



# ENVIRONMENTAL HEALTH



5050 Commerce Drive, Baldwin Park, CA 91706  
Telephone: (626) 430-5200 • Website: <http://www.publichealth.lacounty.gov/eh>

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## Fact Sheet

### How to Obtain a Restaurant Permit

If you are purchasing an existing restaurant and you do not anticipate any *major construction or remodeling*\* which requires a building permit: Contact the District Office closest to your restaurant to obtain a Public Health Permit (See reverse side).

If you are planning to construct a new restaurant or are making major modifications to an existing restaurant: Contact our Plan Check Program at (626) 430-5560 regarding the submission of plans.

#### PLAN SUBMISSION PROCEDURE

- 1) Contact your local planning/building department for permission to construct a restaurant at your chosen location and identify other local regulations (e.g., need for grease interceptors, compliance with the Americans with Disabilities Act, etc.) which may affect your business.
- 2) Download the **RETAIL CONSTRUCTION GUIDE** from the Environmental Health (EH) website <http://www.publichealth.lacounty.gov/eh>. Create floor plans of your restaurant which include all of the requirements from the *Retail Construction Guide* and from the local building and safety office. Professionally drawn plans are best and will make the approval process much easier. Along with your plans, submit specification sheets for equipment, ventilation systems, water heaters, and finish materials for floors and walls.
- 3) Submit your plans for approval to the EH Plan Check Program; then submit the plans to your local building and safety office for approval. After approvals, you may begin construction. Several inspections may be needed during construction.
- 4) Following construction, contact your local building and safety office for final inspection and approval. Obtain final approvals from your local building and safety office.
- 5) Call the EH Plan Check Program at (626) 430-5560 to request a final inspection of your facility. Remember, you must obtain all approvals from your local building and safety office prior to your final inspection with EH Plan Check. After payment of the Public Health Permit fee is made, the permit will be issued.

*\*Major construction or remodeling means renovation or addition to a food preparation area, involving replacement or addition of equipment and/or fixtures.*

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## Other Agencies

There are many local, State and Federal agencies that regulate businesses. Contact the following agencies to ensure you are in compliance with government requirements. For more information, try this excellent website: “*Cal Gold - Business Permits Made Simple*” at [www.calgold.ca.gov](http://www.calgold.ca.gov)

County of Los Angeles  
Business Filing/Registration  
Obtain a DBA/Fictitious Name  
(213) 974-2011

County of Los Angeles  
Treasurer Tax Collector  
Obtain a Business License  
(213) 736-2005

State of California  
Alcoholic Beverage Control  
Obtain a Liquor License  
(562) 462-2177

State Board of Equalization  
Obtain a Seller’s Permit  
(800) 400-7115

Secretary of State  
Corporations, Companies,  
Partnerships  
(916) 657-5448

City of Los Angeles  
Building and Safety/Planning  
Obtain Building Approvals  
(888) 524-2845

## DISTRICT OFFICES

<b>North County Manager Veronica Bauchman 818.902.4463</b>	<b>Central County Mgr Brenda Lopez 213.351.7911</b>	<b>East County Manager Aura Wong 626.813.3348</b>	<b>West County Manager Obi Ogamba 310.665.8482</b>
<b>Antelope Valley</b> Eric Edwards 26415 Carl Boyer Dr. Rm. 145 Santa Clarita, CA 91350 (661) 287-7000  <i>Lancaster, Palmdale, Santa Clarita</i>	<b>Civic Center</b> Graceline Shin 3530 Wilshire Blvd. 9 <sup>th</sup> Fl LA, CA 90010 (213) 351-7892  <i>Chinatown, Downtown LA</i>	<b>East Los Angeles</b> Jose Munoz 245 S. Fetterly Ave. #2014 LA, CA 90022 (323) 780-2272  <i>Alhambra, Montebello, Pico Rivera</i>	<b>Hollywood-Wilshire</b> Kenneth Marks 3530 Wilshire Blvd. 9 <sup>th</sup> Fl LA, CA 90010 (213) 351-7896  <i>Beverly Hills, West Hollywood</i>
<b>East Valley</b> Maria Kharadjian 1101 W. Magnolia Blvd. Burbank, CA 91506 (818) 557-4187  <i>Burbank, Glendale</i>	<b>Mid-City</b> Nwamaka Oranusi 695 S. Vermont Ave. 14 <sup>th</sup> Fl LA, CA 90005 (213) 351-5085  <i>Baldwin Hills, USC</i>	<b>East San Gabriel</b> Nancy Munoz 1435 West Covina Pkwy Rm. 10 West Covina, CA 91790 (626) 813-3380  <i>Azusa, Industry, Pomona</i>	<b>Inglewood</b> Sheila Woods 123 W. Manchester Blvd. #224 Inglewood, CA 90301 (310) 419-5358  <i>Gardena, Lawndale</i>
<b>Mid-Valley</b> <b>William Ross</b> 6851 Lennox Ave. # 305 Van Nuys, CA 91405 (818) 902-4460  <i>Pacoima, San Fernando, Van Nuys</i>	<b>Mid-Wilshire</b> Ibanga James 3530 Wilshire Blvd. 9 <sup>th</sup> Fl LA, CA 90010 (213) 351-7895  <i>Koreatown, Los Angeles</i>	<b>Norwalk</b> Mihye Shur 12440 E. Imperial Hwy. #519 Norwalk, CA 90650 (562) 345-6800  <i>Downey, Lakewood, Whittier</i>	<b>South Bay</b> Nariman Amjadi 122 W. 8 <sup>th</sup> St. San Pedro, CA 90731 (310) 519-6050  <i>Beach Cities, San Pedro, Torrance</i>
<b>West Valley</b> Swati Bhatt 6851 Lennox Ave. # 310 Van Nuys, CA 91405 (818) 902-4470  <i>Malibu, Northridge, Woodland Hills</i>	<b>South Los Angeles</b> David Takehara 5850 S. Main St. #2257 LA, CA 90003 (323) 235-7009  <i>Compton, Lynwood, Paramount, South Gate, Watts</i>	<b>West San Gabriel</b> Janice Lewis 1435 West Covina Pkwy. Rm. 5 West Covina, CA 91790 (626) 813-3346  <i>La Canada/Flintridge, Duarte, El Monte, Rosemead</i>	<b>West</b> Babak Tamjid 6053 Bristol Pkwy. 2 <sup>nd</sup> Fl Culver City, CA 90230 (310) 665-8424  <i>Culver City, Venice Playa Del Rey, Santa Monica</i>