

MEETING DATE:

10/15/07

AGENDA ITEM:
Center.

Discussion and Comment on the Proposed Business Resource

ATTACHMENTS

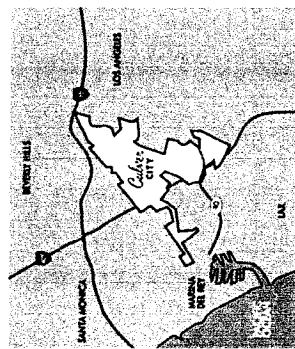
	<u>Pages</u>
1) Quick Guide to Opening a Business in Culver City	1-2
2) Frequently Asked Questions	3-4
3) Flowchart	5-6
4) Forms and Applications	7-8
5) Construction Permitting Guidelines	9-12
6) Advertising Business Resource Center	13
7) Business Webpage	14
8) Business Assistance Request Form	15

CULVER CITY

Welcomes you

About Culver City

Culver City is a dynamic retail and business environment. Centrally located between the beach and downtown Los Angeles, Culver City is safe, well-connected and convenient.



Culver City's business climate boasts among the lowest business tax rates in the region; exotic and gourmet dining experiences from world class chefs; an engaging cluster of entertainment, media and design industries; and a vibrant Art District featuring world renowned galleries and artists!

About Economic Development

The *Economic Development Division* offers a wealth of community resources to aid individuals in starting or expanding a business. Economic Development staff is here to assist you with your needs - whether locating a site for your business, navigating through the city process, or providing technical information on how to run a business - you can call the Culver City *Business Hotline* to speak with an economic development specialist today.

P (310) 253 5765
W culvercity.org/

About this guide

The *Open for Business Guide* provides a complete reference of City Divisions - for approvals, regulations and permits - as well as other City resources available to help you open your business in Culver City.

Culver CITY

OPEN FOR BUSINESS GUIDE

Economic Development Division
9770 Culver Boulevard
P.O. Box 507
Culver City, CA
P 310 253 5765
W culvercity.org

CULVER CITY
BLVD

where to begin

Culver CITY BUSINESS RESOURCE CENTER

1000 S. Main St., Suite 100, Culver City, CA 90230 (310) 253-5725 or www.culvercity.org

The BRC is a primary resource available to businesses, developers, real estate professionals, and property owners to assist with the City process. The BRC will facilitate business operations by working with businesses and city divisions to obtain all the appropriate permits, licenses, and approvals, necessary to conduct business.

1 to 5 DAY PLAN CHECK GUARANTEE

- *4 Sets of drawings required
- *Review by Building, Planning, Fire & Engineering Divisions
- *All 5 Day applications Individually evaluated

SERVICES

business assistance team

For a full list of all our business assistance services, please contact the Business Assistance Team at (310) 253-5725. The Business Assistance Team provides all city government services from all business licensing, zoning, and planning services to the process of opening a business in Culver City.

business hotline

Our business hotline is available for Culver City business news, information, and direct personal assistance. Call us to help at (310) 253-5725.

biz connection

A web-based tool designed to help businesses located in Culver City. The website features 24-hour access to information, business resources and active local business opportunities and needs.

business info & publications

Our business resource team coordinates all the business information, publications, and city information. Visit our website at www.culvercity.org.

city divisions

City Treasurer's Office

CONTACT
Business Tax Certificate
(aka Business License)

culvercity.org/
9770 Culver Blvd, 1st Floor
(310) 253 5870

Planning Division

CONTACT
Zoning, Planning, Home Business,
Sign approvals & Parking

culvercity.org/
9770 Culver Blvd, 2nd Floor
(310) 253 5725

Fire Prevention Division

CONTACT
Life safety/hazardous materials
permits and inspections

culvercity.org/
9770 Culver Blvd, 3rd Floor
(310) 253 5925

Building Safety Division

CONTACT
Building permit - new construction,
addition or change to exterior or
interior

culvercity.org/
9770 Culver Blvd, 2nd Floor
(310) 253 5800

Engineering Division

CONTACT
Street maintenance,
potential sewer impact fees

culvercity.org/
9770 Culver Blvd, 2nd Floor
(310) 253 5600

Redevelopment Division

CONTACT
Financial assistance programs
for businesses located in
project areas

culvercity.org/
9770 Culver Blvd, 3rd Floor
(310) 253 5760

Sanitation Division

CONTACT
Commercial refuse & recycling
pick up

culvercity.org/
9505 Jefferson Blvd.
(310) 253 6400

special permits



food & beverage
Los Angeles County Health Department
P (310) 665 8450
W lapublichealth.org/eh



alcohol
Culver City Planning Division
P (310) 253 5725
W culvercity.org/planning
State Alcoholic Beverage Control Board
P (213) 736 2005
W abc.ca.gov



