Goods | Swimming Pools (apartments, hotels, motels etc.) |
| Noise Complaints/Monitoring * | Underground Hazardous Materials (Storage, top or underground) |

*The City of Huntington Beach also investigates noise complaints.

Home Occupation Permit

City Treasurer's Department, Business License Division, (714) 536-5267
Huntington Beach Civic Center, 1st Floor

Fire Department, (714) 536-5411
Huntington Beach Civic Center, 5th Floor

Planning Department, (714) 536-5271
Huntington Beach Civic Center, 3rd Floor

Every business conducted from a home in Huntington Beach must have both a city Business License and a Home Occupation Permit. Home occupations are permitted in residential zones and mobile home parks provided that certain conditions are met. A list of the conditions can be acquired from the Business License Division or the Planning Department. The Business License Division must approve the completed business license application for the Home Occupation Permit before the actual Business License can be issued.

Evidence of liability insurance may be required, and the premises may be subject to inspection to determine if the home occupation conditions are being met. The Building and Safety Department can provide you with specific information on liability insurance requirements.

State regulated occupations such as day care facilities and home care facilities will also need to be inspected by the Fire Department in order to determine if the Fire Code requirements for safety have been met.

Income Tax, Federal

Internal Revenue Service (IRS), (800) 829-1040 WEB: www.irs.gov/

For information regarding employee withholdings, self-employment tax, sole proprietorship, partnership, and corporation taxes, contact the IRS. The IRS will also provide you with a Federal Employer Identification Number. The IRS will provide a Business Kit, seminars for new businesses, additional information and forms.

Income Tax, State/Corporate Income Tax

State Franchise Tax Board, District Office, (800) 852-5711 WEB: www.ftb.ca.gov/
600 Santa Ana Blvd.
Santa Ana, CA 92701

Secretary of State, Los Angeles Office, (213) 897-3062 (Corporate Filing Service)
107 S. Broadway, Suite 001
Los Angeles, CA 90012

Once a year, every business in the State of California is required to submit a Business Income Tax Statement to the Franchise Tax Board. For information regarding your filing, contact the Franchise Tax Board or a private accountant.

Corporations are taxed on a different basis. Information regarding tax procedures will be given to you when you file the Articles of Incorporation with the Secretary of State's Office.

Insurance Liability, Workers' Compensation & Bond Requirements

Administrative Services Department, Risk Management Division, (714) 536-5252
Huntington Beach Civic Center, 1st Floor

Building and Safety Department, (714) 536-5241
Huntington Beach Civic Center, 3rd Floor

City Treasurer's Department, Business License Division, (714) 536-5267
Huntington Beach Civic Center, 1st Floor

Public Works Department, Contracts Division, (714) 536-5441
Huntington Beach Civic Center, 1st Floor

You will be required to show proof of Liability Insurance and/or Workers' Compensation coverage at the time a permit is pulled. Your business license form will require a signed statement regarding Workers' Compensation coverage. Private companies issue liability insurance and Workers' Compensation.

It is best to contact the department issuing the permit to determine the proper insurance liability and Workers' Compensation requirements. Permit issuing departments can provide a copy of the insurance guidelines to your private insurance carrier who will provide the necessary certificates and information.

For Building Permits

All applicants who have employees and are seeking permits for work on private property must show proof of Workers' Compensation Insurance prior to permit issuance. If you have no employees, you must sign a Declaration of Non-employer status form available from the issuing department. You need not provide proof of General Liability insurance or name the city additional insured for work exclusively on private property.

For Encroachment Permits and City Contracts

All contractors seeking Public Right-of-Way Encroachment Permits from the Public Works Department and for providers of contractual services to the City of Huntington Beach, proof of Workers' Compensation and General Liability insurance is required. The City of Huntington Beach must be named additional insured for General Liability. Also, a mandatory 30-day cancellation clause must be included.

Bonds are required for firms who have a construction contract with the City of Huntington Beach, to be administered by the Public Works Department. Both a Labor/Material Bond and Performance Bond for 100% of the contract amount are required. Any bond form from a recognized California entity will be accepted, if properly executed. Once the contract is completed, a one-year Warranty Bond is required before final retention payment is issued. For convenience, the Warranty Bond may be included with the Performance Bond. For further information on bond requirements, contact the City's Public Works Department, Engineering Division.

