



Business License Application

FLOWCHART

01

Business License Application

Business License (Admin)

Review the New Business License Guideline and Checklist. Complete Business License Application and prepare all supporting documents.

02

Zoning Clearance

Planning (CDD)

Obtain approval if your type of business is allowed at that specific location. **Note: Business License will not be processed without Zoning Clearance.**

03

Business License

Business License (Admin)

Once you have Planning approval, visit Business License Division with all required documents.

04

Certificate of Occupancy

Building & Safety (CDD)

If your business is located in Gardena, obtain Business Occupancy Inspection.

05

Business License Certificate

A Business must start business operation once the Business License process is fully completed, and Certificate of Occupancy and Business License Certificate are received.