



Checklist for Opening a Restaurant/Café/ Bar in Santa Monica



Produced by the Santa Monica Alliance

	City Of Santa Monica	Los Angeles County	State of California	USA (Federal)	More Information
Planning and Zoning	X				<u>Zoning and Plan Check</u> (City of Santa Monica Planning Department)
Outdoor Dining	X				<u>Outdoor Dining Permit</u> (City of Santa Monica Planning Department) and <u>Outdoor Dining License Agreement</u> (City of SM Housing + Economic Development)
Alcoholic Beverage Control (ABC) Licenses (e.g. Type 41,47)			X		<u>Alcohol Beverage Control</u> (State of CA Department of Alcohol Beverage Control)
Business License Information	X				<u>Business and Other Licenses</u> (City of Santa Monica Finance Department)
City Taxes	X				<u>Taxes</u> (City of Santa Monica Finance Department)
Conditional Use Permits for Alcohol Sales	X				<u>Santa Monica Supplemental Application for Alcohol</u> (City of Santa Monica Planning Department)
Food-Related Health Permits		X			<u>Los Angeles County Department of Health</u>
Americans with Disabilities Act (ADA) Compliance	X			X	<u>ADA Regulations</u> (US Department of Justice Civil Rights Division & CA Title 24) (City of Santa Monica requirements, per federal law)
California Building Code + Title 24 Energy Efficiency	X				<u>CA Building Code</u> (City of Santa Monica oversees, per state law.)
Building and Safety	X				<u>Building and Construction Permits</u> (City of Santa Monica Building and Safety Department)
Public Works—Refuse Collection, Recycling, Industrial Waste etc.	X				<u>City of Santa Monica Public Works</u> (Resource Recovery + Recycling, industrial waste, C&D deposit, etc)

Questions to Consider For Your New Business:

- ◆ Will I need to apply for a change of use for the property? Was the previous tenant a restaurant/café/bar?
- ◆ Will the property require physical alterations to the building, plumbing or interior, including signage? If so, Planning approval will be required for building and plumbing permits. Check on permits and timing.
- ◆ How much parking comes with the property? Will I need to provide more parking? Be sure to consider your future customer and employee needs including public transit and bike options. In effort to reduce congestion and improve air quality, businesses with 10+ employees must have a Transportation Management Plan.
- ◆ Will I serve alcohol at my establishment? If so, do I have my state and county liquor license(s)? Will I also need a CUP from the City?
- ◆ Will the existing restrooms meet current ADA and Building & Safety code requirements?
- ◆ Will I want to have outdoor dining? If so, you will need to apply for an Outdoor Dining Permit and License Agreement. The business owner generally pays for this, not the landlord.

Remember to check the following:

- ◆ Speak to City Planning staff before you sign a lease to confirm that your proposed business use is permitted at the desired property and to confirm what permits are required.
- ◆ For food-related businesses, City and LA County Health Department permits are generally required. It is the responsibility of the business applicant to comply with both City and County requirements. Before Building & Safety can issue any permits, plans must first be approved by LA County Department of Health.
- ◆ Timing. Minor building permits can take up to **2-3 weeks**. For information on permits for major tenant improvements, please refer to the [Plan Check Processing timeline](#). In some cases, multiple plan check review rounds may be required to adequately address the permitting and safety requirements. Make sure you plan accordingly.
- ◆ Check with the landlord to see if the building has been seismically retrofitted and is up to code. It is the building owner's legal responsibility to update the building to meet the City's Seismic Code Requirements (Santa Monica Municipal Code 8.60.030).
- ◆ Prior to selecting an architect and building contractor, inquire about their experience in doing similar projects in the City of Santa Monica. Confirm that they are familiar with the City's ePlan submittal process and that your contractor has a City of Santa Monica business license.
- ◆ If the project scope is complex, request a pre-design review meeting with City staff (and be sure to bring your architect/engineer) before submitting the Plan Check, Building Permit applications, and construction documents (please note: there is a fee for this service). For non-complex projects, visit City Hall Public Counter to meet with planning and permit staff prior to submitting plans to ensure you have everything ready to go!
- ◆ Confirm location of the property's trash enclosure. This must be clearly indicated on your plans. Confirm requirements with the City's Public Works staff re. location, size, and accessibility.
- ◆ If your business requires a grease interceptor, confirm with Public Works' Industrial Waste staff on size + location requirements.
- ◆ Hint: When submitting building/tenant improvement plans to the City, remember to pay the Permit fee in order to trigger the review process. You will receive an email confirmation once plans have been successfully loaded into ProjectDox.
- ◆ Confirm with manufacturer that all kitchen equipment/appliances are U.L. listed and USA-approved.
- ◆ Make sure building is up to code with the Fire Marshall for sprinklers, hoods, escapes, etc. Confirm with Building and Safety for Type 1/Type 2 hoods (size, location requirements).
- ◆ Be aware of time limitations. City of SM plan check approvals are good for up to one year. After receiving your building permits, you have 180 days to call for an inspection.

Other Departments and Regulations to Check:

In addition to the checklist on the front page, here are some additional links and resources:

- ◆ [Occupancy Permit](#) (City of Santa Monica)
- ◆ [Outdoor Dining Permit + License Agreement](#) (City of Santa Monica)
- ◆ [Signage Guidance](#) (City of Santa Monica)
- ◆ [Transportation Management Plan Ordinance 1604 \(TMP 1604\)](#) - For businesses with 10+ employees (City of SM)
- ◆ [City of Santa Monica ePlans](#) (Building and Safety electronic plan check)
- ◆ [City of Santa Monica Fire Department](#)
- ◆ [City of Santa Monica Municipal Code](#) (Article 8, Building Requirements)
- ◆ [City of Santa Monica Non-Recyclable Food Service Container Ban](#)
- ◆ [City of Santa Monica Office of Sustainability and the Environment](#) (Green Building Code)
- ◆ [City of Santa Monica Resource Recovery and Recycling](#)
- ◆ [CA Board of Equalization](#)
- ◆ [California Building Code](#)
- ◆ [California Coastal Commission](#)
- ◆ [CAL-OSHA \(California - Occupational Safety and Health\)](#)
- ◆ [California Mechanical Code](#)
- ◆ [California Plumbing Code](#)
- ◆ [CA Department of Business Oversight](#)
- ◆ [CA Department of Food and Agriculture](#)
- ◆ [CA Public Utilities Commission](#)
- ◆ [South Coast Air Quality Management District](#)
- ◆ [Title 24—California Building Energy Efficiency Program](#)
- ◆ [US Department of Small Business Administration](#)

THANK YOU FOR CONSIDERING SANTA MONICA FOR YOUR NEW BUSINESS VENTURE!

WE ARE AT YOUR SERVICE:

[City of Santa Monica Economic Development Department](#) (Opening a Business [Flowchart](#) + Guide, Local Business Assistance + Incentives)

Santa Monica Alliance: [Passport to Santa Monica](#)

[Santa Monica Chamber of Commerce](#)

[Buy Local Santa Monica Campaign](#) (A free program for all SM businesses)

Santa Monica's [Business Improvement Districts](#) (Downtown SM, Main St, Montana Ave, Pico Blvd)

[Santa Monica Farmers Markets](#)

[Santa Monica's Green Business Programs](#)

Any questions? Please don't hesitate to contact us at (310) 458-8906 (City of SM Economic Development staff) or for the City Hall switchboard to connect to any department listed above, call (310)458-2201.