Limited Notification Process

Planning Department, (714) 536-5271
Huntington Beach Civic Center, 3rd Floor

For Outdoor Dining, Personal Enrichment, Carts, Kiosks, Etc.

Municipal Code and Zoning and Subdivision Ordinances

City Clerk's Office, (714) 536-5227
Huntington Beach Civic Center, 2nd Floor

The City Clerk's office is responsible for maintaining and distributing copies of all City ordinances and resolutions. For a fee, you can be put on the annual subscription list for ordinances that are mailed out with all updates and changes. The Municipal Code and Ordinances are also found on the City's Web Site www.surfcity-hb.org

Copies of Code sections may be purchased by the page. In addition, you may purchase copies of existing agreements and City contracts or be placed on the City Council agenda and minutes mailing list through the City Clerk's office.

New Business-New Buildings & Tenant Improvement Construction

Two sets of wet signed plans must be presented to the Planning Counter for review. If the plans are complete and in conformance with land use requirements, the Planning Department will sign the plan submittal application and refer you to the Department of Building & Safety for review (currently, plan check is running approximately 15 working days for first review). Once the plans are accepted, fees are collected for the plan review process. You will also be asked to submit an application for a Certificate of Occupancy that will be held until completion of all construction and final inspection approval. There is no additional cost for a Certificate of Occupancy which is part of construction permits, however, if a need for a temporary Certificate of Occupancy should occur prior to full completion of construction requirements, approval from the Inspection Manager is required and a fee of \$190.09 is collected.

Obstruction Permit

Public Works Department, (714) 536-5431
Huntington Beach Civic Center, 1st Floor

Placement of a temporary obstruction within the street right-of-way requires a permit from the Public Works Department. There are fees associated with the permit. Permits can be issued over the counter.

Oil Related Property

Fire Department, Petro Chem Office, (714) 536-5411
Huntington Beach Civic Center, 5th Floor

Nearly two-thirds of the City of Huntington Beach was once active oil-producing property. Should an abandoned oil well be located on a piece of property, subject to development, certain requirements must be satisfied prior to the development of that property.

- Abandonment status of the well can be obtained from the State Division of Oil and Gas located in the City of Cypress.
 - Analysis of the oil well by a State of California registered Petroleum Geologist or Petroleum Engineer.
 - Independent review of the well history by the Cities Petroleum Geologist. There is a fee for this service.
 - If the well does not meet current day Division of Oil and Gas Standards, the well may have to be re-abandoned.
 - Fire Department Specification #422 outlines further requirements regarding the abandonment of an oil well. You can obtain this document from the Fire Department.
 - If the oil well is abandoned properly, and the building is to be constructed over the oil well, the developer will be required to provide a venting system over the well and, additionally, will be required to install a non-permeable methane barrier within the foundation. Methane district building permit requirements are outlined in City Specification #429. Additional requirements may be imposed if warranted such as methane detection alarms, fire protection systems, etc.
 - Oil related properties and development on these properties are subject to Fire Department inspection.

Depending on the site history and other environmental factors submitted for fire department review, the developer might be required to demonstrate that the soil meets the Fire Department Soil Cleanup Standard, Specification #431-92.

For further information on this issue, contact the Fire Department's Petro-Chem Office.

Public Assemblies, Flammable & Hazardous Materials Occupancies

Fire Department, (714) 536-5411 or (714) 536-5676
Huntington Beach Civic Center, 5th Floor

Any new business site that will have public assembly, flammable or hazardous materials occupancies must be inspected by the Fire Department to determine if the Huntington Beach Fire Code requirements have been met.

Redevelopment Projects

Economic Development Department, Redevelopment Division, (714) 536-5582
Huntington Beach Civic Center, 5th Floor

Planning Department, (714) 536-5271
Huntington Beach Civic Center, 3rd Floor

If you are constructing a new development within one of the City's redevelopment project areas, you will need to contact both the Planning Department and the Redevelopment Division of the Economic Development Department. It is best to set up a meeting with both departments to discuss your plans before proceeding. Certain opportunities as well as restrictions exist when constructing a business within a redevelopment project area. Contact the Redevelopment Division for additional information and a map showing redevelopment project areas or visit www.hbbiz.com.

