



ENVIRONMENTAL HEALTH



5050 Commerce Drive, Baldwin Park, CA 91706
Telephone: (626) 430-5560 • Website: <http://www.publichealth.lacounty.gov/eh>

Fact Sheet

How to Obtain a Restaurant (Food Facility) 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. If the business is located in the City of Los Angeles, you may visit [Restaurant & Hospitality Express – Permitting & Construction Process, www.ladbs.org](http://www.ladbs.org), and www.lacitysan.org for additional information.
- 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.*

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

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 www.ladbs.org	City of Los Angeles Public Works Bureau of Sanitation (Fats, Oils, & Grease) (323) 342-6118 www.lacitysan.org	

DISTRICT OFFICES

REGION 1 Kenneth Murray 626.430.5260		REGION 2 Veronica Bauchman 818.902.4463	
Civic Center Graceline Shin 3530 Wilshire Blvd. 9 th Fl LA, CA 90010 (213) 351-7892 <i>Chinatown, Downtown LA</i>	Hollywood-Wilshire Kenneth Marks 3530 Wilshire Blvd. 9 th Fl LA, CA 90010 (213) 351-7896 <i>Beverly Hills, West Hollywood</i>	Antelope Valley Eric Edwards 26415 Carl Boyer Dr. Rm. 145 Santa Clarita, CA 91350 (661) 287-7000 <i>Lancaster, Palmdale, Santa Clarita</i>	East Los Angeles Jose Munoz 245 S. Fetterly Ave. #2014 LA, CA 90022 (323) 780-2272 <i>Alhambra, Montebello, Pico Rivera</i>
Mid-City Nwamaka Oranusi 695 S. Vermont Ave. 14 th Fl LA, CA 90005 (213) 351-5085 <i>Baldwin Hills, USC</i>	Inglewood Sheila Woods 123 W. Manchester Blvd. #224 Inglewood, CA 90301 (310) 419-5358 <i>Gardena, Lawndale</i>	East Valley Maria Kharadjian 1101 W. Magnolia Blvd. Burbank, CA 91506 (818) 557-4187 <i>Burbank, Glendale</i>	East San Gabriel Nancy Munoz 1435 West Covina Pkwy Rm. 10 West Covina, CA 91790 (626) 813-3380 <i>Azusa, Industry, Pomona</i>
Mid-Wilshire Ibanga James 3530 Wilshire Blvd. 9 th Fl LA, CA 90010 (213) 351-7895 <i>Koreatown, Los Angeles</i>	South Bay Nariman Amjadi 122 W. 8 th St. San Pedro, CA 90731 (310) 519-6050 <i>Beach Cities, San Pedro, Torrance</i>	Mid-Valley William Ross 6851 Lennox Ave. # 305 Van Nuys, CA 91405 (818) 902-4460 <i>Pacoima, San Fernando, Van Nuys</i>	Norwalk Mihye Shur 12440 E. Imperial Hwy. #519 Norwalk, CA 90650 (562) 345-6800 <i>Downey, Lakewood, Whittier</i>
South Los Angeles David Takehara 5850 S. Main St. #2257 LA, CA 90003 (323) 235-7009 <i>Compton, Lynwood, Paramount, South Gate, Watts</i>	West Babak Tamjid 6053 Bristol Pkwy. 2 nd Fl Culver City, CA 90230 (310) 665-8424 <i>Culver City, Venice Playa Del Rey, Santa Monica</i>	West Valley Swati Bhatt 6851 Lennox Ave. # 310 Van Nuys, CA 91405 (818) 902-4470 <i>Malibu, Northridge, Woodland Hills</i>	West San Gabriel Janice Lewis 1435 West Covina Pkwy. Rm. 5 West Covina, CA 91790 (626) 813-3346 <i>La Canada/Flintridge, Duarte, El Monte, Rosemead</i>