



# Business Assistance Guide



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## CHAPTER 1 - GETTING DOWN TO BUSINESS

The City of Costa Mesa is pleased to have your business as a part of our community. This Business Assistance Guide is designed to help you establish a new business or to expand an existing business in Costa Mesa.

The Business Assistance Checklist and the supporting permit descriptions will help answer questions regarding the permits required and procedures to follow in Costa Mesa. As an additional service, information on federal, state and county permits and procedures typically required for most businesses are also listed and described.

Please note that this guide has been prepared as a public service for those businesses wishing to locate or expand in the City of Costa Mesa. If you plan to operate your business outside of Costa Mesa city limits, you will need to contact the city in which you plan to locate for their particular requirements. If you are locating in an area outside of any incorporated city boundary, you will need to contact the County of Orange.

Although every effort has been made to ensure accuracy and completeness, the list of permits and procedures contained in this guide is not guaranteed to be all inclusive. This is especially true for other governmental agencies and special districts. Permitting procedures and fees are subject to periodic review and change. Any errors and omissions in this guide will not relieve the business owner or operator of the responsibility, obligation or liability in fulfilling all of these legal requirements.

### SECTION 1.1 - USING THIS GUIDE

The permits you will need and their accompanying procedures will depend upon the type of business you plan to operate. This guide has been divided into three main sections to help you identify the permits and procedures applicable to your business. The first section (Getting Organized) describes the steps necessary to legally establish and organize your business. The second section (Business Authorization) describes the steps you may need to follow before obtaining a Business License. The third section (Construction and Operational Permits) describes the steps you will need to complete to open and begin operating your business. An additional reference section is also provided following these sections.

The Business Assistance Checklist provides a quick reference to all permits described in this booklet. Please, carefully read the description of the permits following the checklist to help you find the permits and/or procedures that are applicable to your business. Chances are you will not need every permit listed. The department or agency responsible for each permit or procedure is listed and should be contacted if you have any questions about the applicability to your business.

As a general rule, all permits require payment of fees. Therefore, don't forget your checkbook--it will save you time and frustration. The most current fee schedules for each permit or procedure are enclosed as a separate flyer to facilitate updating of this information.

As with anything, proper planning and research will help you anticipate and avoid potential problems and delays. If your project is complex and involved, you may consider hiring outside professionals such as architects, engineers, or consultants to assist you. You will most likely find out that the extra effort you made to hire qualified people experienced in successfully processing permits in Costa Mesa will save you time and money in the long run. Our staff can offer suggestions in this area, but cannot endorse individuals or firms.

## SECTION 1.2 - WHERE TO BEGIN

Most businesses will only require a zoning approval, a business license and certificate of occupancy to start operating in Costa Mesa. However, other permits and reviews may be necessary.

Before applying for any of the permits described in this booklet, you should contact the following city departments and/or divisions:

**Planning Division (2nd Floor)** to make sure that your business/service is consistent with the Zoning Code.

**Building and Safety Division (2nd Floor)** to apply for building permits and /or certificate of occupancy or to check to see if your proposed building is suitable for your business.

**Finance Department (1st Floor)** for a business license application.

## SECTION 1.3 - IF YOU GET LOST

The City of Costa Mesa is genuinely interested in the success of your business venture. This booklet is only one of the services offered to assist you. If you have difficulty understanding the types of permit and/or procedures you will need, please feel free to call the city's Business Assistance Hotline at (714) 754-5613. The city also has assigned two members of the Planning Division staff to act as business liaisons. Do not hesitate to contact them by calling (714) 754-5245.

## SECTION 1.4 - IMPORTANT CITY FACILITIES

**City Hall.** City hall is the five-story building located at 77 Fair Drive, between Fairview Road and Newport Boulevard, just across the street from the Orange County Fairgrounds.

**Police Facility.** The Police Facility is located at 99 Fair Drive, adjacent to City Hall, towards Fairview Road.

**Royal Palm Fire Station.** The Royal Palm Fire Station Number 1, is located on the northwest corner of Adams Avenue and Royal Palm Drive at 2803 Royal Palm Drive.

**CHAPTER 2 - BUSINESS ASSISTANCE CHECKLIST**

**SECTION 2.1 - GETTING ORGANIZED**

One or more of the following Federal, State, or County permits and licenses may be required before starting your business.

<b>PERMIT/LICENSE</b>		<b>FEDERAL/STATE/COUNTY AGENCY</b>
<input type="checkbox"/>	<b>Business and Professional License</b>	<b>State of California</b> Department of Consumer Affairs
<input type="checkbox"/>	<b>Contractors License</b>	<b>State of California</b> Contractors State License Board
<input type="checkbox"/>	<b>Employer Registration</b>	<b>State of California</b> Employment Development Department
<input type="checkbox"/>	<b>Fictitious Business Name Statement</b>	<b>Orange County Clerk-Recorder</b>
<input type="checkbox"/>	<b>Income Tax, Federal</b>	<b>Internal Revenue Service</b>
<input type="checkbox"/>	<b>Income and Corporate Tax, State</b>	<b>State of California</b> Franchise Tax Board
<input type="checkbox"/>	<b>Incorporation</b>	<b>California Secretary of State</b> Business Programs Division
<input type="checkbox"/>	<b>Trademark, Service Mark and Patent Registration</b>	<b>California Secretary of State</b> Trademark and Service Marks  <b>U.S. Patent and Trademark Office</b>
<input type="checkbox"/>	<b>Seller's Permit - Sales and Use Tax Permit</b>	<b>State of California</b> Board of Equalization

**SECTION 2.2 - BUSINESS AUTHORIZATION**

One or more of the following City permits and licenses may be required before starting your business.

<b>PERMIT/LICENSE</b>		<b>CITY DEPARTMENT</b>
<input type="checkbox"/>	<b>Business License</b>	<b>Finance Department</b> Business License Division  <b>Development Services Department</b> Planning Division
<input type="checkbox"/>	<b>Conditional Use Permit/ Minor C.U.P.</b>	<b>Development Services Department</b> Planning Division
<input type="checkbox"/>	<b>Home Occupation Permit</b>	<b>Finance Department</b> Business License Division  <b>Development Services Department</b> Planning Division
<input type="checkbox"/>	<b>Seasonal Sales Permit</b>	<b>Finance Department</b> Business License Division  <b>Development Services Department</b> Building and Safety Division Code Enforcement Planning Division  <b>Fire Department</b> Fire Prevention Bureau
<input type="checkbox"/>	<b>Special Business Permit</b>	<b>Finance Department</b> Business License Division  <b>Fire Department</b> Fire Prevention Bureau  <b>Police Department</b>
<input type="checkbox"/>	<b>Tow Operator Application Filing Fee</b>	<b>Police Department</b> Traffic Division
<input type="checkbox"/>	<b>Zoning Approval</b>	<b>Development Services Department</b> Planning Division

**SECTION 2.3 - CONSTRUCTION AND OPERATING PERMITS**

One or more of the following permits and licenses may be required before starting your business.

