



## Step 1:

Before you sign a lease, please contact the **City Planning Division** to confirm:

- The proposed business is permitted in the zoning district, and
- It meets the parking requirements.\*



## Step 2:

Will the business require physical alterations to the building, or interior, including signage?

If yes...



## Step 3:

Apply for a **Business License**, call (310) 458-8745 for an application, or apply online: [www.smgov.net/BusinessLicense/](http://www.smgov.net/BusinessLicense/)  
Please allow 14 days for your new license.



**Step 4:** Congratulations! Once your business license certificate is issued, you may open for business.



**Step 5:** If you have more than 10 employees, you will need to submit an employee emission reduction plan to the City's Transportation Engineering and Management Division. For more information on the City's Transportation Management Plan *Ordinance 1604*, visit [smgov.net/Departments/PCD/Transportation/Employers/](http://smgov.net/Departments/PCD/Transportation/Employers/) or call (310) 458-8291.



**Step 6:** Now you're ready to sign up for great, free resources: a) Go to [CommuteSM.com](http://CommuteSM.com) to help you and your employees find convenient, affordable ways to get to work. b) Activate your **Buy Local Santa Monica** business membership @ [buylocalsm.com/signup](http://buylocalsm.com/signup). It's a great marketing resource to let people know you're open for business and part of our community. c) Visit [SantaMonicaAlliance.com](http://SantaMonicaAlliance.com) for local business and employee resources and information.



**Planning Approval** may be as simple as an Over-the-Counter (OTC) permit or may require approval(s) from the City's Architectural Review Board, Landmarks Commission, & Planning Commission.

If a **Building Permit** is required, the plans must be prepared by a licensed architect or engineer (or designer, depending on the proposed improvements) and approved by various divisions/departments before a building permit can be issued. For more information, including submittal requirements and plan check processing times:

[www.smgov.net/Departments/PCD/Permits/Plan-Check/](http://www.smgov.net/Departments/PCD/Permits/Plan-Check/)

Plans may be submitted and processed electronically through the City's **ePlan/ProjectDox** system:

[www.smgov.net/eplans](http://www.smgov.net/eplans)\*\*

- For **Planning** requirements/questions, contact Planning team at (310) 458-8341.
- For **Building code** requirements/questions, contact Plan Check at (310) 458-8355
- For **Plan submission**, routing, and permit process, contact Permit Counter at (310) 458-8355 press option 3 and then option 1; then ask for a permit specialist
- For **Inspection** inquiries (AFTER building permit is issued), contact Inspection team at (310) 458-2201, ext. 8101.

*The initial plan check review is 3 to 5 weeks, and recheck 1 to 2 weeks depending on the size and scope of the project. **Revision** re-checks may be 1 week turn-around.*

\*Contact the **City of Santa Monica Planning Division** at (310) 458-8341 or visit [www.smgov.net/PCD/Zoning](http://www.smgov.net/PCD/Zoning) to verify zoning and confirm permitted uses and parking requirements.

\*\* **For ePlans assistance**, call (310) 458-8355 or email: [epplans@smgov.net](mailto:epplans@smgov.net). If you prefer to meet with staff, the City of Santa Monica Public Counter is open 7:30AM – 4:30PM weekdays. Location: Santa Monica City Hall, 1685 Main Street, Santa Monica, CA 90401. For customers submitting plans, pulling permits or paying fees, please arrive 1.5 hours before the counter closes to allow enough time.

For more information on business opportunities, resources and incentives, contact the **City of Santa Monica Economic Development Team** at (310) 458-8906, e: [econdev@smgov.net](mailto:econdev@smgov.net) or visit [www.smgov.net/business](http://www.smgov.net/business).

**WELCOME + THANK YOU FOR CHOOSING SANTA MONICA! WE VALUE OUR BUSINESSES.**