**outdoor dining
(sidewalk)**
Culver City Engineering Division
P (310) 253 5600
W culvercity.org
(on-site)
Culver City Planning Division
P (310) 253 5725
W culvercity.org/planning



special events
Culver City Treasurer's Office
P (310) 253 5870
W culvercity.org
Culver City Planning Division
P (310) 253 5725
W culvercity.org/

resources



**commercial
property listings**
Find available commercial
real estate in Culver City
W gaec.culvercity.org

culver city chamber of commerce
Businesses working together to promote growth
P (310) 287 3850
W culvercitychamber.com

small business dvlpmt. center (SBDC)
Small business assistance & resources
P (310) 434 3323
W smc.edu/sbdc

Frequently Asked Questions for Businesses

See below for answers to the most frequently asked questions received from businesses considering relocating to or expanding in Culver City. Our trained and responsive staff looks forward to answering your specific questions. If you have additional questions or requests, please submit a Business Assistance Request Form which is available on our website at www.culvercity.org. or call the Culver City Business Hotline at 310.253.5765.

Who do I contact first?

Your first step in opening a business should be to contact the Business Hotline (310.253.5765). An economic development representative will be happy to assist in providing information about the City process. You will also have to contact the Planning, Building & Safety, and Treasury Divisions throughout the process.

Can the City assist me in relocating my business to Culver City with incentives, finding an office building or hiring employees?

Culver City Redevelopment Agency offers incentives, site selection assistance, and personal assistance through the permitting process. For more information, contact the Business Hotline at 310.253.5765.

Does the City have a list of available, vacant properties for commercial and industrial development?

Yes, Culver City has an inventory of available property for lease and for sale, which you can find on the main Business Web Page, under [Commercial Property Listings](#).

I am considering moving my business to Culver City. What services are available to help me evaluate the opportunity?

The Culver City Business Resource Center is available to aid companies considering moving their business to Culver City. When an interested business contacts the Business Resource Center, an economic development representative in association with the Business Assistance Team can assist with everything from development costs to incentives. The Business Assistance Team is an interdepartmental coordinated effort which guarantees rapid responses for your questions and concerns. We take care of all the groundwork to make working with Culver City a pleasurable experience and to allow your company's development solutions to be simple and cost effective.

Are there any fees involved in the services provided by the Business Resource Center?

No, we are pleased to assist business who are expanding or considering moving to Culver City, as well as developers, real estate professionals and members of the public.

Does my type of business activity require special permits/licenses?

Special permits and licenses are granted through the Treasury Department and/or Planning Department. For information on business licensing, call 310.253.5870. For information on administrative use or conditional use permits, call the Planning Hotline at 310.253.5725. Staff at the Business Resource Center can also help determine which

local, regional, state, and federal licenses and permits you will need for your business operation.

What information is available to help me better understand the City's process and requirements for opening a business?

Please refer to the [Open for Business Guide](#) and the [Guide to Opening a Business Flowchart](#).

Where can I find demographics for Culver City neighborhoods?

[Click here](#) for specific information on Culver City neighborhoods.

Will I need a business tax certificate from the City of Culver City?

Yes, all businesses must obtain a business tax certificate. Contact the Treasury Department at 310-253-5870 for detailed information and applications.

Who can I call if I have a comment, question, or suggestion about City services related to my business and its future success in Culver City?

Submit a comment, question or suggestion using our [Business Assistance Request Form](#) on the City's Business webpage or call the Business Hotline at 310.253.5765.

Who do I call if I have information concerning a company that is considering moving to Culver City or needs assistance to remain in Culver City?

The City's Public-Private Partnership Program includes a variety of incentives that may be available to companies making investments and/or creating jobs in Culver City. Contact the Business Hotline at 310.253.5765 for more information.