<b>PERMIT</b>		<b>AGENCY/DEPARTMENT</b>
<input type="checkbox"/>	<b>Air Quality Permit</b>	<b>South Coast Air Quality Management District</b>
<input type="checkbox"/>	<b>Alcoholic Beverage License</b>	<b>State of California</b> Department of Alcoholic Beverage Control  <b>Development Services Department</b> Planning Division
<input type="checkbox"/>	<b>Building Permit</b>	<b>Development Services Department</b> Building and Safety Division Planning Division
<input type="checkbox"/>	<b>Certificate of Occupancy</b>	<b>Development Services Department</b> Building and Safety Division  <b>Fire Department</b> Fire Prevention Bureau  <b>Orange County Health Care Agency</b>  <b>South Coast Air Quality Management District</b>
<input type="checkbox"/>	<b>City Facility Use Permit</b>	<b>Recreation Services Division</b>
<input type="checkbox"/>	<b>Contractors/Subcontractors Business License</b>	<b>Finance Department</b> Business License Division
<input type="checkbox"/>	<b>Development Review</b>	<b>Development Services Department</b> Planning Division
<input type="checkbox"/>	<b>Development Impact Fee</b>	<b>Development Services Department</b> Planning Division  <b>Public Services Department</b>
<input type="checkbox"/>	<b>Drainage Permit</b>	<b>Public Services Department</b> Engineering Division
<input type="checkbox"/>	<b>Environmental Review</b>	<b>Development Services Department</b> Planning Division

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<b>PERMIT</b>		<b>AGENCY/DEPARTMENT</b>
<input type="checkbox"/>	<b>Fire Code Permit</b>	<b>Fire Department</b> Fire Prevention Bureau
<input type="checkbox"/>	<b>Food Service Plan Check</b>	<b>Orange County Health Care Agency</b> Environmental Health Division
<input type="checkbox"/>	<b>Grading Permit</b>	<b>Development Services Department</b> Building and Safety Division
<input type="checkbox"/>	<b>Hazardous Material Disclosure</b>	<b>Orange County Fire Authority</b>
<input type="checkbox"/>	<b>Health Permit</b>	<b>Orange County Health Care Agency</b> Environmental Health Division
<input type="checkbox"/>	<b>Public Entertainment Permit</b>	<b>Development Services Department</b> Code Enforcement
<input type="checkbox"/>	<b>Redevelopment Action</b>	<b>Costa Mesa Redevelopment Agency</b>
<input type="checkbox"/>	<b>Right-of-way Encroachment Permit</b>	<b>Public Services Department</b>
<input type="checkbox"/>	<b>Sanitation/Sewer Connections</b>	<b>Costa Mesa Sanitary District</b> <b>Public Services Department</b>
<input type="checkbox"/>	<b>Sign Permit</b>	<b>Development Services Department</b> Planning Division
<input type="checkbox"/>	<b>Site Access Permit</b>	<b>Public Services Department</b>
<input type="checkbox"/>	<b>Special Events Permit</b>	<b>Finance Department</b> Treasury Management Division
<input type="checkbox"/>	<b>Temporary Dumpster Permit</b>	<b>Public Services Department</b>
<input type="checkbox"/>	<b>Transportation Permit</b>	<b>Public Services Department</b>
<input type="checkbox"/>	<b>Underground Storage Tanks</b>	<b>Orange County Health Care Agency</b> Environmental Health Division  <b>Fire Department</b> Fire Prevention Bureau  <b>Development Services Department</b> Building and Safety Division

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<b>PERMIT</b>		<b>AGENCY/DEPARTMENT</b>
<input type="checkbox"/>	<b>Water Service Connection</b>	<b>Mesa Consolidated Water District</b> <b>Irvine Ranch Water District</b>
<input type="checkbox"/>	<b>Weights and Measures Device Registration</b>	<b>Orange County Agricultural Commission</b> Sealer of Weights and Measures

## CHAPTER 3 - BUSINESS PERMITS AND PROCEDURES DESCRIPTIONS

### SECTION 3.1 - GETTING ORGANIZED

Starting your own business can be an exciting and challenging endeavor. However, before you begin, you must follow a number of steps to legally establish your business. The following state and federal requirements are necessary steps in this process.

#### BUSINESS AND PROFESSIONAL LICENSES

**State of California**  
**Department of Consumer Affairs**  
400 R Street  
Sacramento, CA 95834  
(800) 952-5210  
[www.dca.ca.gov](http://www.dca.ca.gov)

The Department of Consumer Affairs handles business and professional licenses for occupations ranging from accountants to vocational nurses.

#### CONTRACTORS LICENSE

**State of California**  
**Contractors' State License Board**  
12501 East Imperial Highway, Suite 600  
Norwalk, CA 90650  
(562) 345-7656  
[www.clb.ca.gov](http://www.clb.ca.gov)

If you plan to set up business as a contractor, you must obtain a contractors' license from the State of California.

#### EMPLOYER REGISTRATION

**State of California**  
**Employment Development Department**  
**Employment Tax Office**  
2099 South State College Boulevard, Suite 401  
Anaheim, CA 92806  
(888) 745-3886  
[www.edd.ca.gov](http://www.edd.ca.gov)

If you hire employees, you must register with the State Employment Development Department within 15 days after your employees are hired. You must obtain a State Employer Tax Identification Number and withhold State Income Tax, Disability and Unemployment Insurance, and Employment Training Tax.

## **FICTITIOUS BUSINESS NAME STATEMENT**

**Orange County Clerk-Recorder**  
12 Civic Center Plaza, Room 106  
Santa Ana, CA 92701  
(714) 834-2889  
[www.ocgov.com/recorder](http://www.ocgov.com/recorder)

If you intend to conduct business under a name other than your legal name, you will need to file a Fictitious Business Name Statement with the County Clerk's Office. This statement can be filed within 40 days of the first day of business. However, it is recommended that you file before starting your business to avoid confusion. Notice of your Fictitious Business Statement must be published in a newspaper once a week for four weeks.

## **INCOME TAX, FEDERAL**

**Internal Revenue Service**  
801 West Civic Center Drive  
Santa Ana, CA 92701  
(714) 347-9204  
[www.irs.gov](http://www.irs.gov)

Please contact the IRS regarding employee withholdings, self employment tax, sole proprietorship, partnership and corporation taxes. The IRS will assign you a Federal Employer Identification Number. The IRS can also provide a Business Kit, seminars for new businesses, additional information and forms.

## **INCOME TAX, STATE**

**State of California**  
**Franchise Tax Board**  
Santa Ana Field Office  
600 West Santa Ana Boulevard, Suite 300  
Santa Ana, CA 92701  
(800) 852-5711  
[www.ftb.ca.gov](http://www.ftb.ca.gov)

Please contact the State Franchise Tax Board for information regarding State tax requirements. Information regarding tax procedures will be given to you when you file Articles of Incorporation with the Secretary of State's Office.

## **INCORPORATION**

**California Secretary of State  
Business Programs Division**  
Los Angeles Office  
300 South Spring Street, Room 12513  
Los Angeles, CA 90013  
(213) 897-3062  
[www.sos.ca.gov](http://www.sos.ca.gov)

The Secretary of State's Office handles Articles of Incorporation and Corporation Qualification.

## **TRADEMARK, SERVICE MARK, AND PATENT REGISTRATION**

**California Secretary of State  
Trademarks and Services Marks**  
1500 11th Street, 2nd Floor  
Sacramento, CA 95814  
(916) 653-3984  
[www.sos.ca.gov](http://www.sos.ca.gov)

**U.S. Patent and Trademark Office**  
P.O. Box 1452  
Alexandria, VA 22313  
(800) 786-9199  
[www.uspto.gov](http://www.uspto.gov)

You must file for a trademark registration in the State of California. Application for national trademark registration is made to the United States Patent and Trademark Office by the trademark owners or their attorney.

## **SELLER'S PERMIT - SALES AND USE TAX PERMIT**

**State of California  
Board of Equalization**  
16715 Von Karman Avenue, Suite 200  
Irvine, CA 92606  
(949) 440-3473  
[www.boe.ca.gov](http://www.boe.ca.gov)

If you will be selling or leasing tangible property, you must apply for a Seller's Permit. Permits are required for full-time, part-time or temporary businesses, such as Christmas tree lots and fireworks stands. The State Board of Equalization is currently offering registration by mail. This is faster and more convenient than applying in person.

If your business will be organized as a corporation, you must supply the Articles of Incorporation at the time of application. In the case of a partnership, all partners are required to sign and fill out an application. A driver's license is required as proof of identification.

Seller's Permits are issued at no cost to the applicant. However, a security deposit may be required to cover any unpaid taxes that may be owed at the time a business closes. The amount of the deposit will be determined at the time of application.

