

Opening a Business in Culver City

A Quick Guide

Thank you for choosing Culver City as your business community! The Culver City Business Resource Center is available to assist you in the process of opening a business in Culver City. Please call us at 310.253.5765 for site assistance, general information on City requirements, and help navigating through the City processes outlined below.

1. Call the Planning Division at **310.253.5725** to check zoning and parking requirements using the address or parcel id # you are interested in before you sign a lease.

2. Are you a permitted use, moving in and "good to go" or do you need to do some building improvements before you are ready to open? Go to #3 below. **Do you require a special development permit or use permit? If so, skip ahead and go straight to #6!**

Move In - Good to Go!

- *Use is permitted*
- *Enough parking*
- *No building improvements*

3. Apply for a Business License in the Finance Department, first floor of City Hall.

Applications available at www.culvercity.org/Business/Quicklinks/FormsApplications.aspx

4. Visit City Planning, Building Safety and Fire Counters for review and approval of licenses. Counters located on second floor of City Hall.

5. Once all approvals are issued, return to Business License for Certificate Issuance.

Open your business!

pick a path

or

Needs Some Work First

- *Use is permitted*
- *Enough Parking*
- *Some building improvements*

3. Apply for a Business License in the Finance Department, first floor of City Hall.

Applications available at www.culvercity.org/Business/Quicklinks/FormsApplications.aspx

4. Visit City Planning, Building Safety and Fire Counters for review and determination of which Building Safety and/or other permits you may need. **See Building Improvements Process on back.** Counters located on second floor of City Hall.

5. Once all approvals, inspections and permits are finalized, return to Business License for Certificate Issuance.

Open your business!

6. Your business requires a special development or use permit to operate. Visit Planning to receive an application and discuss the process. (**See Development Permit Process on back**) Once your special permit is issued, you may proceed to follow the one of the tracks above to receive your Business License and open your business!



Permit Approval Process

BUILDING IMPROVEMENTS (TENANT)

5-10 day review for each plan submittal and/or revision to Building Safety

1. If applicable, obtain County (i.e. Health Department or ABC approvals). Sale of alcohol beverages requires special use permit. See process below.
2. File for Building Permit at the Building/Safety Division and submit plans for review by Building, Planning, Fire and Engineering Divisions (four sets usually required). Plans may need to be resubmitted if there are corrections.
3. Construction may begin once plans are approved and a building permit is issued. Inspections of improvements will be required prior to finaling of the permit.
4. Once permit(s) are finalized, proceed to Planning, Building and Engineering to complete Business License review and approval.

DEVELOPMENT/USE PERMITS & NEW BUILDINGS/ADDITIONS (5,000 - 15,000 sq. ft.)

8 - 12 weeks, Administrative review by Planning

Some projects will require development or use permits to operate if they include, but not limited to, alcohol sales with food, outdoor dining, tandem parking, outdoor sales/storage and/or additions/new construction between 5,000 - 15,000 square feet.

1. Contact Planning for general requirements and request a Planner for your case. Schedule an appointment with your assigned Planner to discuss application submittal requirements.
2. Schedule an appointment and submit Development or Use Permit application to assigned Planner and receive decision by Planning Manager.
3. Once development/use permits are approved, file for Building permit and submit plans (see process above). If applicable, obtain County (i.e. Health Department) approval/permits.
4. Complete improvements and comply with Conditions of Approval as provided by the Planning Manager.
5. Once permit(s) are finalized, proceed to Planning, Building and Engineering to complete Business License review and approval.

NEW PROJECTS/BUILDINGS (> than 15,000 sq. ft.)

3 - 6 months, Planning Commission review

New construction projects greater than 15,000 sq. ft. or projects that have specific uses including, but not limited to, schools, bars, drive through facilities, car wash or vehicle repair are reviewed by the Planning Commission.

1. Contact Planning for general requirements and request a Planner for your case. Schedule an appointment with your assigned Planner to discuss application submittal requirements. Up to two community meetings may be required.
2. Schedule an appointment and submit application(s), fees and required supplemental materials.
3. Work with Planner during the entitlement process. Attend Public Hearing at Planning Commission and receive decision from Commission regarding project.
4. Once Planning Commission approves, file for Building permit and submit plans (see process above). If applicable, obtain County (i.e. Health Department) approval/permits.
5. Complete improvements and comply with Conditions of Approval.
6. Once permits are finalized, apply for Business License.