

CITY OF MONTEREY PARK
320 West Newmark Ave.
Monterey Park, CA 91754
Phone: 626-307-1458
www.montereypark.ca.gov



BUSINESS LICENSE REQUIREMENTS
RETAIL & PROFESSIONAL SERVICES

To open a **RETAIL AND PROFESSIONAL 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. **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
- _____ B. **OPEN FOR BUSINESS** – After Step A is 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
- _____ 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
- _____ C. **OPEN FOR BUSINESS** – After Steps A and B are complete, you can **OPEN** for business.