## SECTION 3.2 - BUSINESS AUTHORIZATIONS

Although a Business License is needed for all business which operate in Costa Mesa, certain types of businesses will require special authorization prior to issuance of the Business License. The following explains these permits and procedures, including the issuance of a Business License.

### BUSINESS LICENSE

**Finance Department  
Business License Division**  
City Hall, 1st Floor  
(714) 754-5235

**Development Services Department  
Planning Division**  
City Hall, 2nd Floor  
(714) 754-5245

Any person, including but not limited to, a partnership, corporation or sole proprietor who wishes to conduct any business within the City of Costa Mesa must obtain a Business License. A separate license is required for each branch or location of your business. Business Licenses are not transferable. You must advise the Business License Division should you wish to relocate or terminate your business. Licenses are renewed annually.

You must receive zoning clearance from the Planning Division prior to the issuance of a Business License. Applicants are strongly encouraged to check with the Planning Division before submitting a Business License application to ensure that your business is located in an appropriate zone. This may assist in avoiding potential delays if your selected location is not allowed by the Zoning Code or other authorizations are necessary. Businesses operating out of a home must also have a Home Occupation Permit. The Planning Division can also advise you about the limitations on running a business out of your home.

Some businesses also require permits from the Police Department. These businesses include massage parlors and masseur/masseuse, and pedestrian food vendors. Additional uses such as sound truck advertising, swap meets and charitable solicitors must be approved by the City Council.

### CONDITIONAL USE PERMIT / MINOR C.U.P.

**Development Services Department  
Planning Division**  
City Hall, 2nd Floor  
(714) 754-5245

The Zoning Code allows certain businesses in the various zones pursuant to a Conditional Use Permit (CUP). The CUP allows a business to operate under certain specified conditions which ensure that the business will be compatible with surrounding land uses, particularly residential neighborhoods. CUPs are reviewed and approved or denied by the Planning Commission at a public hearing. If denied, the applicant may appeal the decision to the City Council.

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One of the first steps in the application process is a visit to the Planning Division public counter. It is helpful to have a rough sketch of your project or building. The purpose of this initial consultation is to review your proposed business for consistency with applicable zoning and development requirements and to explain how the city's plans and policies might affect your business.

The CUP process can take approximately 8 to 12 weeks. Information about the application filing requirements and fee schedule can be obtained from the Planning Division public counter on the second floor of City Hall or by calling the Planning Division office.

Certain uses can be approved as a Minor Conditional Use Permit. The process is similar to a normal CUP, except that Minor CUPs are approved by the Zoning Administrator. Public hearings are not required for Minor CUPs. The processing time for Minor CUPs is approximately 8-12 weeks. If your application is denied by the Zoning Administrator, you may appeal this decision to the Planning Commission.

### HOME OCCUPATION PERMIT (INCLUDING STATE REGULATED OCCUPANCIES)

**Finance Department  
Business License Division**  
City Hall, 1st Floor  
(714) 754-5235

**Development Services Department  
Planning Division**  
City Hall, 2nd Floor  
(714)754-5245

Any business conducted out of a home or apartment must have both a valid business license and a Home Occupation Permit. Home occupations are permitted in all residential zones, subject to certain conditions and limitations. A list of conditions is printed on the reverse side of the Home Occupation Permit application available from the Business license Division. Applications (including the property owner's signature if you are a renter) must be approved by the Planning Division before a business license can be issued.

State regulated occupations such as day care facilities or home care facilities will also need to be inspected by the Fire Department in order to ensure that Uniform Fire Code safety requirements are being met.

### SEASONAL SALES PERMIT

**Finance Department  
Business License Division**  
City Hall, 1st Floor  
(714) 754-5235

**Fire Department  
Fire Prevention Bureau**  
Royal Palm Fire Station  
(714) 327-7400

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### **Development Services Department**

City Hall, 2nd Floor  
(714) 754-5273 (Building and Safety)  
(714) 754-5623 (Code Enforcement)  
(714) 754-5245 (Planning)

All temporary sales lots (e.g., Christmas trees, pumpkins, fireworks, strawberries, etc.) require a Business License. A Fire Permit is required for fireworks stands and Christmas tree lots. An Electrical Permit is required if you need electrical service. Code Enforcement approval is required for sales of single agricultural products such as strawberries. You will need approval from the property owner and a site plan showing the location of sales booth, parking spaces, sales area and access points. In certain cases, bonds may be required to ensure that the site is cleaned up after the close of the temporary sales lot.

### **SPECIAL BUSINESS PERMITS**

#### **Finance Department Business License Division**

City Hall, 1st Floor  
(714) 754-5235

#### **Fire Department Fire Prevention Bureau**

Royal Palm Station  
(714) 327-7400

#### **Police Department**

99 Fair Drive, 1st Floor  
Costa Mesa, CA 92626  
(714) 754-5117

Certain businesses require special permits before issuance of a Business License. These uses and the approving authority are listed below:

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<b>PERMIT/LICENSE</b>	<b>APPROVING AUTHORITY</b>
<b>Adult Entertainment Permit</b>	<b>Police Chief</b>
<b>Advertising by handbills</b>	<b>Finance Director</b>
<b>Advertising by sound trucks, street banners or signs on other than billboards</b>	<b>City Council</b>
<b>Amusement games and rides</b>	<b>Finance Director</b>
<b>Auction and close-out sales</b>	<b>Finance Director</b>
<b>Bingo games</b>	<b>Finance Director</b>
<b>Christmas tree lots</b>	<b>Finance Director and Fire Chief</b>
<b>Firearms dealer permit</b>	<b>Police Chief</b>
<b>House number painter</b>	<b>Finance Director</b>
<b>Itinerant merchant</b>	<b>Finance Director</b>
<b>Junk collector/dealer</b>	<b>Finance Director</b>
<b>Massage Establishment*</b>	<b>Police Chief</b>
<b>Masseur/Masseuse</b>	<b>Police Chief</b>
<b>Pawn Broker</b>	<b>Police Chief</b>
<b>Peddler (door-to-door)</b>	<b>Police Chief</b>
<b>Push cart vendors</b>	<b>Police Chief</b>
<b>Safe and sane fireworks*</b>	<b>Finance Director and Fire Chief</b>
<b>Secondhand dealers</b>	<b>Police Chief</b>
<b>Solicitor (door-to-door)</b>	<b>City Council and Police Chief</b>
<b>Swap meet*</b>	<b>City Council</b>
<b>Taxicab operator</b>	<b>City Council</b>
<b>Taxi driver</b>	<b>OCTAP (Orange County Taxi Administration)</b>
<b>Transient Occupancy Tax Permit</b>	<b>Finance Director</b>

\* These uses also require review by Building and Safety Division to ensure proper occupancy and compliance with structural, electrical and accessibility codes.

## **TOW OPERATOR PERMIT**

**Police Department**  
99 Fair Drive, 1st Floor  
Costa Mesa, CA 92626  
(714) 754-5265

Tow Operator Permits are required for tow operators doing business in the City. Applications are available through the Police Department, Traffic Division.

## **ZONING APPROVAL**

**Development Services Department**  
**Planning Division**  
City Hall, 2nd Floor  
(714) 754-5245

Before applying for any of the permits described in this booklet or leasing or buying a building, it is critical that you make sure that your proposed business is consistent with the zoning of the property on which you plan to locate. This can be done by either calling or visiting the Planning Division of the Development Services Department. Planners are available to check the zoning of the property and can advise you on your business' consistency with the applicable zoning district. If your use requires special consideration such as a Conditional Use Permit or Minor Conditional Use Permit, the staff planner can advise you of the procedures you will need to follow. If your business is not permitted by the zoning district you have chosen, the planner can also advise you of the proper zoning district for your business.

A little homework and research up front will save everyone time and effort in the long run. Therefore, you are encouraged to contract the Planning Division to check zoning consistency and other requirements early in your business planning process.