How do I start a business in Culver City?

The Business Resource Center offers a wealth of community resources to aid individuals in starting a business. Economic development staff is here to assist you with your business needs. If you need assistance locating a site for your business, navigating through the city process, or need technical information on how to run a business, you can call the Culver City Business Hotline to speak with an economic development representative at 310.253.5765 or go on our website and enter a [Business Assistance Request Form](#). We will provide rapid and in-depth issue resolution to your businesses needs.

Where should I locate my business?

The Planning Division and an economic development representative can assist you in finding an appropriate location for your business operation in Culver City. [Click here](#) for an on-line search of available sites. When considering a business location, you should also consider zoning regulations. Contact the Planning Division at 310-253.5725 to obtain zoning clearance for your business location.

What are the types of Building/Safety permit application processes?

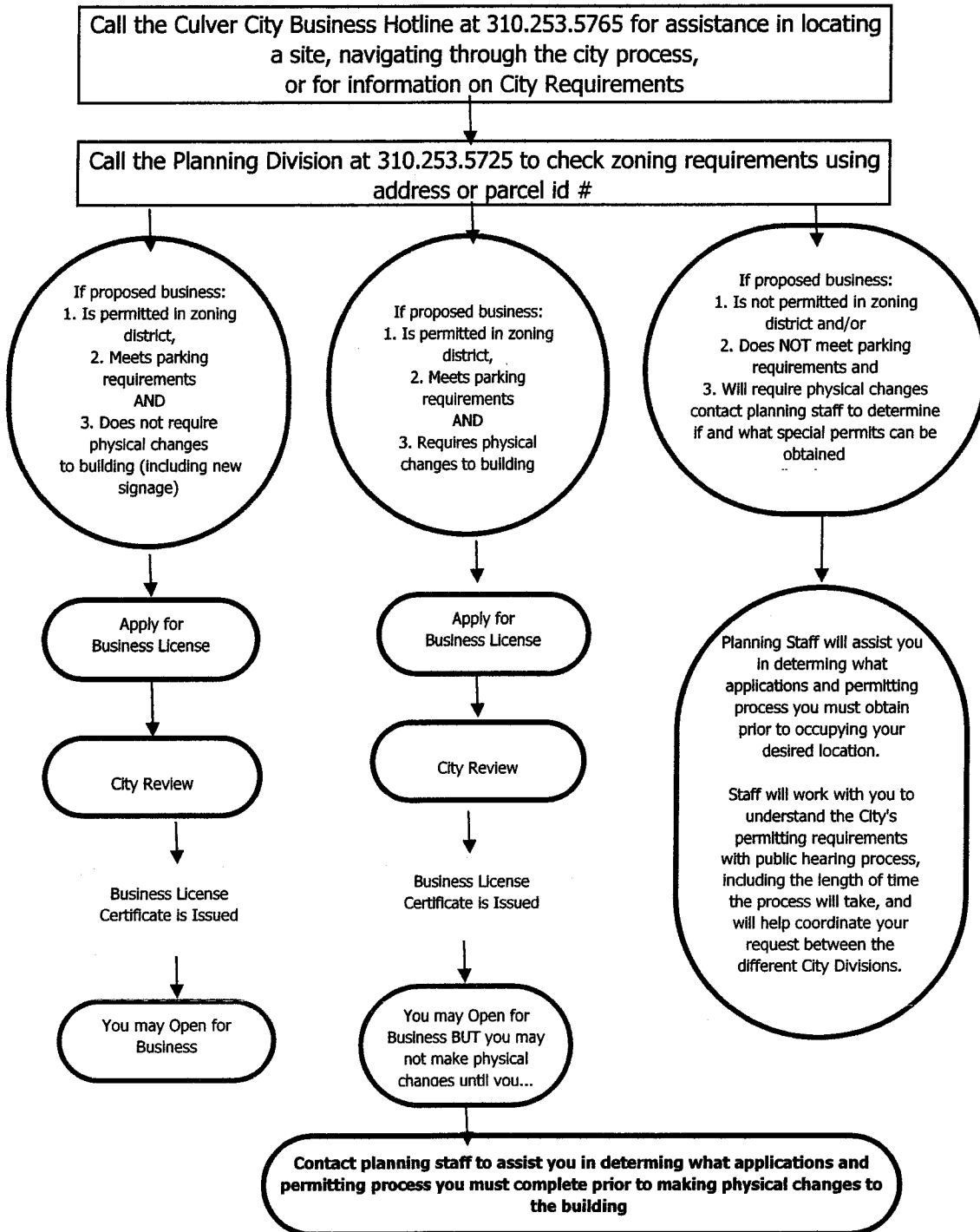
[Click here](#) for a description of the types of Building/Safety Permit Application Processes.

