

# How to obtain a Permit

## Step 1

Planning  
Department  
City Hall West  
626-258-8626

Determine if:

1. Permit required
2. Business can operate at location



Obtain:

Business  
Occupancy  
Permit  
(BOP)

### **Business Occupancy Permit not required for:**

Carnivals, Cabaret, Firework Stands, Itinerant Vendors, Live Entertainment, Promo. Event, Mobile Vendors, Newspaper Racks, Peddlers, Billiard Halls, Solicitors, Taxi Cabs.

## Step 2

Business License/  
Cashier  
City Hall East  
626-580-2031

Complete:

1. Business License application
2. Permit application  Pay Fees
  - Regular Meetings held the 1<sup>st</sup> & 3<sup>rd</sup> Thursday of each month in the Council Chamber @ 9:00 A.M.
  - Majority approval required