



CITY OF PACIFIC GROVE

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Business License Information

A Guide to the Business License Process

THIS IS NOT A BUSINESS LICENSE FORM

The table below is intended to help applicants understand which City and County agencies will need to review proposed new businesses within Pacific Grove. This table is NOT intended to be all-inclusive. There may be other reviewing agencies not listed given a specific location, use, prior conditions of approval, and other factors. More information about the review required for your proposed business may be obtained at the Community Development Department, 300 Forest Avenue, Pacific Grove, CA 93950 or by calling 831-648-3190. To get started, please respond to the questions below regarding your proposed business, then contact the reviewing agencies noted.

QUESTION	YES	NO	IF 'YES,' REVIEW BY FOLLOWING AGENCIES REQUIRED:
1. Is any portion of your business to be conducted within a residence?			PLNG
2. Are you taking over an existing business and intend to operate it as it is currently being operated?			PLNG
3. Will your business require any interior or exterior alterations, additions, or other modifications to an existing building? This includes partition walls, plumbing, heating system, electrical system, mechanical system, etc.			PLNG, BLDG
4. Are you proposing to increase the hours of operation, increase the seating or floor area, and/or alter an existing business in any other way?			PLNG, BLDG
5. Are you moving a business to a new location?			PLNG, BLDG
6. Will any new signs be displayed or existing signs be modified?			PLNG, BLDG
7. Will your business involve the storage, preparation or serving of food products?			PLNG, BLDG, FD, HD
8. Will your business involve the storage, production of, and/or use of combustibles, toxic substances, corrosives, explosives, and/or pressurized gases?			PLNG, BLDG, FD, EH
9. Will your business location have a burglar alarm or other alarm?			PD

Key to Reviewing Agencies:

PLNG – Planning Division Review: Pacific Grove Community Development Department, 831-648-3190

BLDG – Building Division Review: Pacific Grove Community Development Department, 831-648-3190

FD – Fire Department Review: Pacific Grove Fire Department, 831-242-8734

EH – Monterey County Department of Environmental Health, 831-647-7654

HD – Monterey County Department of Health, 831-647-7654

PD – Pacific Grove Police Department: Alarm Permit registration, 831-648-3143

IMPORTANT NOTE: All businesses requiring Building Division review (see above) must secure a Certificate of Occupancy from the Community Development Department prior to opening for business. You may not commence the business until the Certificate of Occupancy inspection has been completed and all required corrections have been made. The Certificate of Occupancy inspection can be scheduled with the Building Division at the time when the business license application is submitted. All business locations are required to have the address of the business visibly displayed.