

## Overview

The Planning Department reviews new business licenses, and existing licenses at new locations, to ensure that businesses comply with the Zoning Ordinance, Building Code, and other applicable regulations. There are three main steps in this review (see chart on reverse):

1. Address Verification
2. Zoning Research and Compatibility
3. Site Inspections by Required Agencies

### 1. Address Verification

#### *Why is an address verification required?*

Many addresses are not included in the City's electronic address database. In these cases, the legality of the tenant space must be verified, and the database must be updated before any new business licenses can be approved.

#### *How can I find out if my address is in the City's Database?*

Log on to [www.cityofberkeley.info/planning/](http://www.cityofberkeley.info/planning/) and click on the parcel conditions link on the left to see if your address exists in the City's database. This information can also be obtained by visiting the Permit Service Center and speaking to a planner at the Zoning Counter.

**\*If your address, including suite number or designated tenant space, is in the electronic database then you may proceed to Step 2.\***

Staff will verify that the address shown on your application is included in the City's computer records. If you are located in a commercial building with multiple suites, staff needs to

verify that the suite addresses were legally established. If they were not, you will need to apply for an address assignment before the business license application will be accepted. There is no charge for an address assignment; however, the property owner must sign the application and the process takes four – six weeks.

To expedite this process, you should check early in the process to determine if you have an approved address, including a suite address if applicable. This process can take several weeks, so it is important for businesses to initiate the process early. See reverse for how to obtain this application on the web.

\*Note: Zoning review may be conducted while address assignment is pending, but zoning approval cannot be granted until address assignment is completed.

### 2. Zoning Research and Compatibility

#### *What is the Zoning Ordinance and how does it affect my business?*

An important part of the City's approval of a business license is review by Planning Department staff to be sure that your business is a permitted use in your proposed location. The Zoning Ordinance identifies what types of business are allowed in the various zoning districts, as well as what types of permit may be required. For example, some businesses may require approval of an Administrative Use Permit or approval from the Zoning Adjustments Board.

Once you have confirmed that your address is in the City's database please talk to a planner at the Zoning Counter in the Permit Service Center to verify that your business is allowed in, and compatible with the purposes and uses allowed in the

district. Once Zoning staff grants permission to establish the use, they will sign off on your business license application.

\*Note: Do not sign a lease until you have verified that the address exists and the use is compatible with the purposes and uses within the district.

### 3. Site Inspections

#### *Why are site inspections required?*

Depending on the type of business you operate, the Finance Department will require you to obtain signatures from various city agencies to verify that your building and operational practices are up to code.

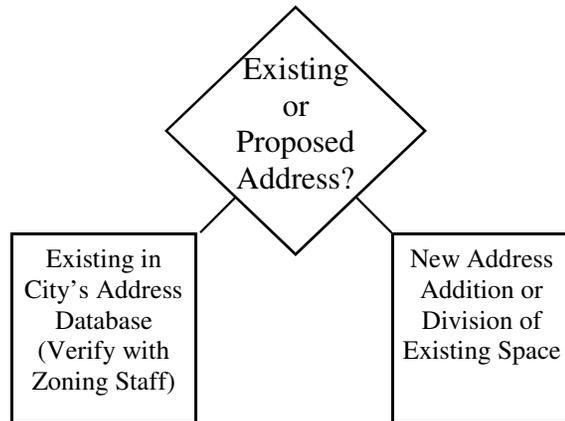
The Building and Safety Division conducts inspections to verify that any construction activities have obtained required permits, and that existing conditions meet basic life safety requirements. Questions about building permits and life safety requirements should be directed to the Building and Safety Division at 981-7440.

The Fire Department conducts inspections to verify that fire prevention measures meet basic life safety requirements. Questions about fire prevention should be directed to 981-5585.

The Environmental Health Department conducts inspections to verify that operational practices promote and protect the health and safety of all persons in the City of Berkeley. Questions about environmental health should be directed to 981-5310.

## Business License Review Process

### 1. Address Verification (1-4 Weeks)



### 2. Review Zoning (Zoning Counter)

Verify with Zoning Staff that business is allowed at the proposed address. Determine what type of permit is appropriate to establish use.

### 3) Site Inspections (2 to 10 days)

Based on your business you may be required to have inspections from the following agencies:  
Building and Safety, Fire Prevention, and Environmental Health.

Upon approval from the required agencies (Zoning, Building and Safety, Fire Prevention, Environmental Health) return to the Finance Department for the issuance of your business license.

## Information on the Web

Planning Department:  
[www.cityofberkeley.info/planning](http://www.cityofberkeley.info/planning)

Finance Department:  
<http://www.ci.berkeley.ca.us/finance/>

Zoning District and other property information:  
[www.cityofberkeley.info/gis/ppp/](http://www.cityofberkeley.info/gis/ppp/)

Zoning Ordinance (allowed businesses):  
[www.cityofberkeley.info/bmc](http://www.cityofberkeley.info/bmc)

Forms and Applications:\*  
[www.cityofberkeley.info/onlineservice/](http://www.cityofberkeley.info/onlineservice/)

\* Most businesses will require the "Business License Application" (see under Finance Customer Service), and the "Zoning Certificate Application for Business Licenses" (see under Planning & Development/Land Use Planning). The "Address Assignment" application is listed under Building & Safety.

## Contact Information

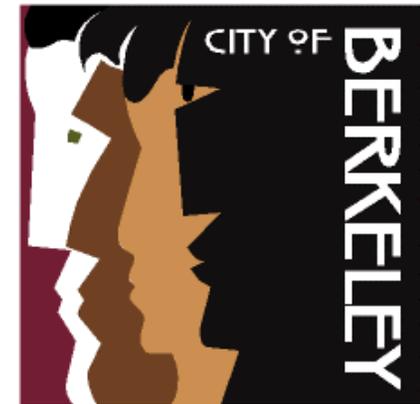
Land Use Planning Division  
Telephone: (510) 981-7410  
Fax: (510) 981-7420  
E-mail: [planning@ci.berkeley.ca.us](mailto:planning@ci.berkeley.ca.us)

Finance Customer Service  
Telephone: (510) 981-7200  
E-mail: [finance@ci.berkeley.ca.us](mailto:finance@ci.berkeley.ca.us)

Permit Service Center  
Telephone: (510) 981-7500  
2120 Milvia Street (at Center)  
Berkeley, CA 94704

DRS 11/18/06

# Business License Review



Planning and Development Department  
Land Use Division

October 18, 2006

[www.ci.berkeley.ca.us/planning](http://www.ci.berkeley.ca.us/planning)