When is a Building permit required?

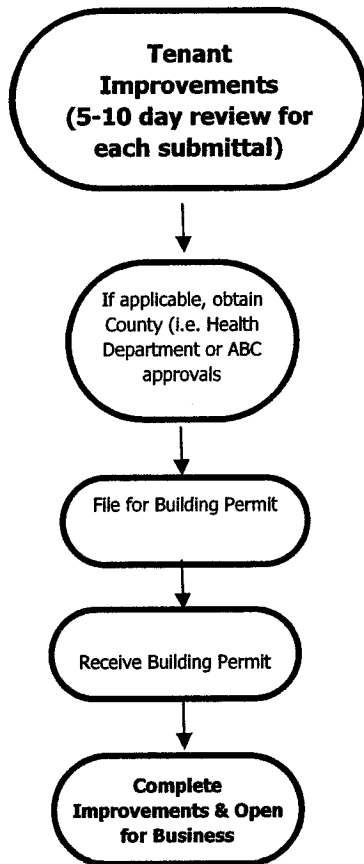
[Click here](#) for a list of items that require a permit from Building/Safety.

Opening a Business in Culver City Flowchart

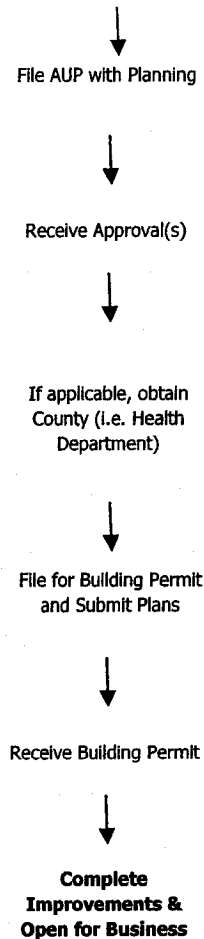
Before You Sign A Lease...



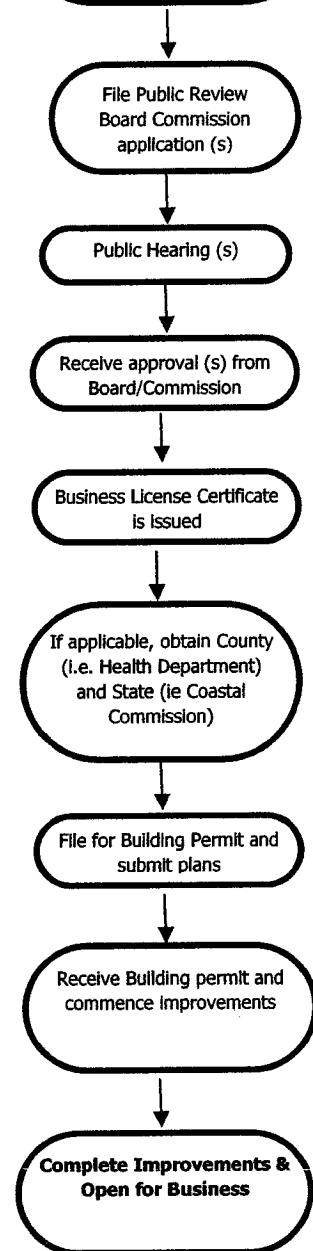
(See next page for Project types)



**Administrative Approval
(6-12 weeks)**



**Planning Commission Approval
(3 - 4 months)**



Forms & Applications

Building / Safety Division

For questions about the following, please contact the Building / Safety Division at 310-253-5800.

