

Business License

*** Apply for any Tenant Improvements if applicable (refer to Tenant Improvement flowchart)

Obtain Business License application and application checklist from Finance Department. (If Tenant Improvements are required for the space, this process may begin shortly before the permitted work is finalized)

Fill out application and applicable paperwork, and submit first to Planning and Building for initial approval of use and determination of fees. Completed over the counter. If application is for an at-home occupation, check for code cases or permit issues.

Once initial approval of use has been granted through Planning and Building, proceed to Finance Department for review of paperwork and payment of fees.

If a change of name is occurring, apply for a sign permit (Refer to Over-the-Counter process). Finalize any Tenant Improvements, and set up the business as if it was ready to open. (No business may be conducted until the business license has been issued)

Schedule an occupancy inspection with the Community Development staff.

Fire Department, Building Division, and Planning Division inspect the property on the scheduled date.

Correction Notice Issued

Applicant addresses as required corrections

Pass Inspections

Fire Department, Building Division, and Planning Division sign off on application and a temporary business license is issued. Official license will be mailed. The applicant is now allowed to operate. (Schedule final inspection for sign after installation)