



CITY OF ARCADIA



ARCADIA BUSINESS GUIDE

The City of Arcadia welcomes you.

We are pleased that you have chosen Arcadia as your business location. This guide is intended to assist prospective business owners by highlighting some of the most fundamental steps that are required to successfully set up a business in the City. Please feel free to contact our staff as this list is not exhaustive, and depending on your situation, other requirements may apply.

City of Arcadia

Development Services Department

Important Phone Numbers:

Building and Safety

(626) 574-5416

Burglar Alarm Permits (PD)

(888) 510-0616

Business License

(626) 574-5430

Economic Development/ Business Assistance Program

(626) 574-5409

Planning

(626) 574-5423

240 West Huntington Drive
Arcadia, CA 91007

www.ArcadiaCA.gov

CITY OF ARCADIA

DEPARTMENTS AND RESOURCES

PLANNING

The Planning Division handles zoning and permitted uses, development regulations, sign permits, design review, and parking requirements.



Planning Services: (626) 574-5423

Found a place....what is the zoning?

Prospective owners should verify that the property address is within the City of Arcadia. Staff may then inform you of the regulations that apply to that particular zone. Doing so will allow you to understand the laws that may impact critical business decisions and plans for development. Certain zones only allow certain types of businesses.

When do I need a Conditional Use Permit?

Some land uses are not automatically permitted, in those cases a Conditional Use Permit (CUP) may be required. The average application processing time is two to four months, during which a public hearing is scheduled, plans are routed to other departments, and all owners, tenants, and occupants within a 300' radius are notified of the intended use. Some things to consider for a CUP are seating capacity, hours of operation, and practitioner-to-patron ratios in instructional settings.

Interested in putting up a sign or banner?

Prior to installing or replacing any permanent sign, each sign must go through an administrative design review process. This includes wall signs, window signs, awning signs and monument signs. Required application materials include a completed application form, two sets of preliminary plans drawn to scale and clearly dimensioned, and payment of a filing fee.

The Planning Staff will review your plans for the sign’s location, size, height, and materials. Please note that the average processing time for approval ranges from two to four weeks.



Temporary banner permits may be issued for advertising special events, special sales or promotions, grand openings, and changes in ownership or management. This permit may be obtained over the counter. Temporary banners may be up for 30 days at a time, for a total of 60 days a year. The banner, or combination of multiple banners, may not exceed 32 square feet in size.

What about parking for my business?

The number of required parking spaces varies according to the type of use. In the event that two or more uses occupy the same building, lot, or parcel of land, the total requirements for off-street parking are based on the sum of the requirements applicable to each use. Different uses require a different number of spaces.



Please keep in mind that designating parking spaces in a shared lot for the exclusive use by one particular business, individual, or group of individuals is prohibited.

BUILDING AND SAFETY

The Building and Safety Division handles all types of construction issues, remodeling, alteration, repair, and demolition of buildings and structures.

Building and Safety: (626) 574-5416



What do I need a permit for and how do I get it?

Any business proposing tenant improvements, commercial additions, upgrades or modifications to electrical, plumbing, or mechanical must obtain a permit. Plans are submitted to Building and Safety for review prior to permit issuance.

Plan check processing time is contingent upon compliance with code regulations, and varies significantly based on the project. Please note that all commercial work should be performed by a contractor who is licensed by the State of California and has a City of Arcadia business license.

Check State License Here



**CONTRACTORS
STATE LICENSE BOARD
WWW.CSLB.CA.GOV**

Do I need Los Angeles County Health Department approval?

Any retail food facility, defined as “a place where food is stored, prepared, served, packaged, transported, or otherwise handled for dispensing or sale directly to the consumer,” must first obtain Health Department approval prior to applying for building permits. This includes, but is not limited to liquor stores, grocery stores, bakeries, restaurants, lounges, coffee shops and manufacturers of ice or soft drinks.

I want to locate my business at Westfield Santa Anita Mall.

For any store or kiosk located in the Westfield Shopping Center, stamped approval from Westfield must be obtained before initiating the plan check process.

Do I need to make improvements for handicapped accessibility for my business?



You may need to improve accessibility to your business by making upgrades to bathroom facilities or designating handicap accessible parking spaces. Further information regarding American with Disabilities Act (ADA) Compliance is available in the building office or online at: www.ada.gov/2010ADASTandards_index.htm

BUSINESS LICENSE

Before conducting any business, whether operating as a home-based business or in a commercial location, you must first obtain a license. Required application forms and applicable fees vary according to the type of business you are operating.



Business License: (626) 574-5430

What is the business license process?

Upon receipt of a complete application along with a check payment, processing time is approximately two to three weeks. You will then receive your business license certificate by mail and will be sent a courtesy renewal notice annually upon expiration of your license.

Do I need a state license too?