## SECTION 3.3 - CONSTRUCTION AND OPERATING PERMITS

Before you open your doors to customers, you will likely need some form of construction or operating permits. These can range from minor tenant improvement building permits for remodeling existing suites to full scale building permits if you plan to construct your own building. Depending upon the type of processes and equipment used in your business, you may also be required to obtain some operating permits from a variety of local and regional permit issuing agencies. The following describes the types of permits which may be applicable to your business.

### AIR QUALITY PERMITS

#### **South Coast Air Quality Management District**

21865 Copley Drive  
Diamond Bar CA 91765  
(909) 396-2000 (Public Advisor's Office)  
[www.aqmd.gov](http://www.aqmd.gov)

The South Coast Air Quality Management District (SCAQMD) governs air pollution regulation in most of Southern California. Air quality permits are required for certain businesses and equipment. Permits are usually required for types of uses such as auto body paint/repair shops, dry cleaners, service stations, printers, furniture finishers and restaurants with char broilers. Neither building permits nor certificates of occupancy can be issued until AQMD clearance is received.

The SCAQMD Public Advisor's Office provides assistance to small businesses. The office can provide information on permits and variance applications, billing questions, district rules and regulations and locating financing sources for air pollution control equipment.

### ALCOHOLIC BEVERAGE LICENSE

#### **State of California Department of Alcoholic Beverage Control**

28 Civic Center Plaza, Suite 369  
Santa Ana CA 92701  
(714) 558-4101  
[www.abc.ca.gov](http://www.abc.ca.gov)

#### **Development Services Department**

City Hall, 2nd Floor  
(714) 754-5273 (Building and Safety)  
(714) 754-5245 (Planning)

## Costa Mesa Business Assistance Guide

If you plan to sell alcoholic beverages from your business, you must obtain an Alcoholic Beverage License from the State of California. The type of license you will need depends on whether you sell alcoholic beverages for consumption away from your business (such as a grocery store or liquor store), or for consumption at your business (such as a restaurant or bar). The initial licensing fee ranges from \$50 to \$20,000. Licenses must be reviewed annually. Renewal costs vary depending upon the type of license you receive. The processing time for licenses averages 45 to 60 days. Due to the high volume of permit requests, you must call for an appointment to begin the application process.

The City's Zoning Code requires review and approval of businesses which serve alcoholic beverages for on-site consumption. A minor Conditional Use Permit is required for business servicing alcoholic beverages after 11 p.m. and which are located more than 200 feet away from a residential zone, while a Conditional Use Permit is required for these uses within 200 feet of a residential zone. Zoning clearance is also required as a part of the ABC licensing process.

### **BUILDING PERMITS**

#### **Development Services Department**

City Hall, 2nd Floor

(714) 754-5273 (Building and Safety)

(714) 754-5245 (Planning)

A Building Permit is required when you plan to make cosmetic or physical changes to the interior or exterior of the building you occupy. Building permits are also required for swimming pools, spas, masonry walls, fences over six feet high and signs. Electrical, plumbing and/or mechanical permits may also be required depending upon the type of improvements or modifications you plan to make.

When required, plans (three sets) must be submitted for Plan Check prior to the issuance of a Building Permit. A Building Permit must be issued before starting any new construction, alteration or remodeling, including demolition. The purpose of the Plan Check is to review your plans for conformance with the Zoning Code, the Uniform Building and Municipal Codes and any other applicable codes (i.e., Title 24 CCR, State Building Codes, including accessibility standards).

The time frame of the Plan Check process can vary depending upon the extent of work planned the backlog of plans to be checked. Permit checks for minor improvements such as walls or signs can generally be performed at the counter while you wait. Most other improvements require more extensive review and must be submitted for additional checking. Plan Checks can be performed generally within 30 days. As an alternative to plan checking conducted by City staff, the City offers an Accelerated Plan Check process through approved private engineers and consultants. Please contact the Building Division for the current plan check review time or for additional information of the Accelerated Plan Check Process.

Building Permit fees are based upon the value of the work to be performed. Electrical, plumbing and mechanical permit fees are based on the number and type of fixtures or equipment to be installed. Plan Check fees are charged as a percentage of the permit fee. The Fire Department

## Costa Mesa Business Assistance Guide

provides plan review and inspection for compliance with applicable fire codes, fire sprinklers and alarm systems. Routing of your plan through the Fire Department is coordinated by the Building and Safety Division.

Plan Checks are also conducted by the Public Services Department. You should contact the Public Services Department for a complete list of permits and fees which will be required for issuance of Building Permits or Certificate of Occupancy. See Development Impact Fee discussion for additional details.

As a part of your final plans, you will need to include a landscape plan. Specific requirements will be given to you by the Planning Division.

All contractors and subcontractors who will work on your job must have valid City Business Licenses, appropriate State Contractors Licenses and workers' compensation certificates prior to the issuance of Building Permits.

All fees are required to be paid at a time prior to issuance of a building permit. Verification of payment of special district or impact fees (i.e., school and traffic impact fees) must be presented prior to issuance of permits.

### CERTIFICATE OF OCCUPANCY

**Development Services  
Building and Safety Division**  
City Hall, 2nd Floor  
(714) 754-5273

**Department Fire Department  
Fire Prevention Bureau**  
Royal Palm Fire Station  
(714) 327-7400

**Orange County Health Care Agency**  
Environmental Health Division  
1241 East Dyer Road, Suite 120  
Santa Ana, CA 92705  
(714) 433-6000  
[www.ochealthinfo.com](http://www.ochealthinfo.com)

**South Coast Air Quality Management  
District**  
21865 Copley Drive  
Diamond Bar, CA 91765  
(909) 396-2000  
[www.aqmd.gov](http://www.aqmd.gov)

A Certificate of Occupancy is necessary before moving your business into a new or existing building, or changing the existing occupancy of a building. The purpose of the Certificate of Occupancy is to ensure that the proposed building conforms to the Uniform Building Code requirements for your use (i.e., handicap access, proper fire exits, occupancy load, etc.).

A Certificate of Occupancy is issued by the Building and Safety Division. Once your tenant improvements are completed, a final inspection is performed. If everything is in compliance, the City will release electrical service and issue a Certificate of Occupancy. After release of the Certificate of Occupancy, the Fire Department will conduct a follow-up inspection for compliance with the Uniform Fire Code.

A supplemental Hazardous Material use Disclosure form must be filled with all applications for a building permit. This form helps to determine if the business use fits the original building classification, or if alterations are needed to comply with building and fire code requirements.

Additionally, applicants must obtain clearance from the South Coast Air Quality Management District. A checklist designed to help applicants meet these requirements is available from the Building and Safety Division. Finally, if you are a food service business, you must obtain clearance from the Orange County Health Care Agency prior to issuance of a Certificate of Occupancy.

To avoid potential problems or delays, it is always best for prospective business owners to contact the Planning and Building and Safety Division to see if the proposed use and/or business is consistent with local zoning and building code requirements before leasing or buying a building.

### **CITY FACILITY USE PERMIT**

#### **Recreation Services Division**

City Hall, 3rd Floor  
(714) 754-5300

A Facility Use Permit is required for limited use of City parks, athletic facilities and community centers. Contact the Recreation Services Division for specific information and reservations for the facilities.

### **CONTRACTOR/SUBCONTRACTORS BUSINESS LICENSE**

#### **Finance Department Business License Division**

City Hall, 1st Floor  
(714) 754-5235

All contractors and subcontractors doing work for you are required to have current City Business Licenses, even if their primary place of business is located outside of Costa Mesa. Final inspections will not be performed and a Certificate of Occupancy will not be issued until this is verified. As such, it is advisable to have your contractor submit a list of all subcontractors with their State license and City Business license numbers before requesting final inspections. This will allow any unlicensed subcontractors time to obtain a City license and will avoid any unnecessary delays in opening your business.