Seasonal Sales Permit

Fire Department, (714) 536-5411
Huntington Beach Civic Center, 5th Floor

Planning Department, (714) 536-5271
Huntington Beach Civic Center, 3rd Floor

City Treasurer's Department, Business License Division, (714) 536-5267
Huntington Beach Civic Center, 1st Floor

Public Works Department, (714) 536-5431
Huntington Beach Civic Center, 1st Floor

An application for seasonal sales lots may be obtained from the Planning Department. A City business license is required and a bond may be required to guarantee site clean up after the lot closes. You will need the property owner's approval and a site plan depicting physical features (sales booth, etc.) as well as the location of parking spaces.



All seasonal sales lots (Christmas trees, pumpkins, strawberries, etc.) require an operator's permit from the Fire Department. Specific conditions regarding location, maintenance and operation are available through the Fire Department. The permit will not be issued until all conditions and all other necessary city approvals are met, including electrical permit. An on-site inspection by the Fire Department is required for final permit approval. An appointment with the City's District Fire Protection Specialist must be made twenty-four (24) hours in advance.

Seller's Permit - Sales & Use Tax Permit

State Board of Equalization, 1-(800) 400-7115, (714) 558-4059
WEB: www.boe.ca.gov/sutax/staxforms.htm
28 Civic Center Plaza, Room 239
Santa Ana, CA 92701

If you plan to sell or lease tangible property in the State of California, you must apply for a Seller's Permit. Seller's Permits are not only required for full-time businesses, but also part-time and temporary

businesses such as Christmas tree lots. The State Board of Equalization is currently offering registration by mail. It is faster and more convenient than applying in person.

In the case of a partnership, all partners are required to sign and fill out an application. A California Driver's License is required as proof of identification.

The Board issues Seller's Permits at no cost to the applicant; however, a security deposit may be required. The amount of the security deposit will be determined at the time of application and may be refunded after having three years of good payment record. The California sales tax rate currently is 7.25%. The County of Orange has an additional half-cent sales tax known as the District Tax for a total sales tax of 7.75%.

The Board makes available copies of laws, regulations and pamphlets. There is a tax information help line and tax seminars are offered at some Board offices.

Sign Permit

Building and Safety Department, (714) 536-5241

Planning Department, (714) 536-5271

Huntington Beach Civic Center, 3rd Floor

A building permit is required prior to the placement, erection, reconstruction, alteration or display of any sign, including temporary banners, unless expressly exempt by the Huntington Beach Zoning and Subdivision Ordinance. Regulations regarding the size, type, and placement vary based on the zoning of the parcel and the type of business.



In many cases approval of a Planned Sign Program is required prior to issuance of sign permits. Check with the property owner first to determine if a Planned Sign Program already exists for the location of your business. The purpose of such a program is to encourage coordinated and quality sign design for commercial and industrial centers. In some cases, the Design Review Board must also approve signs.

Chapter 233 of the Zoning Ordinance specifies provisions for exempt signs, permitted signs, advertising banners, prohibited signs (including A-frames and portable signs), special sign permits, and non conforming signs/limited sign permits. The property owner must sign and approve all requests for sign permits directly on the plans to be submitted.

To purchase a copy of Chapter 233-Signs, contact the City Clerk's Office, located on the second floor of the Civic Center or call (714) 536-5227, or download at www.surfcity-hb.org.

