



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.