

# ***City of San Gabriel***

## ***Starting a Commercial Business***

### ***STEP 1*** ***Planning Counter***

- (A) Fill out a *Business License & Occupancy Permit Application* for zoning approval.
- (B) Proceed to Finance Department to pay Occupancy Permit and Business License fees.
- (C) Schedule an appointment for an occupancy inspection by the Community Development and Fire Departments.

### ***STEP 2*** ***Inspections***

Inspections for Occupancy Permit are conducted every Tuesday, between 1:00 p.m. and 3:00 p.m., and Thursday, between 10:00 a.m. and 12:00 p.m. *Inspections will not be conducted until all Occupancy Permit and Business License fees have been paid.*

***IMPORTANT***  
***All furniture, equipment and stock-in-trade must be in place before an inspection will be conducted.***

- (A) If you **don't** pass the inspection, you will be given a *Correction Notice*. After you have made these corrections, please call (626) 308-2806 to make an appointment for reinspection.
- (B) If you pass inspection, you may proceed to Step 3.

### ***STEP 3*** ***Business License Counter***

- (A) Submit required documentation to Finance Clerk, who will review the documents for completion.
- (B) *The Business License & Occupancy Permit Application will not be processed if any documentation is missing.*

### ***FINAL STEP***

You are now ready to start your business. You will receive a Business License in the mail. The Business License must be posted in a visible location.

### ***TENANT IMPROVEMENTS***

We will accept plans into Plan Check, but will not issue Building Permits until you have obtained an Occupancy Permit and a Business License.



## **PASSING YOUR COMMUNITY DEVELOPMENT & FIRE INSPECTION**

The Community Development Department and the Fire Prevention Program strive to protect lives and properties, and maintain the quality of life. Prevention is the best way to work towards this goal. Violations of the Uniform Building Code, San Gabriel Municipal Code, and Fire safety code are pointed out so that corrections can be made to bring the business into compliance with the codes. Some common violations are:

### ***Fire Prevention Section (626) 308-2880***

- √ Missing fire extinguisher or fire extinguisher needing service. Each fire extinguisher must have a State Fire Marshal tag. However, if the extinguisher is brand new, a State Fire Marshal tag is not required if the receipt is taped to the bottom. **A 3-A40BC fire extinguisher is required.**
- √ Fire extinguisher must be mounted between 3-5 feet from floor.
- √ Overloaded electrical outlets and multiple outlet adapters.
- √ Blocked exits (one of the most dangerous violations).
- √ Improper storage of combustibles; storage not allowed around water heaters or electrical panels.
- √ Stock piled too high; if building is equipped with an automatic fire sprinkler system, all storage must be a minimum of 24" below the sprinkler head.

Other common inspections problems include exiting hardware, penetrations (holes) in fire resistive walls, and general housekeeping.

### ***Community Development (626) 308-2806***

- √ Parking lot, i.e., handicap parking spaces and maintenance
- √ Emergency egress
- √ Water heater, improperly mounted
- √ Electrical wiring
- √ Circuit breakers and labeling
- √ Mechanical ventilation systems
- √ Illegal tenant improvements
- √ Property maintenance
- √ Signage
- √ Landscaping

When planning Tenant Improvements (remodeling), you should submit plans to the Building Division ***BEFORE*** you start any work. Permits are also required for your tenant improvement work. We will accept plans into Plan Check, but will not issue Building Permits until you have obtained an Occupancy Permit and a Business License.