Special Permits to Operate a Business

City Treasurer's Department, Business License Division, (714) 536-5267

Huntington Beach Civic Center, 1st Floor

Police Department, (714) 536-5992

Huntington Beach Civic Center, Police Building

You will need a Special Permit if your business falls within one of the categories listed here. The City Treasurer issues special permits to businesses requiring further investigation and, sometimes, City Police Department and/or Planning Department approval. Apply with the City Treasurer's Department for:

- Alarm Agent Permit
- Bingo Hall
- Certificate of Public Need and Necessity
- Entertainment Permit
- Fortune Teller Permit
- Fortune Telling Establishment Owner Permit
- Massage Establishment Owner Permit
- Massage Technician Permit
- Sex Oriented Business Permit
- Sex Oriented Performer Permit
- Taxi Establishment Owner Permit

Specific Event Permits (Public Property)

Community Services Department (714) 536-5486
Huntington Beach Civic Center, 5th Floor

City Treasurer's Department, Business License Division, (714) 536-5267
Huntington Beach Civic Center, 1st Floor

A specific event permit is required for the temporary use of public property for the purpose of conducting certain outdoor, short-term events such as art shows, fund-raising events, sidewalk sales, amusement attractions, walkathons, marathon runs, and sporting events. An application for a Specific Event Permit must be filed with the Community Services Department not less than ninety (90) days before the date proposed for holding the event. Following application, a meeting is scheduled with the Specific Events Committee to determine conditions of approval for a proposed event. Contact the Community Services Department at the number listed above to make an application or for further information. A specific event activity may also require Fire Department permits. A business license is also required for the event.

Stockpile Permit

Public Works Department, (714) 536-5431
Huntington Beach Civic Center, 1st Floor

Planning Department, (714) 536-5271
Huntington Beach Civic Center, 3rd Floor

Temporary placement of stockpile material (earth material greater than 50 cubic yards) requires a permit from the Public Works Department. An Environmental Assessment may also be necessary. Contact the Planning Department for more information.

Subdivision Map

Planning Department, (714) 536-5271
Huntington Beach Civic Center, 3rd Floor

State law requires map approval and recordation prior to issuance of a building permit. A parcel map or tract map may create a legal building site. The approval process assures that the building site complies with minimum size and frontage dimensions for the zoning district. To process a map, first obtain the appropriate application forms and obtain the required materials and exhibits. Contact the Planning and Zoning Counter for assistance in processing a subdivision map.

Temporary Sign Permit

Planning Department, (714) 536-5271
Huntington Beach Civic Center, 3rd Floor

A Temporary Sign Permit is required for all promotional signage such as flags, and banners.



Temporary Use Permit (Outdoor Events on Private Property)

Building and Safety Department, (714) 536-5241
Planning Department, (714) 536-5271
Huntington Beach Civic Center, 3rd Floor

Fire Department, (714) 536-5411
Huntington Beach Civic Center, 5th Floor

For large outdoor events held on private property, contact the Planning Department for information. Such events may require approval of a Temporary Use Permit by the Zoning Administrator or approval over the counter, depending on the length of the event and the activities planned. In addition, some events may require a business license.

Check also under the Fire Code Permit.

Traffic Impact Fee

Public Works Department, (714) 536-5431
Huntington Beach Civic Center, 1st Floor

Building and Safety Department, (714) 536-5241
Huntington Beach Civic Center, 3rd Floor

In order to accommodate new development in the city, certain public road improvements may be required. A fee may be assessed depending upon type of use and traffic generated. The rate, calculated by the Public Works Department's Transportation Division, is based upon the trips generated in a 24 hour period, or vehicle trips detail (VTD), depending upon the type(s) of land use(s) in the project. The fee is assessed and collected prior to final inspection or the issuance of a Certificate of Occupancy. If you disagree with this fee calculation, you may engage a registered Traffic Engineer to analyze the development and propose a revised trip generation amount. If a dispute remains, there is an appeals

process. The fees can be significant, depending upon the type of use. The Building and Safety Department collects the fees.

Transportation Permit

Public Works Department, (714) 536-5431
Huntington Beach Civic Center, 1st Floor

Transportation of a load exceeding state limits of weight or width requires a permit from the Public Works Department. The permit can usually be issued over the counter and there is a fee.



Trash Bin Permit

Public Works Department, (714) 536-5431
Huntington Beach Civic Center, 1st Floor

Temporary placement of a trash bin within street right of way requires a permit from Public Works. The permit can usually be issued over the counter and there is a fee.

