

A photograph of a retail clothing store. The top portion shows a blue banner with white text. Below the banner, the store interior is visible, featuring wooden shelves stocked with folded clothing, hanging garments, and a mannequin in the background.

RETAIL 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 your specific business.
- Check with the Building and Safety Division (Building) for the building code requirements for your business (i.e. if any upgrades or remodels are needed).
- Putting up a sign? 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>
- 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.
- Depending on the size and scope of your project, 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 business, 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



**The City of
West Hollywood
wants to help you and
your retail 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: creativitycity@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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