

**CITY OF MONTEREY PARK**  
320 West Newmark Ave.  
Monterey Park, CA 91754  
Phone: 626-307-1458  
[www.montereypark.ca.gov](http://www.montereypark.ca.gov)



**BUSINESS LICENSE REQUIREMENTS**  
**FOOD SERVICES**

To open a **FOOD SERVICE** business in Monterey Park, you must **COMPLETE** a Zoning Clearance Application, along with a Business License Application, while addressing the associated fees.

Below are the step-by-step instructions to initiate this process.

**STEP 1:**

**Apply for a Zoning Clearance Application Online** –The Zoning Clearance Application must be approved by the Planning Division to see if the business use is permitted. You can apply online [HERE](#). Once the **Zoning Clearance is issued**, you can move to Step 2.

**STEP 2:**

**Complete the Business License Application Online** – All businesses must complete a Business License Application after they complete the Zoning Clearance Application. You can apply online [HERE](#).

**STEP 3: Do you need a Tenant Improvement?**

If **NO**, move to the next steps below:

- \_\_\_\_\_ A. **ENROLL IN FOG** – Contact the Fire Department to enroll in the [Fat, Oil, and Grease \(F.O.G\) Control Program](#) by calling (626)307-1415 or email [fireprevention@montereypark.ca.gov](mailto:fireprevention@montereypark.ca.gov).
- \_\_\_\_\_ B. **OBTAIN FIRE PERMIT & INSPECTION** – Contact the Fire Department to apply for a permit and schedule an inspection time by calling (626)307-1415 or email [fireprevention@montereypark.ca.gov](mailto:fireprevention@montereypark.ca.gov)
- \_\_\_\_\_ C. **OPEN FOR BUSINESS** – After Steps A and B are complete, you can **OPEN** for business.

If **YES**, move to the next steps below:

- \_\_\_\_\_ A. **OBTAIN REQUIRED BUILDING PERMIT** – Contact the Building Division to obtain building permits if tenant improvements are needed. After the work is complete, you must schedule a final inspection. You can apply online [HERE](#), call (626)307-1300, or email [buildingpermitcounter@montereypark.ca.gov](mailto:buildingpermitcounter@montereypark.ca.gov).
- \_\_\_\_\_ B. **ENROLL IN FOG** – Contact the Fire Department to enroll in the [Fat, Oil, and Grease \(F.O.G\) Control Program](#) by calling (626)307-1415 or email [fireprevention@montereypark.ca.gov](mailto:fireprevention@montereypark.ca.gov)
- \_\_\_\_\_ C. **OBTAIN FIRE PERMIT & INSPECTION** – Contact the Fire Department to apply for a permit and schedule an inspection time by calling (626)307-1415 or email [fireprevention@montereypark.ca.gov](mailto:fireprevention@montereypark.ca.gov)
- \_\_\_\_\_ D. **OPEN FOR BUSINESS** – After Steps A, B, and C are complete, you can **OPEN** for business.