### **DEVELOPMENT REVIEW**

#### **Development Services Department Planning Division**

City Hall, 2nd Floor  
(714) 754-5245

In order to ensure the safety and quality of development in Costa Mesa, the Planning Division reviews plans for all new construction in the commercial, industrial and multifamily residential zones. Development Review is a staff-level review process which does not require a public

hearing. Your Development Review application must be approved by the Planning Division before you can submit plans for Building Permits.

Information packets outlining the submittal requirements for Development Reviews can be obtained from the Planning Division. Generally, the review process is completed within 30 days following the acceptance of a complete application.

Development in some zones, especially the Planned Development Zones require public hearings and approval of the Planning Commission, and, in some case, City Council. The Planning Division staff can advise you if your development or remodel will be subject to these requirements.

### **DEVELOPMENT IMPACT FEES**

**Development Services Department**  
City Hall, 2nd Floor  
(714) 754-5273 (Building and Safety)  
(714) 754-5245 (Planning)

**Public Services Department**  
City Hall, 4th Floor  
(714) 754-5323 (Engineering)  
(714) 754-5335 (Transportation)

The City of Costa Mesa and other special districts and agencies charge a variety of development impact fees to help fund public improvements needed to serve new development. The fees are generally assessed at the time of or prior to the issuance of building permits. The Planning Division maintains a current list of impact fees for a number of these agencies. The following list identifies the most significant fees as of publication.

City-wide Traffic Impact Fee  
Costa Mesa Sanitary District  
Orange County Sanitary District  
San Joaquin Hills Transportation Corridor Agency  
Newport-Mesa & Santa Ana Unified School Districts  
Mesa Consolidated Water District  
Irvine Ranch Water District

### **DRAINAGE PERMIT**

**Public Services Department**  
**Engineering Division**  
City Hall, 4th Floor  
(714) 754-5323

Drainage Permits are issued by Public Services Department, Engineering Division.

## **ENVIRONMENTAL REVIEW**

**Development Services Department**  
**Planning Division**  
City Hall, 2nd Floor  
(714) 754-5245

All applications which require discretionary approval must be reviewed under the provisions of the California Environmental Quality Act (CEQA). The environmental review process evaluates your project, identifies any significant environmental impacts, evaluates alternatives and, when appropriate, identifies mitigation measures to reduce or eliminate any impacts.

The environmental review process takes place concurrently with the processing of your applications. Many small projects are categorically exempt from CEQA and do not require further environmental review. If your project is not exempt, the staff planner will conduct an Initial Study to determine the potential for significant adverse environmental impacts. If your project does not create or have the potential for any significant environmental impacts that cannot be mitigated, then a Negative Declaration will be required. If your project does have the potential for one or more significant impacts that cannot be mitigated, then an Environmental Impact Report (EIR) will be required.

Processing time varies with the size and complexity of your project. Processing time for projects which require a Negative Declaration is extended because notice of the Negative Declaration must be published in the newspaper 20 days before the application is approved. Processing time for projects that may have significant impacts and which require an EIR can take several months because of the time needed to prepare, review and certify the EIR.

## **FIRE CODE PERMIT**

**Fire Department**  
**Fire Prevention Bureau**  
Royal Palm Fire Station  
(714) 327-7400

A fire inspection is required as a part of the Building Permit and Certificate of Occupancy process. All fire code specifications are based upon the Uniform Fire Code, with minor amendments to reflect local conditions and policies. The Fire Department issues a Fire Inspection Permit for systems and processes for various types of businesses. If your business requires a dry chemical fire protection system, it must be installed in compliance with the National Fire Protection Association Standards, manufacturer's specifications and Costa Mesa Fire Department requirements.

City ordinance and the Uniform Fire Code require automatic fire sprinkler systems in many businesses and sometimes during construction. Specifications depend upon the occupancy type and size of the business.

Permits are required for the following activities, operations, practices or functions:

- **Aerosol products**
- **Aircraft refueling vehicles**
- **Aircraft repair hangar**
- **Automobile wrecking yard**
- **Bowling pin or alley refinishing**
- **Candles or open flames in assembly areas**
- **Carnivals and fairs**
- **Cellulose nitrate film & storage**
- **Combustible fiber storage**
- **Combustible material storage**
- **Compressed gas**
- **Cryogen**
- **Dry cleaning plants**
- **Dust-producing operations**
- **Explosives or blasting agents**
- **Fire hydrants & water control valves**
- **Fireworks**
- **Flammable or combustible liquids**
- **Fruit ripening**
- **Fumigation or thermal insecticide fogging**
- **Garages (motor vehicle)**
- **Hazardous Materials (use or storage)**
- **Hazardous production materials**
- **High-piled combustible storage**
- **Junk yards**
- **Liquefied petroleum gases**
- **Liquid or gas-fueled vehicles in assembly areas**
- **Lumber yards**
- **Magnesium working**
- **Mall, covered**
- **Matches**
- **Nitrate film**
- **Occupant load increases**
- **Open burning**
- **Organic coatings**
- **Ovens, industrial**
- **Parade floats**
- **Places of assembly**
- **Pyrotechnic special effects materials**
- **Radioactive materials**
- **Refrigeration equipment**
- **Spraying and dipping**
- **Tents, canopies and temporary membrane structures**
- **Tire recapping**
- **Tire storage**
- **Waste material handling plant**
- **Welding and cutting operations**

Special fire protection requirements in addition to other fire or building code requirements apply to mini-warehouse/self storage developments. Check with the Fire Prevention Bureau and Building and Safety Division for these requirements.

## FOOD SERVICE PLAN CHECK

**Orange County Health Care Agency  
Environmental Health Division**  
1241 East Dyer Road, Suite 120  
Santa Ana CA 92705  
(714) 433-6000  
www.ochealthinfo.com

If you are constructing a new food-related facility or remodeling an existing food-related facility, you will need to go through plan check with the County's Environmental Health Division. Although you can submit your plans to the City and County simultaneously, the City cannot issue your Building Permit until the County plan check is completed. Information required by the Health Department must be shown on the plans for Building and Safety plan check. Once your work is completed, you will need to return to the County Environmental Health Division to obtain your Health Permit to operate.

Processing and submittal requirements can be obtained by calling the Environmental Health Division. Fee information can also be obtained at the time.

## GRADING PERMIT

**Development Services Department  
Building and Safety Division**  
City Hall, 2nd Floor  
(714) 754-5273

Grading plans are checked by the Building and Safety. Plan check time is generally 15 to 21 business days.

## HAZARDOUS MATERIALS DISCLOSURE

**Orange County Fire Authority  
Hazardous Material Section**  
1 Fire Authority Road  
Irvine, CA 92602  
(714) 573-6250  
www.ocfa.org

In Costa Mesa, hazardous materials disclosure is administered by the Orange County Fire Authority. State law prohibits the issuance of a Certificate of Occupancy to a business that will handle hazardous materials unless the business has met or is meeting the requirement to file a Business Emergency Plan with the Orange County Fire Authority.

Information relating to the use of hazardous material is required on both Building and Safety as well as Fire Prevention plan check plans.

## HEALTH PERMIT

**Orange County Health Care Agency  
Environmental Health Division**  
1241 East Dyer Road, Suite 120  
Santa Ana, CA 92705  
(714) 433-6000  
www.ochealthinfo.com

## PUBLIC ENTERTAINMENT PERMIT

**Development Services Department  
Code Enforcement**  
City Hall, 2nd Floor  
(714) 754-5623

A Public Entertainment Permit is required for any business or entity wishing to provide ongoing entertainment as part of their normal operating procedure. Public Entertainment is defined in Section 9-193 of the Costa Mesa Municipal Code and is subject to an approval process through the City's Development Services Department.

