



# CITY OF HUNTINGTON BEACH

## ADMINISTRATIVE PERMITS / NEIGHBORHOOD NOTIFICATION REQUIREMENTS

Neighborhood Notification is required if you are proposing any of the following:

- Alterations to non-conforming structures
- Eating & Drinking Establishments
- Outdoor Dining exceeding 400 sq. ft. (excludes alcohol)
- Day Care, Large Family in Residential Districts and CO/CG Zones
- Personal Enrichment in a lease space less than 5,000 sq. ft.
- Manufactured Homes
- Laboratories in CO/CG Zones >5,000 sq. ft.
- Carts & Kiosks on private commercial property (excluding Downtown)
- Accessory Dwelling Units
- Home Occupation Permits (music, swimming lessons and beauty shops)
- Game Centers

Neighborhood Notification is processed in conjunction with an Administrative Permit by submitting the following to the Planning Division:

- The Administrative Permit Application form
- A copy of the notification letter which indicates the following information: (See attached sample letter)
  - Name of business / applicant
  - Location of project
  - Project description
  - Hours of operation / square footage / # of employee, students, # of dining chairs (if applicable)
  - Reason for deviation from code requirements (if applicable)
  - Department of Community Development phone number (714) 536-5271 and address
  - The dates by which any comments must be received by the Department of Community Development (Minimum ten-business days from submittal of application)
  - City appeal process
- List of all property owners and tenants within 300 feet of subject property
- Proof of mailing from the post office
- Site Plan, floor plan and/or elevations applicable to the project.
- Corresponding application fee (see table below)

The initial review of the application requires ten-business days and starts when the Planning Division receives the information stated above. During the ten-business day review period, staff will analyze, and consider any comments received. Following the ten day review period, staff will send a Notice of Action letter approving, conditionally approving or denying the project. The ten day appeal period begins on the date of the Notice of Action. Once the appeal period ends, your application is final and building permits and/or your certificate of occupancy may be issued.

FEES	
<b>No Fee for Large Family Day Cares</b>	
<b>\$1,517</b>	Outdoor Dining
	Eating and Drinking Establishments not requiring a CUP
	Home Occupations
	Personal Enrichment Services > 5,000 sq. ft
<b>\$2,410</b>	Parking Reduction
	Carts & Kiosks
	Waiver of Development Standards
	Non-conforming structure additions
<b>\$2,530</b>	Privacy Gates
	Game Centers
	Accessory Dwelling Units
	Manufactured Home Parks
<b>\$0</b>	Personal Enrichment Services < 5,000 sq. ft.

*Questions regarding this process should be directed to the Planning Division at: City of Huntington Beach, Department of Community Development  
2000 Main Street, P.O. Box 190, Huntington Beach, CA 92648 (714) 536-5271*

**Step One:**  
Obtain Admin. Permit Application from the Department of Community Development

**Step Two:**  
- Complete Admin. Permit Application  
- Prepare plans, mailing list, and notification letter.

**Step Three:**  
Mail Notification notice (Note: 10 day comment period must begin after the letters are delivered by the post office.)

**Step Four:**  
Submit Admin. Permit Application, plans, mailing list, proof of mailing, notification letter and fee to the Planning Division.

**Step Five:**  
- 10-day comment period begins.

**Step Six:**  
- Department of Community Development takes action.  
- 10-day appeal period

**Step Seven:**  
- 10-day appeal period ends.  
- Submit application for Certificate of Occupancy and/or building permits.