



# OPENING A BUSINESS CHECKLIST

## CITY DIVISIONS

### **BUILDING SAFETY DIVISION**

310.253.5800 - 2nd Floor/City Hall

### **BUSINESS LICENSE**

310.253.5870 - 1st Floor/City Hall

### **ECONOMIC DEVELOPMENT DIVISION**

310.253.5765 - 3rd Floor/City Hall

### **ENGINEERING DIVISION**

310.253.5600 - 2nd Floor/City Hall

### **ENVIRONMENTAL PROGRAMS & OPERATIONS**

310.253.6400 - 9505 Jefferson Blvd.

### **FIRE PREVENTION**

310.253.5925 - 2nd Floor/City Hall

### **PLANNING DIVISION**

310.253.5725 - 2nd Floor/City Hall

[www.culvercity.org](http://www.culvercity.org)

*Culver* **CITY**  
ECONOMIC DEVELOPMENT

- Confirm business use is allowed per zoning.**  
(Planning Division – 2nd Floor/City Hall)  
Commercial Zoning Districts information and Zoning Map, with “Allowed Uses” table, available at Planning Counter or online in Zoning Code (Chapter 17.220)
- Check parking requirements using address or parcel id#**  
(Planning Division – 2nd Floor/City Hall)  
Parking requirements noted in Zoning Code Chapter 17.320 “Off Street Parking and Loading” and Downtown Parking noted in Chapter 17.220.35
- Determine if business is in a “BID” (Downtown or Arts District Business Improvement District)**  
(Planning or Economic Development Divisions)  
Letter from BID explains the purpose, assessment structure and annual renewal process. New businesses coming into the district may be required to pay a pro-rate share.
- Understand what development and conditional use permits may be required for project.**  
(Planning Division - 2nd Floor/City Hall)  
Projects may require special permits if they include, but not limited to, alcohol sales with food, outdoor dining, tandem parking, outdoor sales/storage.
- Apply for Business Tax Certificate for new businesses.**  
(Finance Department - 1st Floor/ City Hall)  
Application forms available at the Finance Counter or online. Application is reviewed by multiple departments including Planning, Building Safety, and Fire Prevention. Confirm any additional requirements not indicated on checklist. A fictitious name statement may be required.
- Confirm if project/business requires approval from the Committee on Permits and Licenses (COPL).**  
(Finance Department - 1st Floor/ City Hall)
- Determine whether building/trade permits are required for any tenant improvements and submit permit application and plans as necessary.**  
(Building Safety Division – 2nd Floor/ City Hall)  
Prior to construction, demolition, alteration or improvement of business location, visit the Building Safety Counter on second Floor to understand what building/trade permits may be required.
- Obtain Outdoor Dining Permit if business includes seating in either the public right or way and/or on private property**  
(Engineering and/or Planning Division - 2nd Floor)  
Engineering issues outdoor dining permits for projects that encroach in the public right or way. Planning issues permits for seating on private property.
- Identify whether a sewer facility charge will be required**  
(Engineering Division - 2nd Floor/City Hall)
- Obtain LA County Health Certificate for business serving or preparing food.**  
Contact County of Los Angeles Public Health – [www.publichealth.lacounty.gov/eh](http://www.publichealth.lacounty.gov/eh) Phone: 888.700.9995
- Obtain ABC License if selling or serving alcoholic beverages**  
Contact Alcoholic Beverage Control Board at 213.830.4043.  
The sale or service of alcoholic beverages will require an Administrative Use Permit through Planning Division.
- Retail/Wholesale Uses - Obtain Sellers Permit if your business involves the sale of tangible property, either retail or wholesale.**  
Contact State Board of Equalization at 310.342.1000.
- New Development - Obtain permits for offsite/landscaping improvements in the Public Right of Way.**  
(Engineering Division - 2nd Floor/City Hall)
- Review proposed signage with Planning and submit Application for sign permit.**  
(Planning or Economic Development Divisions)  
Information on allowable signs, sizes, number, location and height available at Planning Counter and in Chapter 17.330 of the Zoning Code. Contact Planning before installing, altering or moving a new or existing sign. Temporary signs and banners are regulated by permit and must be approved prior to installation.
- Contact Environmental Programs and Operations Division to initiate trash and recycling services.**  
**310.253-6400**  
Culver City provides refuse and recycling services based on business needs. For those businesses located in Downtown Culver City, trash compactor use may be required by your business and free training is available. Confirm AB 1826 organic waste recycling requirements. **Downtown Businesses:** Obtain map for assigned common dumpsters and compactor locations.