## REDEVELOPMENT ACTION

**Costa Mesa Redevelopment Agency**  
City Hall, 5th Floor  
(714) 754-5635

All new construction and any exterior remodel of commercial or industrial buildings in the Downtown Redevelopment Area must be reviewed for compliance with the Downtown Redevelopment Plan. Major developments and projects involving Redevelopment Agency assistance also require Agency review approval. Applications for Redevelopment Actions are made to the Planning Division for processing. Processing time is 8 to 12 weeks.

## RIGHT-OF-WAY ENCROACHMENT PERMIT

**Public Services Department**  
City Hall, 4th Floor  
(714) 754-5323 (Engineering)  
(714) 754-5335 (Transportation)

Normally, private improvements are not permitted in public rights-of-way. However, under certain conditions, improvements such as signs, walls, decorative fountains, construction work or temporary obstructions may be allowed by issuance of an Encroachment Permit if the improvements do not pose a safety hazard or hamper public use of the right-of-way. Obstruction or closure of emergency access routes may require clearance from the Transportation Services Division. Often times, Encroachment Permits require insurance to protect the City from any

clam as a result of the encroachment and require the removal of the encroaching improvements at the owner's cost upon receipt of notice from the City.

Some permits can be issued over the counter, such as simple driveway cuts or temporary obstructions. Other permits will require additional time and review. Map and plan check time can range from 2 to 3 months.

## SANITATION/SEWER CONNECTIONS

### **Costa Mesa Sanitary District**

628 West 19th Street  
Costa Mesa, CA 92627  
(714) 645-8400  
[www.cmsdca.gov](http://www.cmsdca.gov)

### **Public Services Department**

City Hall, 4th Floor  
(714) 754-5024

Sewer collection services for all uses and trash pick-up services for single family homes are provided by the Costa Mesa Sanitary District. The Sanitary District can also provide educational information on recycling as well as sponsoring three recycling programs. Trash collection for multi-family and commercial businesses is administered through the Public Services Department.

## SIGN PERMIT

### **Development Services Department**

City Hall, 2nd Floor  
(714) 754-5273 (Building Division)  
(714) 754-5245 (Planning Division)

While a separate sign permit is not required, nearly all signs require building permits to check the structural integrity and electrical supply of the sign. Regulations regarding the types and sizes of allowable signs vary depending upon the business location and zoning. Generally, however, most businesses and shopping centers are allowed one square foot of sign area for each linear foot of lot width, plus an additional ½ square foot of sign area per foot of lot depth.

Many shopping centers have Planned Signing Programs to coordinate sign style, colors, location and design within the center. If you are locating in a center, you should check with the property owner or center manager to find out if the center has such a program.

Quite often, the requirements of the programs will vary from those normally allowed by the Sign Ordinance. Also, the property owner's or manager's approval may be required before you can submit your application to the City for review and approval. The Sign Ordinance contains provisions relating to allowable commercial, industrial and residential signing, special event signs, prohibited signs and exempt signs. Provisions are also made for temporary construction and real estate signs. Please contact the Planning Division for details on how the Sign Ordinance applies to your business location.

## **SITE ACCESS PERMIT**

### **Public Services Department**

City Hall, 4th Floor  
(714) 754-5323

A Site Access permit is required to review haul routes through the City for grading and construction activity.

## **SPECIAL EVENTS PERMIT**

### **Finance Department**

Treasury Management Division  
City Hall, 1st Floor  
(714) 754-5064

A Special Event Permit is required for any event that is an organized activity where the public is invited to watch, listen or participate, and involves 50 or more people on or within a city street, city park, parking facility, sidewalk or other public right-of-way, other than a group of people participating in an athletic event or parade.

Special Event Permits are issued by the Finance Department, and should be applied for at least 30 days prior to the event.

## **TEMPORARY DUMPSTER PERMIT**

### **Public Services Department**

City Hall, 4th Floor  
(714) 754-5024

Temporary placement of a trash dumpster within a public street or right-of-way requires a permit from the Public Services Department. The permit can usually be issued over the counter. Normally, trash haulers request this type of permit.

## **TRANSPORTATION PERMIT**

### **Public Services Department Transportation Services Division**

City Hall, 4th Floor  
(714) 754-5335

Transportation of a load exceeding state weight, length, width or height requires a permit from the Public Services Department. Proof of financial responsibility is required. The normal permit can usually be issued over the counter.

## UNDERGROUND STORAGE TANKS

**Orange County Health Care Agency  
Environmental Health Department**  
1241 East Dyer Road, Suite 120  
Santa Ana CA 92705  
(714) 433-6000  
[www.ochealthinfo.com](http://www.ochealthinfo.com)

**Fire Department  
Fire Prevention Bureau**  
Royal Palm Fire Station  
(714) 327-7400

**Development Services Department  
Building and Safety Division**  
City Hall, 2nd Floor  
(714) 754-5273

A flammable or combustible liquid storage tank may be located underground, outside of or under a building if the installation meets specific requirements. You must submit, in duplicate, a scaled plot plan of the installation to the County Environmental Health Division. After the plans have been approved by the County, you must submit them to the Costa Mesa Fire Department for a Uniform fire Code Permit.

Demolition of underground storage tanks requires a building permit. Soil reports describing conditions before and after removal must be submitted to the Building and Safety Division.

## WATER SERVICE CONNECTION

**Mesa Consolidated Water District**  
1965 Placentia Avenue  
Costa Mesa, CA 92628  
(714) 631-1200  
[www.mesawater.org](http://www.mesawater.org)

**Irvine Ranch Water District.**  
15600 Sand Canyon Avenue  
Irvine, CA 92618  
(949) 453-5300  
[www.irwd.com](http://www.irwd.com)

Water supply in a majority of Costa Mesa is provided by the Mesa Consolidated Water District. The District can also provide water education and conservation information. A small portion of the City east of Newport Boulevard and north of 23rd Street to Bristol Street is served by the Irvine Ranch Water District. Mesa Consolidated Water District provides contract terminal and maintenance support services in this area.

## WEIGHTS AND MEASURES DEVICE REGISTRATION

**Orange County Agricultural Commissioner/  
Sealer of Weights and Measures**  
222 East Bristol Lane  
Orange, CA 92865  
(714) 955-0100  
[www.ocagcomm.com](http://www.ocagcomm.com)

## **Costa Mesa Business Assistance Guide**

If you will be using commercial weighing and measuring equipment in your business, you must notify the Orange County Agricultural Commissioner/Sealer of Weights and Measures within 24 hours of equipment installation. Businesses such as delicatessens, candy stores, grocery stores or gas stations are included in this category. Your equipment should be inspected within two weeks of notification. Annual registration fees are based upon the number of devices you operate.

**CHAPTER 4 - PERMIT CHECKLIST BY AGENCY/DEPARTMENT**

**CITY OF COSTA MESA**

<b>CITY CLERK (1<sup>ST</sup> FLOOR)</b>	
<b>FINANCE DEPARTMENT (1<sup>ST</sup> FLOOR)</b>	
<input type="checkbox"/>	<b>Business License</b>
<input type="checkbox"/>	<b>Contractor/Subcontractor Business License</b>
<input type="checkbox"/>	<b>Home Occupation Permit</b>
<input type="checkbox"/>	<b>Seasonal Sales Permit</b>
<input type="checkbox"/>	<b>Special Business Permit</b>
<input type="checkbox"/>	<b>Special Events Permit</b>
<b>DEVELOPMENT SERVICES DEPARTMENT (2<sup>ND</sup> FLOOR)</b>	
<input type="checkbox"/>	<b>Alcoholic Beverage Control</b>
<input type="checkbox"/>	<b>Building Permit</b>
<input type="checkbox"/>	<b>Business License Review and Approval</b>
<input type="checkbox"/>	<b>Certificate of Occupancy</b>
<input type="checkbox"/>	<b>Conditional Use Permit/Minor C.U.P.</b>
<input type="checkbox"/>	<b>Development Impact Fees</b>
<input type="checkbox"/>	<b>Development Review</b>
<input type="checkbox"/>	<b>Environmental Review</b>
<input type="checkbox"/>	<b>Grading Permit</b>
<input type="checkbox"/>	<b>Home Occupation Permit Review</b>
<input type="checkbox"/>	<b>Seasonal Sales Permit Review</b>
<input type="checkbox"/>	<b>Sign Permit</b>
<input type="checkbox"/>	<b>Public Entertainment Permit</b>
<input type="checkbox"/>	<b>Underground Storage Tanks</b>
<input type="checkbox"/>	<b>Zoning Approval</b>

