

Contact Us

Business License

714 - 536 - 5267

http://www.huntingtonbeachca.gov/business/License_Permit_Codes/business_license.cfm

Planning/Zoning Counter *

714 - 536 - 5271

<http://www.huntingtonbeachca.gov/government/departments/planning/>

Building Division *

714 - 536 - 5241

http://www.huntingtonbeachca.gov/government/departments/building_safety/

Fire Department

714 - 536 - 5411

<http://www.huntingtonbeachca.gov/government/departments/fire/>

Office of Business

Development

714 - 536 - 5582

<http://www.hbbiz.com/>

Hours of Operation

Monday - Friday

8:00am - 5:00pm

* Closed from 12 to 1pm



CITY OF HUNTINGTON BEACH



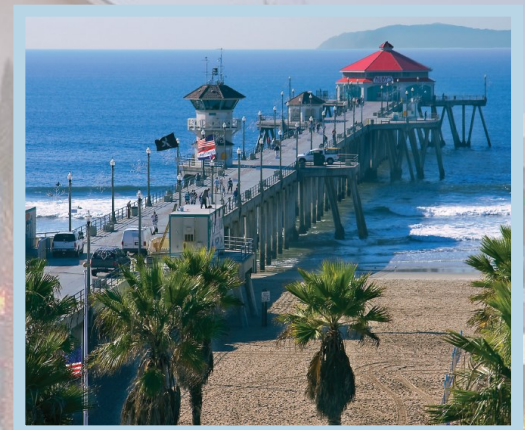
Huntington Beach City Hall
2000 Main Street
Huntington Beach, CA 92648
www.huntingtonbeachca.gov

Office of Business Development
www.hbbiz.com
Telephone: 714-536-5582
Fax: 714-375-5087
Email: openhb@surfcity-hb.org

CITY OF
HUNTINGTON BEACH

Permitting Guide for:

Opening a Business



Department of Community Development

Huntington Beach City Hall
2000 Main Street, 3rd Floor
Huntington Beach CA 92648

Telephone: 714-536-5271

<http://www.huntingtonbeachca.gov/government/departments/community-development/>

BEFORE You LEASE or BUY Commercial Space/Building for Your Business:

- ◆ Call or visit the **Zoning Counter on the 3rd Floor at City Hall: (714) 536-5271** to verify whether the space/building you have chosen:
 - ◆ has been zoned properly for your business type
 - ◆ has adequate parking for your business type
 - ◆ is determined to be a Change of Use or Occupancy for your proposed use
- ◆ Call or visit the **Building Division on the 3rd Floor at City Hall: (714) 536-5241** to determine a change of occupancy type
 - ◆ A change of use may require a building plan and building permit
 - ◆ Additional equipment, including storage racks, may require mechanical, electrical or plumbing construction permits
 - ◆ Some change in use requires a fire construction permit—*please call the Fire Department at (714) 536-5411*
- ◆ If interested in buying or leasing a building in Huntington Beach, it is recommended that a Code Compliance Report be requested from the Building and Safety Division.
 - ◆ proactive approach to identify possible deficiencies that may need to be corrected before a new owner or tenant moves into a building,
 - ◆ can help business/property owners eliminate unexpected costs for code corrections

Terms Defined

Certificate of Occupancy—A certificate that indicates the occupancy classification, use, and number of occupants

Change in Use—Any change including adding/moving equipment, storage racks, wall openings/doors, or hazardous material use that changes what work/activity is being performed in the space

Change in Occupancy—Change in use that changes the general occupancy classification allowed in the space/building

APPLY for CERTIFICATE OF OCCUPANCY:

- ◆ Apply for a **Certificate of Occupancy** at the **Zoning Counter on the 3rd Floor at City Hall (714) 536-5271**
 - ◆ Download and print the Certificate of Occupancy Application from the city's website at http://www.huntingtonbeachca.gov/files/users/building/2016CertificateofOccupancyApplication-FireUpdate_007.pdf
 - ◆ Arrive at the **Zoning Counter at City Hall** to verify zoning and parking requirements
 - ◆ Go to the **Building Counter** for Occupancy Classification Review (*Note: All restaurants require a grease interceptor prior to C of O issuance*)

No Change in Use

- ◆ Obtain your Certificate of Occupancy over the counter
- ◆ You may also require Fire operational permits and/or hazardous material business plan disclosure—*check with Fire Department on the 5th Floor*
- ◆ You may now move onto Business License Processing

Change in Use

- ◆ The **Building Division** will explain what is required for a Change of Use permit. If substantial work is needed in the building, a contractor or property owner will need to submit the permit application with additional documents. For permit fees, please see the fee schedules on the City Website www.huntingtonbeachca.gov under Department of Community Development, in the center of the page as Fee Schedule-Planning and Fee Schedule-Building. For building questions, please call the **Building Division at (714) 536-5241**
 - ◆ Once building plans are submitted with a completed Certificate of Occupancy Application, you may move on to Business License Processing
 - ◆ After your permit is issued and all construction passes final inspection, you will receive your Certificate of Occupancy
- ◆ You may also require Fire construction and/or operational permits and/or hazardous material business plan disclosure—*check with Fire Department 5th Floor*
- ◆ You may now move onto Business License Processing

AFTER you've received your CERTIFICATE OF OCCUPANCY:

Before heading to Business Licensing, to expedite the processing time of your application, please make sure you've completed the following (*as applicable*):

- ◆ Register your LLC, corporate name or partnership with the **California Secretary of State** at www.sos.ca.gov/business-programs/business-entities/forms/
- ◆ Register your fictitious business name with the **County Clerk's** office www.ocrecorder.com/services/fictitious
- ◆ **Apply for any needed state licenses at:** www.dca.ca.gov (real estate, cosmetology, mortgage broker, restaurant, etc). You may verify the state requirements with a customer service representative in the **City's Business License Office (714) 536-5267**.

Business License Process:

A business license may be issued at City Hall while you wait. Your application must be complete and include all necessary documents. You may need to bring the following: Seller's Permit showing a Huntington Beach location; Health Permit; Certificate of Occupancy or receipt.

- ◆ Download an application from our website at www.huntingtonbeachca.gov. Look under the Finance Department for **Business License**. Complete the application and bring it to City Hall on the 1st floor, 2000 Main Street or mail it to Business License P.O. Box 190, Huntington Beach, CA 92648
- ◆ View the Tax Rates on the website to find the cost of the Business License or call the **Business License Office at (714) 536-5267**
- ◆ If mailing in your application, please allow for mail and processing times which may take up to 2 weeks.
- ◆ For more detailed information on How to Obtain a Business License, please follow the link: <http://www.huntingtonbeachca.gov/files/users/finance/how-to-do-business-flyer.pdf>

Please call the Business License Office at 714-536-5267 if you require assistance.

The Certificate of Occupancy does not apply to Home-Based Businesses.