Occupations requiring proof of state license information include: medical and legal practitioners, general and specialty contractors, sellers of travel, real estate agents, cosmetologists, massage therapists, etc.

Do I need a Seller's Permit?

All retail establishments must obtain a Seller's Permit from the State Board of Equalization and submit a copy of the permit when applying for a business license.

I am a non-profit, does that matter?

Any non-profit business entities requesting license fees to be waived must provide a current Letter of Exemption (501c3) or letter of good standing from the Internal Revenue Service for consideration.



Fire Department:

Approval from the Fire Department is required prior to issuance of a business license for

occupancies including places of assembly, restaurants, schools, manufacturing uses and warehousing. Upon submittal of the business license forms, your application will be internally routed to the Fire Department for review.



Police Department:

For burglar alarm permits, please call (888) 510-0616



NEW BUSINESS CHECKLIST

- ☐ 1. Register your business entity with the appropriate State, Federal and County Government agencies.
 - ☐ 2. Verify address for prospective business location with Planning Services.
 - ☐ 3. Confirm that zoning and off-street parking are suitable for your business.
 - ☐ 4. Apply for design review prior to:
 - a. erecting any permanent signs
 - b. changing the lettering or replacing an awning
 - c. changing out the insert in a free standing monument sign or existing cabinet sign
 - d. modifying signage located on the rear of a building
 - e. painting or any other alterations to the exterior of a building
 - ☐ 5. If applicable, obtain a sign permit from Building and Safety following design review approval.
 - ☐ 6. Acquire a building permit if you plan to build an addition or make renovations.
 - a. Bring plans to the Building and Safety division. Please provide two (2) sets of plans and any applicable calculations. Staff will review the plans based on code requirements and will either approve plans or request changes to be made.
 - b. Obtain plumbing, heating, air conditioning, gas, electrical, and sprinkler system permits if renovations include alterations to these systems.
 - c. Inspections will be conducted over the course of construction. Requests for inspections may be placed the day prior to inspection date by contacting Building and Safety directly.
 - d. Obtain a Certificate of Occupancy once you have passed final inspection for tenant improvements or commercial additions.
 - ☐ 7. Apply for your business license. The required application forms for all businesses in commercial areas are listed below. They are available both on our City website and at City Hall.
 - a. Business License Application
 - b. City Review and Approval, or if operating business from your residence, the Home Occupation Application
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HELPFUL RESOURCES FOR BUSINESSES

Not all requirements are City of Arcadia requirements. Below is a list of other agencies that may need to be consulted prior to opening a business.

LOS ANGELES COUNTY

Registrar-Recorder/ County Clerk

Fictitious Business Name/ Registering a DBA
12400 Imperial Highway, 2nd Floor, Norwalk, CA 90650
www.lavote.net
(800) 201-8999

Health Department/ Environmental Health

Retail food facilities and all other businesses manufacturing food, ice or soft drinks
5050 Commerce Drive Baldwin Park, CA 91706
Publichealth.lacounty.gov
(888) 700-9995

Department of Alcohol Beverage Control

Sale of alcoholic beverages, liquor license
222 E. Huntington Drive, Suite 114 Monrovia, CA 91016
(626) 256-3241 www.abc.ca.gov

STATE OF CALIFORNIA

Secretary of State

Registering a corporation, limited liability company, or partnership
Los Angeles Regional Office
300 South Spring Street, Room 12513 Los Angeles, CA 90013
(213) 897-3062 www.sos.ca.gov

Department of Tax & Fee Administration

Sale or lease of merchandise, vehicles, or other tangible property. A Seller's Permit allows you to sell items at wholesale or retail level.
www.cdtfa.ca.gov
1-800-400-7115

FEDERAL AGENCIES

Internal Revenue Service

Federal Tax I.D. (FEIN) registration is obtained through the IRS.
www.irs.gov

BUSINESS ASSISTANCE PROGRAM

Arcadia's Business Assistance Program Can Help Your Business Succeed



Arcadia is a premier business location...

- Do you need help opening a business?
- Are you already in business and want to expand?
- Interested in making improvements to your growing business?
- Are you unfamiliar with the City and not sure what to do first?

The Business Assistance Program can put you on the road to success.

The City of Arcadia offers personalized business assistance customized to your individual needs and goals. A representative from the Economic Development Division will meet with you and discuss the tools you need to succeed in this ever-changing market. Whether it is understanding how to navigate through the City's process, to creating a tailored business plan, or prioritizing your budget items, to deciding on the best way to expand, the City is here to support you and your business with excellent referrals, professional advice and qualified experience. We are committed to a business friendly environment and a great business experience above and beyond your expectations.

Make an appointment to meet with our business professional about your specific business needs.



Business Assistance Program:
(626) 574-5409
EconDev@ArcadiaCA.gov