<b>HUMAN RESOURCES DIVISION (3<sup>RD</sup> FLOOR)</b>	
<b>RECREATION SERVICES DIVISION (3<sup>RD</sup> FLOOR)</b>	
<input type="checkbox"/>	<b>City Facility Use Permit</b>
<b>PUBLIC SERVICES DEPARTMENT (4<sup>TH</sup> FLOOR)</b>	
<input type="checkbox"/>	<b>Development Impact Fees</b>
<input type="checkbox"/>	<b>Encroachment Permit</b>
<input type="checkbox"/>	<b>Multiple-Family Residential Trash Collection</b>
<input type="checkbox"/>	<b>Sanitary/Sewer Connections</b>
<input type="checkbox"/>	<b>Site Access Permit</b>
<input type="checkbox"/>	<b>Temporary Dumpster Permit</b>
<input type="checkbox"/>	<b>Transportation Permit</b>
<b>REDEVELOPMENT AGENCY (5<sup>TH</sup> FLOOR)</b>	
<input type="checkbox"/>	<b>Seasonal Sales Permit Review</b>
<b>FIRE DEPARTMENT (ROYAL PALM FIRE STATION)</b>	
<input type="checkbox"/>	<b>Certificate of Occupancy</b>
<input type="checkbox"/>	<b>Fire Code Permit</b>
<input type="checkbox"/>	<b>Home Occupation Permit</b>
<input type="checkbox"/>	<b>Seasonal Sales Permit</b>
<input type="checkbox"/>	<b>Special Business Permit</b>
<input type="checkbox"/>	<b>Underground Storage Tanks</b>
<b>HUMAN RESOURCES DIVISION (3<sup>RD</sup> FLOOR)</b>	
<input type="checkbox"/>	<b>Special Business Permit</b>
<input type="checkbox"/>	<b>Tow Operator Service Permit</b>

**COUNTY OF ORANGE**

<b>O.C. AGRICULTURAL COMMISSIONER/SEALER OF WEIGHTS &amp; MEASURES</b>	
<input type="checkbox"/>	<b>Weights and Measures Device Registration</b>
<b>ORANGE COUNTY CLERK-RECORDER</b>	
<input type="checkbox"/>	<b>Fictitious Business Name</b>
<b>ORANGE COUNTY FIRE AUTHORITY</b>	
<input type="checkbox"/>	<b>Hazardous Material Disclosure</b>
<b>ORANGE COUNTY HEALTH CARE AGENCY</b>	
<input type="checkbox"/>	<b>Certificate of Occupancy</b>
<input type="checkbox"/>	<b>Food Service Plan Check</b>
<input type="checkbox"/>	<b>Health Permit</b>
<input type="checkbox"/>	<b>Underground Storage Tanks</b>

**STATE OF CALIFORNIA**

<b>BOARD OF EQUALIZATION</b>	
<input type="checkbox"/>	<b>Seller's Permit – Sales and Use Tax Permit</b>
<b>CONTRACTORS STATE LICENSE BOARD</b>	
<input type="checkbox"/>	<b>Contractors License</b>
<b>DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL</b>	
<input type="checkbox"/>	<b>Alcoholic Beverage License</b>
<b>DEPARTMENT OF CONSUMER AFFAIRS</b>	
<input type="checkbox"/>	<b>Business and Professional License</b>
<b>EMPLOYMENT DEVELOPMENT DEPARTMENT</b>	
<input type="checkbox"/>	<b>Employer Registration</b>
<b>FRANCHISE TAX BOARD</b>	
<input type="checkbox"/>	<b>Income and Corporate Tax</b>
<b>SECRETARY OF STATE</b>	
<input type="checkbox"/>	<b>Incorporation</b>
<input type="checkbox"/>	<b>Trademark and Service Mark Registration</b>

**FEDERAL GOVERNMENT**

<b>INTERNAL REVENUE SERVICE</b>	
<input type="checkbox"/>	<b>Income Tax</b>
<b>U.S. PATENT AND TRADEMARK OFFICE</b>	
<input type="checkbox"/>	<b>Patent and Trademark</b>

**SPECIAL DISCTRICTS/AGENCIES**

<b>COSTA MESA SANITARY DISTRICT</b>	
<input type="checkbox"/>	<b>Single-Family Residential Trash Collection and Recycling</b>
<b>IRVINE RANCH WATER DISTRICT</b>	
<input type="checkbox"/>	<b>Water Service/Connection</b>
<b>MESA CONSOLIDATED WATER DISCTRICT</b>	
<input type="checkbox"/>	<b>Water Service/Connection</b>
<b>SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT</b>	
<input type="checkbox"/>	<b>Air Quality Permit</b>
<input type="checkbox"/>	<b>Certificate of Occupancy</b>

**CHAPTER 5 - REFERENCES AND RESOURCES**

**CITY DEPARTMENT DIRECTORY**

<b>CITY MANAGER</b>	
Administration	(714) 754-5327
Community Development	(714) 754-5678
Redevelopment Agency	(714) 754-5635
<b>CITY ATTORNEY</b>	
	(714) 754-5399
<b>CITY CLERK</b>	
	(714) 754-5225
<b>CITY COUNCIL</b>	
	(714) 754-5285
<b>COMMUNICATION</b>	
	(714) 754-5385
<b>RECREATION SERVICES</b>	
	(714) 754-5300
<b>DEVELOPMENT SERVICES</b>	
Administration	(714) 754-5270
Building and Safety	(714) 754-5273
Building Inspection	(714) 754-5626
Business Assistance	(714) 754-5613
Code Enforcement	(714) 754-5623
Planning	(714) 754-5245
<b>FINANCE</b>	
Administration	(714) 754-5243
Business License	(714) 754-5235
<b>FIRE</b>	
Administration	(714) 754-5106
Business License	(714) 754-5128
Public Education	(714) 754-5683
Emergency	911
<b>GRAFFITI HOTLINE</b>	
	(714) 327-7491
<b>HUMAN RESOURCES</b>	
Administration	(714) 754-5350
Job Information	(714) 754-5070
<b>POLICE</b>	
Administration	(714) 754-5117
Animal Control	(714) 754-5311

## Costa Mesa Business Assistance Guide

<b>Business Calls</b>	<b>(714) 754-5255</b>
<b>Crime Prevention</b>	<b>(714) 754-5320</b>
<b>Traffic Hotline</b>	<b>(714) 754-5238</b>
<b>Emergency</b>	<b>911</b>
<b>PUBLIC SERVICES</b>	
<b>Administration</b>	<b>(714) 754-5343</b>
<b>Engineering</b>	<b>(714) 754-5343</b>
<b>Pothole Hotline</b>	<b>(714) 642-1721</b>
<b>Inspection Requests (public right-of-way only)</b>	<b>(714) 754-5025</b>
<b>Transportation</b>	<b>(714) 754-5335</b>
<b>Traffic Signal Failure</b>	<b>(714) 754-5184</b>
<b>Business Hours</b>	<b>(714) 754-5335</b>
<b>Night/Weekend Emergencies</b>	<b>(714) 754-5353</b>
<b>Recycling</b>	<b>(714) 754-5087</b>

## OTHER AGENCIES, ORGANIZATIONS, AND SERVICES

### BUSINESS AFFILIATIONS

#### **Costa Mesa Chamber of Commerce**

1700 Adams Avenue, Suite 101  
Costa Mesa, CA 92626  
(714) 885-9090  
[www.costamesachamber.com](http://www.costamesachamber.com)

#### **South Coast Metro Alliance**

1631 West Sunflower Avenue, Suite C-37  
South Coast Metro, CA 92704  
(714) 435-2109  
[www.southcoastmetro.com](http://www.southcoastmetro.com)

#### **Orange County Business Council**

2 Park Plaza, Suite 100  
Irvine, CA 92614  
(949) 476-2242  
[www.ocbc.org](http://www.ocbc.org)

## **BUSINESS ASSISTANCE/RETENTION**

**California Labor and Workforce Development Agency  
California Business Investment Services**  
801 K Street, Suite 2100  
Sacramento, CA 95814  
(916) 322-0000  
[www.labor.ca.gov](http://www.labor.ca.gov)

The California Business Investment Services provides information on business financing options as well as tax incentives available in the state. Information is also available on programs such as Community Development Block Grants and other loan and grant opportunities. The California Business Investment Services provides a number of support services in the areas of business development, permit assistance and small business development centers.