Permit Applications:

[Building Permit Application](#)

[Electrical Permit Application](#)

[Mechanical Permit Application](#)

[Plumbing Permit Application](#)

Informative Documents: (PDF format)

[Building Safety Fee Schedule](#)

[Culver City Solar PV Inspection and Submittal Guidelines](#)

[Avoiding Earthquake Damage](#)

[Block Walls](#)

[Building Safety Guidelines](#)

[Electrical Service Requirements](#)

[Owner/Builders Take Note! - A Word of Caution from the Contractors State License Board](#)

[Permit Time Periods and Work Done Without a Permit](#)

[Policy on Certificates of Occupancy](#)

[Retaining Walls](#)

[Smoke Detector Requirements for Resale](#)

[Tips for Hiring a Roofing Contractor](#)

[Top 10 Building Code Violations](#)

[Types of Building Safety Permit Application Processes](#)

[Document Submittal Requirements for a Tenant Improvement, Addition, or Alteration to an Existing Commercial/ Industrial Building](#)

[Required Building Permits](#)

Planning Division

For questions about the following, please contact the Planning Division at 310-253-5725.

Forms

Project Application

Preliminary Project Review Request Form

Sign Permit Application

Temporary Use Application

Informative Documents

Planning Fee Schedule

Temporary Special Event Signs & Banners Restrictions

Example of Site Plan

City Treasury

For questions about the following, please contact the Treasury Division at 310-253-5870.

Business Tax Certificate Application Forms

Property Rental/Lease or Sublease

Operation of a Commercial Vehicle

Operation of a Vending Machine or Coin-Operated Amusement Device

Contractor Based Outside of Culver City

Reactivation of a previous Contractor Business License

All other Business Activities Based from a Culver City Address

All other Business Activities Based from a Non-Culver City Address

Special Permit Application Forms

Event Requiring a Special Permit

Public Works

For questions about the following, please contact the Public Works Division at 310-253-5600.

Outdoor Dining Application

Cultural Affairs

For questions about the following, please contact the Cultural Affairs Division at 310-253-5760.

Art in Public Places

Historical Preservation Certificate of Appropriateness

Construction Permitting Guidelines for Businesses Moving into Existing Buildings in Culver City

If you are moving into an existing building and no construction is anticipated:

Businesses must have a valid City business tax certificate. Please contact the City **Treasurers Office**, Business Tax, at 310-253-5870.



The new business use must be approved *for the proposed location* by the City **Planning Division**, please contact them at 310-253-5710. A change in use may require a site plan review, a conditional use permit, or an administrative use permit. Note: existing parking lots may not be re-stripped or reconfigured without Planning review. Planning will also inform you whether your proposed location must be reviewed by the Committee on Permits and Licensing.

If the building does not currently have fire sprinklers, they may be required by a change in use. Please contact the **Fire Prevention Division** at 310-253-5925.

Your business may be subject to additional sewer facility impact fees, please contact the City Public Works, **Engineering Division**, at 310-253-5600.

► *Please note; these fees may be substantial, please contact the Public Works Engineering Division for further information.*

If your new business is a change of use, a seismic upgrade of the building may be required, if it has not already been completed. Please contact the **Building Safety Division** at 310-253-5800.

The Building owner or tenant may be eligible for commercial storefront facade improvement grants. Please contact the City **Redevelopment Division** at 310-253-5760

A City-complying dumpster enclosure will be required if the site does not already have one. Please contact the City Public Works, **Sanitation Division**, at 310-253-6400

Please consult Culver City **Economic Development** at 310-253-5765 for additional information. Also please refer to www.ci.culver-city.ca.us/ "Find Available Commercial Real Estate/ Culver City Connection"

Additional requirements for businesses moving into an existing building and changes are anticipated to the building and/ or the exterior site.

(please also review all the above noted requirements)

Planning Division

Incidental improvements improvements that do not qualify as minor or major improvements (less than \$40k value and less than 10% of the replacement cost of the structure, as determined by the Building Safety Division)

- All new construction must meet current regulations, but all other existing non-conforming configurations may remain.
- If any work is done to any of the five following categories, all items within that category must be brought up to meet current regulations.
 1. Signage. (all signage must be approved by the Planning Division)
 2. Rooftop equipment screening.
 3. Trash enclosures.
 4. Parking lot striping, landscaping, or paving.
 5. Fences or walls.

Minor Improvements (at least \$40k value or more than 10% of the replacement value of the structure)

- All new construction must meet current regulations.
- All items within all of the following five categories must be upgraded to current regulations:
 1. Signage (all signage must be approved by the Planning Division)
 2. Rooftop equipment screening.
 3. Trash enclosures.
 4. Parking lot striping, landscaping, and paving.
 5. Fences or walls.

