Opening a Business in Culver City Flowchart

Before You Sign A Lease…

Call the Culver City Business Hotline at 310.253.5765 for site assistance, navigating through the City process, or for general information on City requirements

Call the Planning Division at 310.253.5725 to check zoning and parking requirements using address or parcel id #

If proposed business:
1. Is permitted in zoning district,
2. Meets parking requirements
AND
3. Does not require physical changes to building (including new signage)
AND
4. Is not an intensification of the existing use

Confirm all City requirements are met before applying for Business License

Apply for Business License

City Review

Business License Certificate is Issued

You may Open for Business

If proposed business:
1. Is permitted in zoning district,
2. Meets parking requirements
AND
3. Requires physical changes to building

Confirm all City requirements are met before applying for Business License

Apply for Business License

City Review

Business License Certificate is Issued

You may Open for Business **BUT** you may not make physical changes until you...

If proposed business:
1. Is not permitted in zoning district
AND/OR
2. Does NOT meet parking requirements
AND
3. Will require physical changes

Contact planning staff to determine what special permits are required to be obtained. **In some cases, the desired location may not be suitable for the type of business.** Contact the Planning Hotline at 310.253.5725 to assist with site location.

Planning staff will assist you in determing what applications must be obtained and the permitting process prior to occupying your desired location.

Staff will work with you to understand the City's permitting requirements, including the length of time the process will take and will help coordinate your request between the different City Divisions.

Contact Building/Safety Division to assist in determining what permits you must obtain (prior to making physical changes to the building)

(See next page for Project types)

Tenant Improvements (5 - 10 day review for each submittal)

If applicable, obtain County (i.e. Health Department or ABC approvals). Sale of alcohol beverages may require Planning review. Contact the Planning Division for more information.

File for Building Permit at the Building/Safety Division and submit plans. Four sets usually required. Plans will be routed to different City divisions. Review by Building, Planning, Fire and Engineering Divisions. All plans reviewed individually. Plans may need to be resubmittted if there are corrections.

General Process:
1. Plans Approved
2. Building Permit Issued
3. Start Construction
4. Inspections
5. Complete Improvements
6. Finaling of Permit

Apply for Business License / City Review / Certificate Issued

Open for Business

Administrative Approval (8 - 12 weeks)

Contact Planning for general requirements. Request a Planner.

Schedule an appointment with your assigned Planner to discuss application submittal requirements. Community meeting may be required.

Schedule an appt. with designated Planner to submit Administrative Use Permit application.

Receive decision by Planning Manager.

If AUP is approved, file for Building Permit and submit plans.

Obtain appropriate permits.

If applicable, obtain County (i.e. Health Department) approval.

Complete Improvements and comply with Conditions of Approval.

Apply for Business License / City Review / Certificate Issued

Open for Business

Planning Commission Approval (3 - 6 months)

Contact the Planning Division for general requirements. Request a

Meet with your assigned Planner to discuss application submittal requirements. Up to two community meetings may be required prior to application submittal.

Schedule an appt. with your Planner to submit appropriate application(s), fees and required supplemental information/materials. A third community meeting may be required, which would be hosted by the City.

Work with Planner through entitlement process.

Public Hearing

Receive descision from Board/Commission.

Obtain appropriate permits.

If applicable, obtain County (i.e. Health Department) and State approvals.

Complete Improvements & comply with all Conditions of Approval. Apply for Business License.

City Review / Certificate Issued

Open for Business