

RESTAURANT GUIDELINES

YOUR GUIDE THROUGH THE PERMITTING PROCESS



City of West Hollywood
California 1984

**ECONOMIC
DEVELOPMENT
DEPARTMENT**

BUSINESS DEVELOPMENT DIVISION



FIND THE RIGHT LOCATION

Before you sign a lease, thoroughly investigate your options to ensure you find a space that is suitable for your business.

- Explore the City of West Hollywood property search tool, for commercial properties for rent.

Go to: <http://looplink.weho.org/SearchResults> or call the Business Development Division (BDD) at (323) 848-6425. BDD staff is available to assist you in finding available properties in West Hollywood.

- Consult with a qualified real estate broker. They can provide you with available locations for your business.
- Before you sign a lease, check with the Current and Historic Preservation Planning (CHPP) Division to make sure that the proposed location allows (is zoned for) your proposed business and the space meets the City's parking requirements. Call (323) 848-6475 or come to the Planning and Development Services counter at City Hall.
- Ask CHPP what planning permits might be required from the City for a restaurant.
- Check with the Building and Safety Division (Building) for the building code requirements for restaurants (i.e. if any upgrades or remodels are needed).
- Check with CHPP for sign regulations.



GET READY TO BUILD

Once you've gathered all the information you need to begin the review process, it's time to prepare and submit construction documents.

- Hire a registered design professional (i.e. architect and/or engineer) to prepare plans and construction documents.
- Submit applications for planning permits (i.e., Conditional Use Permit [CUP] for alcohol). Once you know what permit you'll need, visit our website at: <http://bit.ly/weho-planning-permits> to download the appropriate permit application.
- After obtaining approval of planning permits, submit your construction documents to Building. For submittal requirements, visit our website at: <http://bit.ly/weho-building-permits>
- Obtain a Public Eating Regulatory Business License from the Code Compliance Division. For the application, visit our website at: <http://bit.ly/weho-public-eating-license>
- Call (323) 848-6475 to schedule an appointment to submit your completed construction documents and applications to the Planning and Development Services public counter on the 2nd floor of City Hall.
- Building will route your construction documents and applications to the applicable City staff for review if required.
- Los Angeles County Environmental Health Division reviews all restaurants in West Hollywood. Plans can be submitted to Environmental Health staff is available at City Hall on Tuesday and Thursday from 8:00 am – 12:00 pm at the Planning & Development Services Counter.
- Depending on the size and scope of your restaurant, you may be required to submit your construction documents to the Los Angeles County Fire Prevention office for review and approval. Building staff will inform you if this is necessary. Applicants are required to drop plans off at the Engineering Plan Check Office at 5823 Rickenbacker Rd Commerce, CA 90040.



GET READY TO OPEN

Upon receiving all approvals for your restaurant project, construction permits will be issued when all applicable fees are paid. Construction work commences and inspection follows.

- Hire a licensed contractor for all construction work.
- Set up an inspection, using one of the following methods:
 - Visit the Planning and Development Services public counter during business hours
 - Use the automated inspection request line by calling (323)848-6335
 - Online using our eTRAKIT permit system by visiting <https://www.weho.org/services/etrakit>
- Address any outstanding issues following City inspections.
- Upon receiving a final building inspection or Certificate of Occupancy, file for a Business Tax Certificate. Go to: http://bit.ly/weho_tax_certificate
- Work with other agencies (i.e. California Department of Alcohol Beverage Control [ABC], etc.) to obtain necessary licenses as applicable.



**The City of
West Hollywood
wants to help you
and your restaurant
business succeed!**

**We've developed this
brochure to help
guide you through
the permitting process.**

**The first step is to
contact the Business
Development Division.**

Phone: (323) 848-6574

Email: creativecity@weho.org



We're here to help you

At any step in the process, we're just a call or an email away. You can always come in and talk to staff about any questions you may have about opening your business.

Business Development Division

creativecity@weho.org

(323) 848-6574

Current & Historic Preservation Planning

(323) 848-6475

Building & Safety

(323) 848-6320

For more information, visit us at
www.weho.org/business



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