Major Improvements (any addition which adds 10% or greater to the overall area of the building, or an addition of over 1,500 s.f.)

- The entire building and site, including each of the above noted five categories, must be upgraded to current regulations.

Please note: any addition of over 5,000 s.f. of interior floor area requires the project to complete a Planning Site Plan Review Process, prior to applying for any construction permits. Also; all signs, banners, special events and other temporary events require separate permits, please consult the Planning Division for further information.

Fire Prevention Division

(the Fire Prevention Division issues its own permits for fire alarms and fire sprinklers)

- All new construction must meet current codes.
- All exit signs, emergency egress lighting, exit doors, and fire extinguishers meeting current codes must be provided.
- Fire sprinklers are required for all occupancy classification changes*, any building height increase, and if the area of the building is increased by 50% or greater.

* (an example of an occupancy classification change might be a change from a former office (B) to restaurant (A))

Public Works/ Engineering Division

(the Public Works Engineering Division issues its own permits for all right of way work)

- All new parking configurations, drives, paving, driveways, etc. must meet current codes.
- Upgrades to the public right of way may be triggered by renovation work.
- Sewer facility charges

- *Please note: these fees may be substantial, please consult the Public Works Engineering Division for further information.*

Building Safety Division

- California licensed design professionals (architects or engineers) are required by state law to design all new commercial construction. Building Safety may accept drawings prepared by unlicensed individuals for a very small scope of work.
- If the new business is a change of occupancy classification (per the California Building Code) the building will be required to be seismically upgraded if not previously completed.
- All new construction must meet current building codes. If the new business is a change of occupancy classification per the California Building Code (for example, an assembly occupancy such as a restaurant is moving into a former mercantile occupancy such as a clothing store), all current emergency egress requirements must be met, including:
 1. Exit doors, exit corridors, exit stairways, etc. must meet current regulations.
 2. All exit signs and emergency egress lighting must meet current regulations.
 3. Seismic requirements.
- Handicap regulations; California Title 24
 1. If the total cost of all the proposed alterations exceeds \$100,000, all of the following must be made 100% accessible:
 - (a) the area of alterations itself (if alterations alter the h/c accessible route, they must be upgraded)
 - (b) an accessible path of travel from the primary method of arrival to the primary entrance.
 - (c) the primary entrance
 - (d) an accessible path of travel from the primary entrance to the area of alteration
 - (e) restrooms serving the area of alteration (at least one male restroom and one female restroom or at least one unisex restroom)
 - (f) drinking fountains and public telephones (if provided)
 2. If the total cost of the proposed alterations is less than \$100,000, you may claim an unreasonable hardship. In that case, you are only required to spend an additional 20% for accessible alterations; above the total cost of the non-handicap alterations. The handicap alterations must be done in the following order, (as the 20% funds allow):
 - (a) the parking area or primary method of arrival to the site
 - (b) an accessible path of travel from the primary method of arrival to the primary entrance
 - (c) an accessible entrance
 - (d) an accessible route from the primary entrance to the area of alteration
 - (e) at least one accessible restroom for each gender
 - (f) accessible telephones and drinking fountains, if provided
 - (g) additional accessible elements as possible within the 20% funds limit
- Separate permits are required for **any** electrical, plumbing, and mechanical work. Plan check (engineered drawings) is/ are required for any work above the following thresholds:
 1. Electrical plan check (engineered drawings) are required if any of the following thresholds are met: (please note: elect. contractors may design work they will install themselves)
 - (a) new area of work is over 5000 s.f.
 - (b) new service or panel of over 600 amps
 - (c) commercial kitchen renovation
 - (d) increased total lighting wattage (change of hardwired fixtures, not bulbs)
 - (e) relocating or replacing over 50% of the fixtures

