



# Business License Application FLOWCHART

Welcome to the City of Beaumont

Thank you for your interest in opening a business in the City of Beaumont. Please follow the flow chart below to ensure a smooth business license process. Providing accurate and detailed information will help eliminate hurdles and barriers along the way.

## Step 1

- Fill out the Zoning Verification Form. This can be requested at City Hall, it is also available on our City Website.
- Submit Zoning Verification Form at City Hall or via email to [Info@beaumontca.gov](mailto:Info@beaumontca.gov)
- If zoning is approved, you will receive a business license packet to fill out.

## Step 2

- Fill out and submit your application to City Hall or [Info@beaumontca.gov](mailto:Info@beaumontca.gov)
- Planning will determine if other entitlements are required.
- Building must also confirm proposed use matches Certificate of Occupancy.

## Step 3

- If an APP is required, Planning will provide an invoice, Conditions of Approval will be received within 4 weeks via email. This must be signed and returned.
- If an APP is not required, the application will continue with Building through the Certificate of Occupancy process.

## Step 4

- Payment will be received.
- Other forms and applications will be routed to corresponding departments.
- If more information is required, the corresponding department will reach out to you directly.
- For **Out of Town** business licenses, skip to Step 8.

## Step 5

- Building will generate and send an invoice for the Certificate of Occupancy.
- Once payment is received, instructions will be sent on how to request Fire and CofO Inspections.

## Step 6

- Request your Fire Inspection.
- If inspection is failed, address issues indicated by the inspector and reschedule your inspection.

## Step 7

- Request your CofO Inspection.
- If inspection is failed, address issues indicated by the inspector and reschedule your inspection.

## Step 8

- Once all approvals have been submitted by the corresponding departments, your business license and Certificate of Occupancy will be scheduled for printing.
- You may reach out by phone or email for status updates at any time.

\*\*\*Your business license will expire June 30th of every year and **must be renewed every year**. You will receive your renewal prior to your business license expiring. If you do not receive your renewal notice, **it is your responsibility to contact us to renew**.\*\*\*  
After 6 months without activity or written communication, the City of Beaumont shall deem the application abandoned. A new application and fees will then be required.

**Congratulations on obtaining your business license!**