Underground and Aboveground Storage Tanks

Fire Department, (714) 536-5411
Huntington Beach Civic Center, 5th Floor

County of Orange Health Care Agency
Environmental Health Department, (714) 667-3700
2009 E. Edinger, Santa Ana, CA 92705

A flammable or combustible liquid storage tank may be located underground if the installation meets specific requirements. You must submit, in duplicate, a scaled plot plan of the installation to the County of Orange Environmental Health Waste Management Section. After the plans have been stamped with the County of Orange approval, submit them to the Huntington Beach Fire Department.

Weights & Measures Device Registration

Department of Consumer Affairs, Weights and Measures
Orange County Office (714) 447-7100
1010 S. Harbor Blvd., Anaheim, CA 92805

If you will be using commercial weighing or measuring equipment in your business, you are required to notify the County Office of Weights and Measures within 24 hours of equipment installation. Businesses such as delicatessens, candy stores, grocery stores, or gas stations are included in this category. Within two weeks of notification, the scales or weights in your business will be inspected.

The County of Orange bills businesses annually on July 1 for registration fees. Contact the Agency for the fee schedule.

Zoning Approval

Planning Department, (714) 536-5271
Huntington Beach Civic Center, 3rd Floor



Before applying for any of the business permits outlined in the Checklist, you should make sure that the proposed use of property or type of business is consistent with the applicable zoning and General Plan land use designations. Some zones restrict commercial and industrial uses. In addition, some businesses may require review and approval by the Zoning Administrator or Planning Commission.

To check the zoning and General Plan designations, you will need the exact location of the property (address, Assessor's Parcel Number, or legal description of the property.) If you are the property owner, this number can be obtained from your property tax statement. If you are a renter or lessee, your landlord will have the number. If this number is not readily available, you can obtain the information from the County Assessor or the parcel books located in the Planning Department.

Once you know the exact location, you may call or visit the Zoning Counter in the Planning Department to check the zoning and General Plan land use designation.

Zoning Maps

Planning Department, (714) 536-5271
Huntington Beach Civic Center, 3rd Floor

Be sure that the location you are considering is appropriately zoned for your proposed business use. Before expending funds on purchasing or leasing, visit the Planning Counter to verify that the use is permitted. A set of Zoning Maps may be purchased, with updates mailed throughout the year.

Directory

City of Huntington Beach

City Website: www.surfcity-hb.org

| Agency | Phone |
|--|---|
| Administrative Services Department Risk Management Division | (714) 536-5252 |
| Building and Safety Department | (714) 536-5241 |
| Central Library Business Reference Desk | (714) 375-5110 |
| City Clerk Municipal and Zoning Codes | (714) 536-5227 |
| City Treasurer Business License Division | (714) 536-5267 |
| Community Services Department | (714) 536-5486 |
| Economic Development Department | (714) 536-5582 www.hbbiz.com |
| Fire Department | (714) 536-5411 |
| Planning Department | (714) 536-5271 |
| Police Department | (714) 536-5992 |
| Public Information Office | (714) 536-5511 |
| Public Works Department | (714) 536-5431 |

County/Regional Agencies

| Agency | Phone | WEB |
|---|--|---|
| California Business Environmental Assistance Center | (714) 563-0135 | www.calgold.ca.gov/Orange/ |
| County Clerk's Office | (714) 834-3005 | http://www.oc.ca.gov/recorder/govlink.htm |
| County of Orange Home Page | | www.oc.ca.gov/ |
| County of Orange, Health Care Agency Environmental Health Division | (714) 667-3600 | http://www.oc.ca.gov/hca/list.htm#environment |
| Orange County Permit Assistance Center | (714) 834-2840 | www.calgold.ca.gov/Orange/ |
| South Coast Air Quality Management District | (909) 396-2000 or (800) 388-2121 | www.aqmd.gov/permit/ |
| Small Business Administration, Orange County Office | | www.sba.gov/regions/states/ca/sant.html |
| South Coast Air Quality Management District | (800) 388-2121 | www.aqmd.gov/business/ |