2. Mechanical plan check (engineered drawings) are required if any of the following thresholds are met: (please note: mech. contractors may design work they will install themselves)
 - (a) installing a new smoke evacuation system
 - (b) installing a new commercial kitchen hood
 - (c) installing a new environmental exhaust system (ex.; garage ventilation)
 - (d) installing or replacing a 3 ton or larger hvac system
 - (e) modifying an existing system in a work area of over 5000 s.f.
 (note: new Title 24 energy calculations will be required for any of the above)
3. Plumbing plan check (engineered drawings) are required if any of the following thresholds are met: (please note: mech. contractors may design work they will install themselves)
 - (a) work area is over 5000 s.f.
 - (b) installation of a medical gas system
 - (c) installing a rain water/ storm drain system
 - (d) installing a sump pump or sewage ejector
 - (e) installing more than 7 fixtures
 - (f) installing a gas system over 2" in pipe size
 - (g) installing a grease trap or interceptor for grease, sand, oil, or flammable liquids

Redevelopment Division

- Facade design guidelines or other requirements may apply to your building, please consult with the Redevelopment Division for further information.

Cultural Affairs/ Public Art and Historic Preservation 310-253-5776

■ Public Art Requirement

1. If the total cost of a tenant improvement/ commercial renovation project exceeds \$250,000; fulfilling the City Public Art Requirement is required prior to occupying the commercial space. There are two options, please see below.
2. If the total cost of a new commercial building exceeds \$500,000, fulfilling the City Public Art Requirement is required prior to occupying the commercial space. There are two options:
 - (a) Pay 1% of the total project valuation into the City Art Fund.
 - (b) Commission original, site-specific artwork with a minimum valuation of 1% of the total project valuation. This option requires approval by the City Cultural Affairs Commission, and will also require input and approval from City Planning and Cultural Affairs staff. Please consult the Cultural Affairs staff for procedures and scheduling.
3. Please note: total project valuation includes the cost of all work within the property lines or tenant separation walls, including all site work, utilities, mechanical, electrical, and plumbing work. Project valuation will be reviewed by City staff and detailed supporting documentation from the permit applicant may be required.

■ Historic Preservation

There are many buildings and structures in Culver City that have local or national historic designations. If this is the case involving your project, there are detailed restrictions as to what types of alterations or improvements may be made to the building. All work will require review by Culver City Cultural Affairs and may require review by the Cultural Affairs Commission. Extra review time should be anticipated. You may also be required to hire your own qualified historic consultant to prepare a comprehensive review of all proposed alterations.

Culver CITY BUSINESS RESOURCE CENTER

Economic Development Division
9770 Culver Boulevard
P.O. Box 507
Culver City, CA
P 310 253 5765
W culvercity.org

business assistance team

a one stop shop for all of your business development needs - the *Business Assistance Team*, comprised of City professionals from all business permitting divisions, is committed to easing the process of opening a business in Culver City.

business info

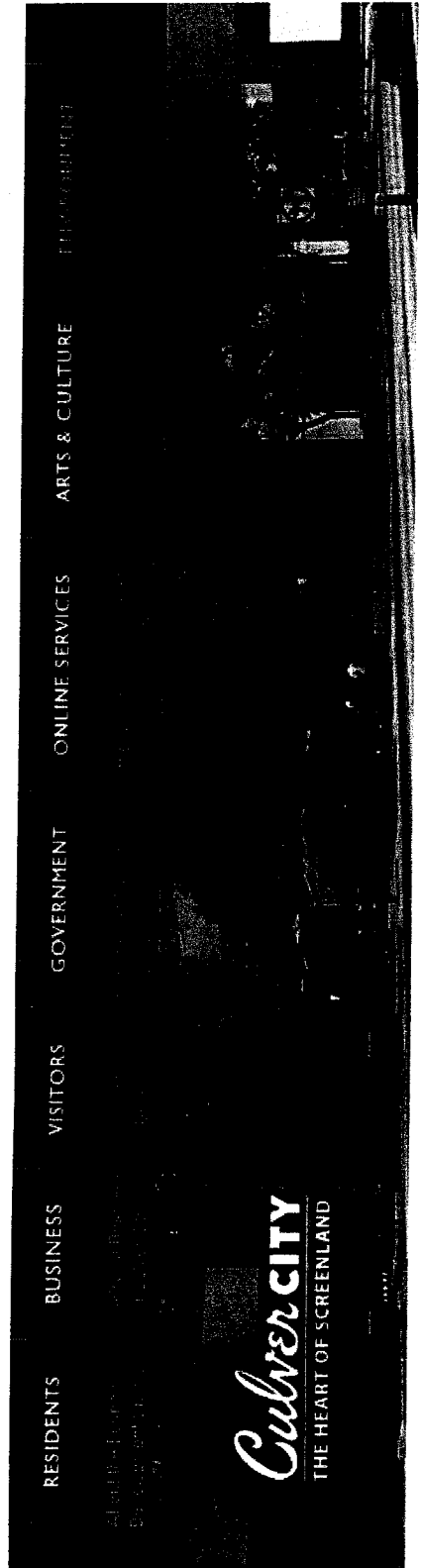
not sure where to begin? pick up a copy of our *open for business guide*, *construction guide*, frequently asked questions, flow chart, or visit our webpage - www.culvercity.org/

