

STORE FRONT BUSINESSES

Regulatory Business License Application Process



The Neighborhood and Business Safety Division
(323)848-6437
code@weho.org

The City of West Hollywood requires 34 business types to obtain a Regulatory Business License. [Click here](#) for a comprehensive list.

If your business type is not reflected in the list above, you do **NOT** need to apply for a business license. However, all businesses require a Tax Certificate. Please refer to Step 3 for more information.

If your business type does require a business license, please complete the steps below.

Note: Application requirements may vary based on business type.

1 OBTAIN BUSINESS LICENSE APPLICATION

To obtain an application, visit the City of West Hollywood's [Business License webpage](#). You may also send an application request to the City's Code Compliance Division by email. Please include your business type, business name, and City address.

You must submit an application for each corresponding business type. Businesses may require multiple business licenses. *For example: A nightclub with dancing or live entertainment requires two business license applications.*

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2 CURRENT & HISTORIC PRESERVATION PLANNING DIVISION - LAND USE PERMITS

Store front businesses should first consult the City's Current & Historic Planning Division to ensure their business use and location adhere to City zoning requirements.

planning@weho.org | (323) 848-6475

3 FINANCE DIVISION - TAX CERTIFICATE

All City businesses require a Tax Certificate prior to opening and operating. For more information, please [click here](#).

Revenue Management | Financerevenue@weho.org | (323) 848-6451

4 BUILDING & SAFETY DIVISION - INSPECTION

Store front businesses must contact the City's Building & Safety Division to schedule a business license inspection.

building@weho.org | (323) 848-6320

5 LOS ANGELES COUNTY FIRE DEPARTMENT, FIRE PREVENTION DIVISION - INSPECTION

Store front businesses must contact the Los Angeles County Fire Department, Fire Prevention Division to schedule a business license inspection.

864 N. San Vicente Boulevard, West Hollywood, CA 90069 | (310) 358-2380

6 LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH (If Applicable)

Public Eating and Public Eating with Alcohol establishments must contact the Los Angeles County Department of Public Health for approval.

Kristine Rostomyan | krostomyan@ph.lacounty.gov | (213) 351-7348

7 LOS ANGELES COUNTY SHERIFF'S DEPARTMENT (If Applicable)

Massage Parlor and Fortuneteller establishments must contact the Los Angeles County Sheriff's Department for a background check and approval.

Investigator: Michelle Hauser | mlhauser@lasd.org | (562) 619-5796

8 CODE COMPLIANCE DIVISION - SUBMIT APPLICATION

Once your application is complete, please submit to the City's Code Compliance Division. All approvals must be signed by the respective agency. **Incomplete applications will not be reviewed.**

How to submit:

By Mail:
West Hollywood City Hall
Code Enforcement
8300 Santa Monica Boulevard
2nd Floor
West Hollywood, CA 90069

By Email:
code@weho.org

9 STAFF REVIEW

Staff will review and respond to your application by email. If approved, staff will send an invoice to the primary applicant contact to remit payment. Payment must be completed before the business license is issued.

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