**Southern California Edison**  
6030 North Irwindale Avenue  
Irwindale, CA 91702  
(626) 633-3305  
[www.sce.com/edb](http://www.sce.com/edb)

Southern California Edison offers a Business Retention Program consisting of energy efficiency services, environmental consulting, financial incentives, site selection assistance and shared resources.

**California Manufacturing Technology Consulting  
Small Manufacturers Advantage Program**  
690 Knox Street, Suite 200  
Torrance, CA 90502  
(714) 381-1968  
[www.cmtc.com](http://www.cmtc.com)

If you are a manufacturer, assembler, job shop, or distributor, with less than \$15 million in annual sales, you are eligible to participate in the Small Manufacturers Advantage Program. A team member will visit your facility to collect information and then will return with a comprehensive notebook that includes a written report with recommendations to help you attain your business goals, and tools to improve productivity and profitability.

## **BUSINESS COUNSELING**

**Orange County Small Business Development Center**  
2323 North Broadway, Suite 201  
Santa Ana, CA 92706  
(714) 564-5200  
[www.ocsbdc.com](http://www.ocsbdc.com)

## Costa Mesa Business Assistance Guide

The Orange County Small Business Development Center assists small and medium sized businesses in functioning more efficiently, increasing opportunities, and contributing to the vitality of Orange County's business community. The center provides business consulting, technical assistance, financial consulting, referrals information/publications and training. There is no charge for these services to the client.

### **U.S. Small Business Administration**

200 West Santa Ana Boulevard, Suite 700  
Santa Ana, CA 92701  
(714) 550-7420  
[www.sba.gov](http://www.sba.gov)

The SBA offers programs for financing, training and advocacy for small companies.

## **EMPLOYMENT ASSISTANCE/TRAINING**

### **State of California Employment Development Department**

Anaheim Employment Tax Office  
2099 South State College Boulevard, Suite 401  
Anaheim, CA 92806  
(888) 745-3886  
[www.edd.ca.gov](http://www.edd.ca.gov)

The EDD provides employment services including on-site (employer premises) or in-house (EDD premises) recruitment assistance. EDD also provides reception service, will interview and pre-screen applications for completion and job qualifications and will attend employer orientations session(s) to review and process those applications that meet the Job Tax Credit program criteria. Other services include automated job match system and assistance with grand openings and seasonal hirings.

### **CalGOLD**

[www.calgold.ca.gov](http://www.calgold.ca.gov)

To assist you in finding the appropriate permitting information for your business, the CalGOLD database provides links and contact information that direct you to agencies that administer and issue business permits, licenses and registration requirements from all levels of government. The CalGOLD listings include descriptions of the requirements, the names, addresses, and telephone numbers of the agencies that administer those requirements, permits and licenses, and in most cases, a direct link to the agencies' Internet web pages. Much of the information is specific to the type of business and its location in California.

**California State University, Fullerton**  
**Mihaylo School of Business**  
(714) 278-4652  
business.fullerton.edu

The college offers a full range of affordable and accessible business courses delivered by faculty who integrate classroom education with the best business practices, technology, award-winning research, functional applications, and real world experience. The college also houses the Family Business Council, and the institutes for Economic and Environmental Studies, Real Estate and Land Use, and Small Business. Some classes are offered at the new satellite campus at the former El Toro Marine Air Base.

**Orange Coast College**  
**BusinessLink**  
2701 Fairview Road  
Costa Mesa, CA 92628  
(714) 432-5824  
www.orangecoastcollege.edu

Orange Coast College offers credit and non-credit courses in a variety of general education and technical skills areas. OCC BusinessLink will evaluate employer's training needs, work with in-house training personnel to develop effective training programs and will develop and administer training programs.

**Coastline Regional Occupational Program**  
1001 Presidio Square  
Costa Mesa, CA 92626  
(714) 979-1955  
www.coastlinerop.net

Regional Occupational Programs of Orange County offer businesses the opportunity to upgrade employee skills or hire trained personnel. Personnel placement is a free service to businesses and individuals. A small course registration fee, for adults only, may be charged by individual ROPs.

## **ENVIRONMENTAL REGULATION ASSISTANCE**

**California Air Resources Board**  
**Business Assistance Program**  
(800) ARB-HLP2  
www.arb.ca.gov

The California Air Resource Board maintains a Business Assistance Helpline to answer questions regarding air pollution compliance requirements. They can provide technical assistance through professional staff and an extensive resource/publication library, information on small business loans and training courses and referrals to other assistance centers.

**FINANCIAL ASSISTANCE**

**U.S. Small Business Administration**

200 West Santa Ana Boulevard, Suite 700  
Santa Ana, CA 92701  
(714) 550-7420  
[www.sba.gov](http://www.sba.gov)

The SBA offers a variety of loan programs to eligible small businesses who cannot borrow on reasonable terms from conventional lenders in the amount needed without government assistance. Most of SBA's business loans are made by private lenders and then guaranteed by the agency.

**Orange County Small Business Development Center**

2323 North Broadway, Suite 201  
Santa Ana, CA 92706  
(714) 564-5200  
[www.ocsbdc.com](http://www.ocsbdc.com)

The Orange County SBDC offers no-charge, personalized business assistance in a confidential, one-on-one setting, and team business consulting. You can also advance your business through valuable, low-cost seminars that cover such important topics as Access to Capital, Quickbooks, Employment Law, Marketing, Government Contracting, Web Technology, and Writing a Business Plan -- taught by the center's professional business consultants and industry experts.

**Pacific Coast Regional Small Business Development Corporation**

3255 Wilshire Boulevard, Suite 1501  
Los Angeles, CA 90010  
(213) 739-2999  
[www.pccorp.org](http://www.pccorp.org)

Pacific Coast Regional is a non-profit corporation founded in 1977 to assist small business owners. Through contracts with the State of California and the City of Los Angeles, the PCR provides management and financial assistance for small businesses.

**State Assistance Fund for Enterprise  
Business and Industrial Development Corporation (SAFE-BIDCO)**

1377 Corporate Center Parkway, Suite A  
Santa Rosa, CA 95407  
(800) 273-8637  
[www.safe-bidco.com](http://www.safe-bidco.com)

SAFE-BIDCO provides California small businesses and non-profit organizations loans to improve energy efficiency and conservation. Eligible projects include those which: a) conserves energy equal to 15% of normal usage; or b) produces energy; or c) manages load and can pay for itself within 10 years or less through energy cost savings. Loans cannot be used for operating maintenance, routine repair or fuel.

**NOTE TO READERS**

All efforts have been taken to ensure accuracy of the information contained in the Business Assistance Guide. Should you encounter an error or misinformation, please contact the City of Costa Mesa Planning Division so that we may correct the problem in subsequent printings of the guide. You may contact the Planning Division by phone at (714) 754-5245 or at the following address:

**City of Costa Mesa**  
**Planning Division**  
P. O. Box 1200  
Costa Mesa, CA 92628