State

| Agency | Phone/Description | WEB |
|--|--|---|
| Alcohol Beverage Control Department | (714) 558-4101 | http://www.abc.ca.gov |
| Department of Transportation | | http://www.dot.ca.gov |
| Employment Development Department | (714) 288-2601 (949) 768-6102 Payroll taxes, unemployment and disability insurance benefits issues, job placements, and labor market information | www.edd.ca.gov |
| Environmental Protection Agency (Cal-EPA) | Business permit assistance | www.calgold.ca.gov |
| Board of Equalization | (714) 558-4059 Sales and use tax | www.boe.ca.gov/ |
| Franchise Tax Board, District Office | (800) 852-5711 State income tax | www.ftb.ca.gov/ |
| California Home Page | | http://www.ca.gov/state/portal/myca_homepage.jsp |
| California Chamber of Commerce | Business news and commentary | www.calchamber.com |
| Trade and Commerce Agency | Information to help small business owners with the process of starting and owning a business | www.commerce.ca.gov/business/small |
| Contractors State License Board | Contractor regulation and licensing in more than 40 classifications | www.sclb.ca.gov |
| Department of Consumer Affairs | Licensing information in more than 200 business categories such as the medical and financial professions | www.dca.ca.gov |
| Department of Industrial Relations, State Labor Commission | State wage and hour issues | www.dir.ca.gov |
| Department of Industrial Relations, Workers' Compensation | Insurance against on the job injuries | www.dir.ca.gov/worker's_comp.html |
| Department of Consumer Affairs, Weights and Measures | (714) 447-7100 | http://www.dca.ca.gov/r_r/weights1.htm |

Federal

| Agency | Phone/Description | WEB |
|---|--|--|
| Internal Revenue Service | (800) 829-1040 | www.irs.gov/ |
| Consumer Product Safety Commission | Consumer product safety information, list of recently recalled products. | www.cpsc.gov/ |
| Department of Commerce | Provides statistical data on foreign and domestic economy | www.doc.gov/ |
| Department of Labor | Provides information on labor laws, trends, grants, and government labor contracts. | www.dol.gov/ |
| Environmental Protection Agency | | www.epa.gov |
| Federal Communications Commission | Current legislation and forms for FCC issues. | www.fcc.gov/ |
| Immigration and Naturalization Service | Employment Eligibility Verification, form I-9 | www.ins.usdoj.gov/graphic/index |
| Office of Occupational Safety and Health (OSHA) | Information on statistics on workplace safety. | www.osha.gov/ |
| Patent and Trademark Office | List of patented devices. Order papers and material for legal protection. | www.uspto.gov/ |
| Small Business Administration | On-line library. Offers management and technical assistance, major role in financial assistance for employers to start a business. | www.sba.gov |

Newspapers

| Agency | Phone | WEB |
|------------------------------|----------------|--|
| Huntington Beach Independent | (714) 965-3030 | www.hbindy.com |
| The Orange County Register | (714) 835-1234 | www.ocregister.com |
| Los Angeles Times | (714) 437-9005 | www.latimes.com |

Utilities

| Agency | Phone | WEB |
|--|----------------|---|
| Southern California Edison (Electricity) | (800) 655-4555 | www.sce.com/ |
| Southern California Gas Company | (800) 427-2200 | www.socalgas.com/ |
| Verizon (Telephone) | (800) 483-1000 | http://www22.verizon.com |

Maps

Area Location



Commercial Centers



Civic Center Location – Operating Hours

The Civic Center complex comprises of three buildings: City Hall, City Council Chambers, and the Police Department. City Hall, 2000 Main Street, is a five-story building located at the corner of Yorktown and Main Streets in Huntington Beach. Parking is available on site. City Hall and Council Chambers are connected at the lower level where the meeting rooms, public restrooms and a telephone are located. Regular operating business hours are Monday through Friday, 8:00 am to 5:00 pm.

First Floor Accessibility: To enter City Hall on the first floor, the recommended parking for wheelchair accessibility is the parking nearest to the Police Department building. Wheelchairs then would traverse across the breezeway to City Hall and enter the automatic doors on the East side of the building. An elevator is available to provide access to all other floors.

Accessibility to the Lower Level and City Council Chambers: As the elevator on the first floor is only available during Civic Center business hours, for accessibility to the lower level, park on Park Street where there is a ramp that transverses the area to enter the doors at the lower level.



Huntington Beach Civic Center, as seen from the corner of Yorktown and Main Street.