biz connection

a web based tool designed to help businesses succeed in Culver City - the website features 24-hour access to information, business resources and forum for addressing business goals and needs.

business hotline

our business hotline is available for Culver City business news, information, and direct, personal assistance - call us today @ 310 253 5765



RESIDENTS BUSINESS VISITORS GOVERNMENT ONLINE SERVICES ARTS & CULTURE

Culver City
THE HEART OF SCREENLAND

Culver City > Business

BUSINESS QUICK LINKS

BROWSE THE MOST POPULAR LINKS

[Frequently Asked Questions >>](#)

[Forms and Applications >>](#)

[Business Assistance Request Form >>](#)

COMMERCIAL PROPERTY LISTINGS

FIND AVAILABLE COMMERCIAL REAL ESTATE

Culver City BUSINESS
RESOURCE CENTER

search [GO](#)

"Developing a vibrant business community that nurtures a creative, diverse and balanced economy"

TOP BUSINESS DOWNLOADS

[Quick Guide to Opening a Business >>](#)

[How to Open a Business Flowchart >>](#)

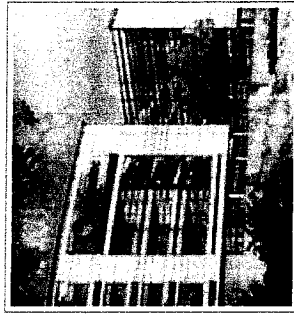
[Construction Permitting Guidelines >>](#)

[City Boundaries Map >>](#)

[View all downloads](#)

NEW BUSINESS SPOTLIGHT

WHO'S NEW IN CULVER CITY



SYMANTEC
Symantec is a world leader in information systems security (such as Norton anti-virus). It has over 5000 employees and its annual fiscal revenue approaches \$2 Billion. Symantec has recently completed the construction of a research office complex at 800-900 Corporate Pointe. The two buildings total 550,053 square feet of research and development (R&D) and office floor area. The proposed project includes a parking structure with 1,940 spaces.

[View all new businesses](#) [read more](#)

CULVER CITY IN THE NEWS

PRESS RELEASES & ARTICLES



Travel & Leisure
NEXT STOP, CULVER CITY
Once a nowhereville between Beverly Hills and ...

[read more](#)



Los Angeles Times
SOMETHING'S COOKING
The chefs are coming — and so are the bakers, wine bars, ...

[read more](#)

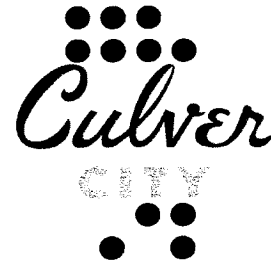
FILMING PERMITS

BUSINESS DIRECTORY

TAP INTO THE MOST VIBRANT CITY IN LA

Business Assistance Request Form

Please fill out this form to be entered into our tracking system so we can identify and quickly respond to your questions and concerns



Contact Information	
Name:	Date of Submittal:
Company:	Email Address:
Architect/ Engineering Firm:	Phone Number:

Project Information	
Are you an Existing or New Business?	
Existing Business:	New Business:
Project Description:	Business Description (USE):
	Is there are a specific area you would like to locate to?
Building Description (USE):	How much square footage does your business require?
Site Location:	
Estimated Value of Project \$:	Would you like to be contacted for site assistance?

Request Information
Request Type (Check all that apply)
Challenge ☐ Question ☐ Comment ☐ Complaint ☐
Specify Topic:
Please Describe Your Request In Detail:
Would you like us to contact you to make an appointment with the Business Resource Center?