



# “WE - PERMIT!”

## WHITTIER EXPRESS PERMITTING PROCESS

The City of Whittier, recognized as the Most Business Friendly City in Los Angeles County 2012, prides itself in providing a fast and convenient permitting process. The Community Development Department is the hub of the permitting process for commercial and residential developments in the city and, in essence, City Hall serves as the “one-stop shop” for all development related services including planning permits, building permits, building inspections, business licenses, permits for construction in the public right-of-way, information on operating a business in Whittier, information on developable sites and other general information.

The team effort by various city departments results in fast and convenient services such as:

- **Coordinated customer contacts with appropriate staff representatives;**
- **Related development services in a central location;**
- **Streamlined, expedited permitting process; and**
- **Plan checks and permit issuance combined in one location.**

Whittier Express Permitting Departments at City Hall include:

- **Planning 2<sup>nd</sup> Floor in Community Development**
- **Building 2<sup>nd</sup> Floor in Community Development**
- **Business License 1<sup>st</sup> Floor**
- **Public Works/Utilities 1<sup>st</sup> Floor**
- **Cashier 1<sup>st</sup> Floor** (Fees for all permits are paid at the Cashier.)



Some development projects may require separate review and permits by Fire, Health, Alcoholic Beverage Control, Sanitation, School Districts, or SCAQMD. Please consult with Building staff to verify applicability. Following is some of the most requested information from other agencies:

**Fire:** Los Angeles County Fire Department, 5823 Rickenbacker Road, Commerce, CA 90040; (323) 890-4243; [www.fire.lacounty.gov](http://www.fire.lacounty.gov)

**Health:** Los Angeles County Public Health Department, Environmental Health Division, East Los Angeles District Office, 4801 E. 3rd Street, Los Angeles, CA 90022, (323) 881-7075, [www.lapublichealth.org/eh/](http://www.lapublichealth.org/eh/)

**ABC:** California Alcoholic Beverage Control District Office, 7222 E. Huntington Dr., Suite 114, Monrovia, CA 91016, (626) 256-3241, [www.abc.ca.gov](http://www.abc.ca.gov)

**Americans with Disabilities Act:** The Americans with Disabilities Act (ADA) is a Federal civil rights law that prohibits discrimination against people with disabilities in everyday activities, such as buying an item at the store. All businesses, even those that do not serve the public, must comply with accessible design standards when constructing or altering facilities. For more information on ADA visit [www.ada.gov/business.htm#Anchor-ADA-47857](http://www.ada.gov/business.htm#Anchor-ADA-47857) .

**SCAQMD:** South Coast Air Quality Management District (SCAQMD) is the local governing board responsible for protecting the public health from air pollution. Certain types of businesses require clearance from the SCAQMD: (909) 396-2000 or [www.aqmd.gov](http://www.aqmd.gov) .

# WHITTIER'S DEVELOPMENT PROJECT REVIEW PROCESS IS EASY!

Both Planning and Building process some approvals over the counter which provides ease and convenience to developers and the public. Following are examples of over the counter approvals:

- Planning: Minor rear additions, signage, temporary signs, & interior tenant improvements
- Building: Signs, patios, fences/block walls, water heaters, etc.

## **Planning**

**Pre-Submittal/Conceptual Review (\$0):** The city offers developers an opportunity to meet with Planning and Building staff to review the proposed development project. To schedule a meeting, contact the Business Development Manager at 567-9320.

**Preliminary Submittal/Pre-Application (\$500):** The city offers a preliminary review of plans on the proposed project which includes a round of Project Review Committee comments. The proposed project will be routed to all appropriate staff in various City Departments (Planning, Building, Public Works, and Parks) for initial comments on the project. Rather than paying the full application fee, the reduced fee and one round of comments provides the applicant (developer) a collaborated correction letter from Planning with the Project Review Committee comments and issues that will need to be addressed in order to move the project forward. The applicant is then able to decide feasibility of project and can submit fully at a later time.

**Formal Submittal (\$-varies):** The cost, application and process on a formal submittal varies depending on the project. The applicant is encouraged to request a Pre-Submittal meeting to receive feedback on potential issues, costs, etc. and to ensure completing the process sooner.

## **Building**

**Construction Plan Review** — Once Planning has approved the Development Review Application and development plans, the Building Division will review the construction plans for conformance with building, energy conservation, disabled access and other codes. Please note if submitting building plans, four full sets of plans are required (one set for Planning and three for Building). The time for review varies, and while the city maintains an average turnaround of two weeks, you should allow three to four weeks for the first plan review. Some projects may require separate review by Fire, Health, Sanitation, School Districts, or SCAQMD. Please consult with Building staff to verify applicability.

## **Plan Check Turn Around**

- Planning: 30 days (including Project review committee for projects that require multiple departments).
- Building: initial review – average of two to three weeks; rechecks/revisions – average of one week turnaround.
- Community Development offers expedited Building plan checks for an additional fee.

For information on how to operate a business in Whittier and other helpful information, visit the City website at [www.cityofwhittier.org](http://www.cityofwhittier.org), click on the “Businesses” button on the bottom of the page and click on the “Guide to Doing Business in Whittier” link.

**Call the Community Development Department at (562) 567-9320 for more information on the Whittier Express Permitting Process.**