CITY OF HUNTINGTON PARK
Community Development Dept. • Planning Division
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PRE-BUSINESS LICENSE ZONING CLEARANCE FOR NON-RESIDENTIAL BUSINESS

What is a Zoning Clearance? The purpose of a Zoning Clearance is to confirm that the proposed business is allowed by the Huntington Park Municipal Code. This is not an approval or permit to occupy a building, or an indication that the property meets all applicable code requirements. Prior to entering into a lease agreement, occupying, or making any improvements at the site, discuss your business with the Planning Division to be certain you can operate your business at the location.

PART A – GENERAL BUSINESS INFORMATION

Address of business: _____

Name of business: _____

Applicant Name:_____

Applicant's relationship to the business (e.g., owner, partner): _____

Phone: _____   Email:_____

Number of employees at this business location: _____

Hours of operation:_____

Will the business operate between the hours of midnight and 6am?_____

What is the size of the tenant space (in square feet): _____

Is this a business within a business?   YES ☐   NO ☐

Which of the following categories best summarizes your business?

☐ Auto Repair/ Body   ☐ Medical / Dental   ☐ Restaurant

☐ Auto Sales   ☐ Nightclub/ Entertainment ☐ Retail Sales

☐ Barber/ Beauty/ Nail Shops ☐ Office   ☐ Wholesale

☐ Educational Facility   ☐ Other *(please explain):* _____

☐ Manufacturing   _____

ONLY FILL OUT SECTIONS APPLICABLE TO THE TYPE OF BUSINESS THAT IS PROPOSED

PART B – BUSINESS USE CHARACTERISTICS

I.	EATING AND DRINKING ESTABLISHMENTS	YES	NO
1.	Will there be indoor seating for customers?	☐	☐
2.	Will there be outdoor seating for customers?	☐	☐
3.	Will the food be "to-go" only?	☐	☐
4.	Will you be serving beer and wine?	☐	☐
5.	Will you be serving distilled spirits?	☐	☐
6.	Do you have an active Alcoholic Beverage Control license?	☐	☐
7.	Will the establishment contain a bar, lounge, or tavern?	☐	☐
8.	Is this a drive-through facility?	☐	☐
9.	Will any of the following entertainment be offered?		
	a) Dancing	☐	☐
	b) Live music	☐	☐
	c) Karaoke	☐	☐

II.	ASSEMBLY	YES	NO
1.	Will this be an educational facility? Including vocational / trade school?	☐	☐
2.	Will this be billiard/ pool center?	☐	☐
3.	Will this be a dance hall/ club?	☐	☐
4.	Will this be a banquet hall, lodge, or conference hall?	☐	☐
5.	Will beer and wine be offered?	☐	☐
6.	Do you have an active Alcoholic Beverage Control license?	☐	☐

III.	MEDICAL/ DENTAL	YES	NO
1.	Will this be a medical, dental or chiropractic office?	☐	☐
2.	List services provided on site:		
	_____		
3.	Will this be a hospital?	☐	☐
4.	Will you provide accommodations for overnight stays?	☐	☐
5.	Will you have a laboratory?	☐	☐
6.	Will you provide a pharmacy?	☐	☐

IV.   MANUFACTURING/ INDUSTRIAL   **YES   NO**

   1. Will there be any manufacturing or processing at the business?   ☐   ☐

   2. List items manufactured or processed on site:

      _____

   3. Will there be food and/ or beverage processing at the business?   ☐   ☐

   4. Will warehousing be the primary activity of the business?   ☐   ☐

   5. Will goods be shipped from the business?   ☐   ☐

   6. Will there be any outdoor storage of materials?   ☐   ☐

   7. Will vehicles be stored at the premise?   ☐   ☐

   8. Will work be conducted inside an enclosed structure?   ☐   ☐

   9. Will work be conducted outside?   ☐   ☐

V.   MINI MARKET   **YES   NO**

   1. Will you sell beer and wine for off-site consumption?   ☐   ☐

   2. Will you sell distilled spirits for off-site consumption?   ☐   ☐

   3. Do you have an active Alcoholic Beverage Control license?   ☐   ☐

   4. Will you sell tobacco products?   ☐   ☐

   5. Do you have an active tobacco license?   ☐   ☐

   6. Will Check Cashing services be offered?   ☐   ☐

   7. Will currency exchange services be offered?   ☐   ☐

   8. Will vending machines be located on site?   ☐   ☐

VI.   RETAIL SALES/ COMMERCIAL   **YES   NO**

   1. Is the primary use of the business retail sales?   ☐   ☐

   2. List any retail items sold from the business:

      _____

   3. List any business services provided:

      _____

   4. Will items be sold at discount prices?   ☐   ☐

   5. Will items be sold at wholesale?   ☐   ☐

   6. Will secondhand items be sold?   ☐   ☐

VII. VEHICLE SALES/ SERVICES/ REPAIR   YES   NO

1. Will you sell gasoline? ☐ ☐
2. Will you provide car washing? ☐ ☐
3. Will you install products? ☐ ☐
4. Will you repair/ replace vehicle parts? ☐ ☐
5. Will you sell vehicle parts or products? ☐ ☐
6. Will vehicle wheel and tire sales and installation be conducted on site? ☐ ☐
7. Will you sell new vehicles? ☐ ☐
8. Will you sell used vehicles? ☐ ☐
9. Will you provide upholstery services? ☐ ☐
10. Will you rent/ lease vehicles? ☐ ☐
11. Will you offer driving classes? ☐ ☐
12. Will you provide any vehicle diagnosis? Such as smog check ☐ ☐
13. Will work be performed outside? ☐ ☐
14. Will work be performed in an enclosed structure? ☐ ☐

PART C – BUSINESS DESCRIPTION

Use the space below to provide a detailed description of your proposed business.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

PART D – FLOOR PLAN

Use the space below to provide a floor plan identifying dimension of the proposed space, all entrances/ exits, showing proposed and existing rooms, offices, walls, windows, etc.

PART E - TENANT IMPROVEMENTS

ARE YOU PROPOSING CHANGES TO THE BUILDING?   YES   NO

INTERIOR REMODEL   ☐   ☐

> *Includes but is not limited to creating partition walls, electrical, and plumbing upgrades.*

EXTERIOR REMODEL   ☐   ☐

> *Includes but is not limited to façade improvements.*

SIGNAGE

Per Sec. 9-3.1205 of the Huntington Park Municipal Code a permit is generally required for signs.

A sign application must be reviewed and approved prior to placement of signage on a building.

Failure to comply is a violation and subject to citation.

> *I ACKNOWLEDGE (INTIAL)* _____

CERTIFICATE AND AFFIDAVIT OF APPLICANT: I/We certify that all statements made on this application are true and complete to the best of my knowledge. I/We understand that any false statements may result in denial of the requested permit or revocation of any issued permit. I/We further certify that I am, or have permission by, the property owner to conduct the proposed business applied for herein.

_____   _____
Signature of Applicant   Date

FOR PLANNING DIVISION STAFF (REVISED 02/06/23)			
USE CLASSIFICATION:			
ZONING DISTRICT:		GENERAL PLAN DESIGNATION:	
PREVIOUS USE/ BUSINESS:			
OFF-STREET PARKING REQUIREMENT:		SAME AS PREVIOUS USE?	☐ YES ☐ NO
☐ PERMITTED	☐ PERMITTED W/ ENTITLEMENT		☐ DENIED
REVIEWED BY:		NOTES (MAY INCLUDE ENTITLEMENT INFORMATION/ NON-CONFORMING STATUS):	
PLANNER SIGNATURE:			
DATE:			