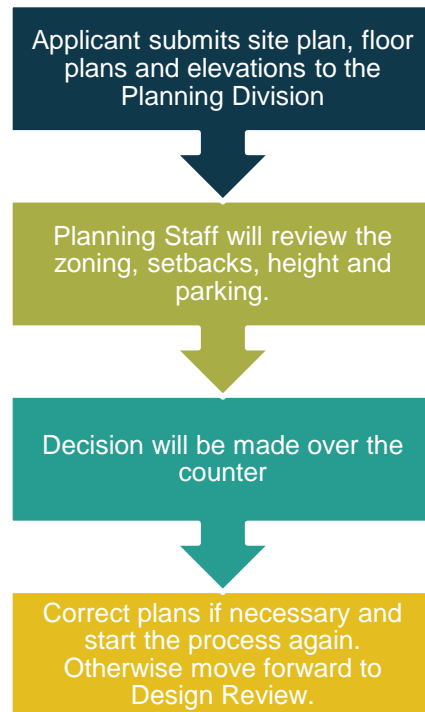
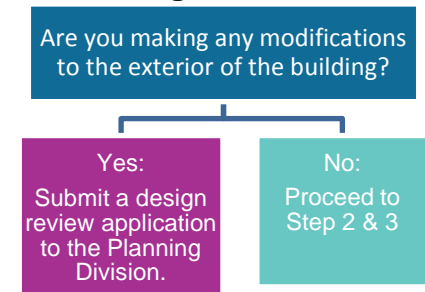


Step 1: Planning Division

Zoning Clearance



Design Review



Step 2: Small Business Development Center

Register

Register with the University of La Verne Small Business Development Center to receive assistance in obtaining all necessary permits.

The SBDC offers services in the following areas:

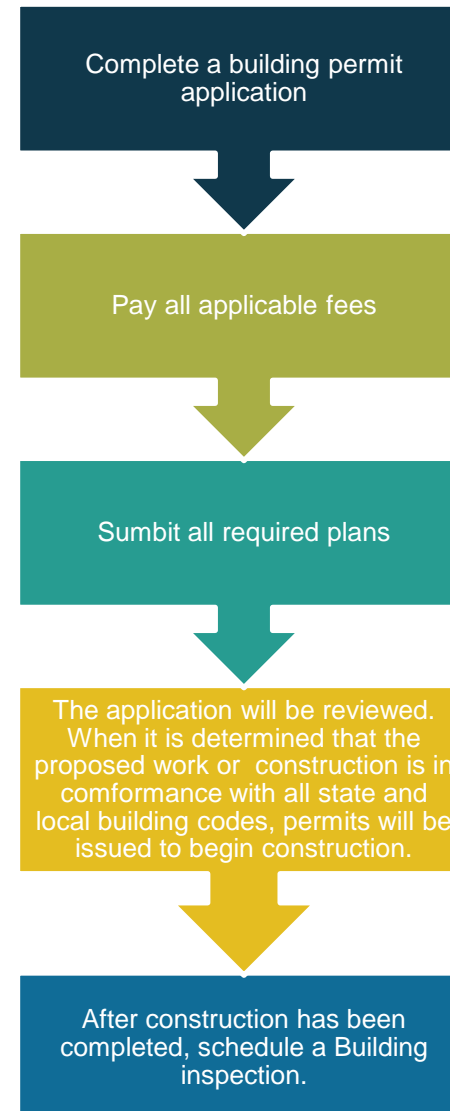
- Access to capital
- Business Plan Assistance
- Financial Analysis/Cash Flow Management
- Growth/Expansion
- Marketing
- Sales and Business Development
- Start-up Assistance
- Strategic Planning
- Website Development

1. Visit www.lavernesbdc.org
2. Click Consulting
3. Click Apply Now
4. Create Profile

Provide business background info in the "Area of Assistance" box.

Step 3: Building Division

Plan Check



Step 4: Business Licensing

Submit Business License Application

The Business License Application will require the following:

- **Operational Statement**
- Business name, address, phone number and email
- Corporate name and articles of incorporation (if applicable)
- Number of employees
- Federal Identification Number (EIN)
- Seller's Permit (BOE)
- Contact information for all owners, partners or corporate officers
- Contact information for Property Owner
- Contact information for Alarm Service

Clearance and approval is required from the following agencies (where applicable).

- California Department of Alcoholic Beverage Control
- Los Angeles County Department of Environmental Health
- Los Angeles County Fire Department