




PERSONAL SERVICES GUIDE





PERSONAL SERVICES

DEFINED AS ESTABLISHMENTS PROVIDING NON-MEDICAL SERVICES AS A PRIMARY USE, INCLUDING (BUT NOT LIMITED TO): BARBER AND BEAUTY SHOPS, TANNING SALONS, TATTOO PARLORS, SPAS, AND PSYCHIC READERS.


FIND A LOCATION


 Personal Service uses are allowed within any commercial zone including Neighborhood Commercial (CN), Community Commercial (CC), Arterial Commercial (CA), and Regional Commercial (CR). These different zones allow for different types of uses.


 Taking over a space that was previously a Personal Service use can save time and construction costs, as long as the previous tenant had recently passed inspections and was in compliance with current requirements.


 Before signing a lease, please speak with the City's Planning Division to understand zoning and the City's Building & Safety Division to understand building codes. Call (323) 848-6475 or visit City Hall at 8300 Santa Monica Boulevard.

PLANNING REQUIREMENTS


 Personal Service businesses that are 1,200 ft² or less and exist prior to May 2, 2001 require 3.5 parking spaces per 1,000 ft². In all other situations, the requirement is 5 spaces per 1,000 ft². Please ask a planner about a Parking Use Permit and Parking Credits in the case you do have to provide additional parking.


 Taking over a space that was previously a Personal Service business will help with parking, as the demand will be the same and providing additional parking won't be necessary. The case is the same for other uses that require the same or less amount of parking as Personal Service. A planner can help you make this determination.


 To find out where Personal Services are allowed, click here to view the Zoning Map.


 To learn more about planning requirements, click here to search the Zoning Ordinance.

BUILDING REQUIREMENTS


 The work needed to get your tenant space ready to open can vary from business to business. Some businesses require very minimal work, and some will require a more involved process like changing the floor plan to better suit the new business. In all cases, you will need plans drawn to show the changes that you will be making to your new space. These plans will go through a plan check process to make sure that they meet various code requirements.


 Start with bringing your plans to the Planning Division counter and have a planner review your plans. They will be able to tell you the next step in your plan check process.


 If you are installing a new sign, you will need to obtain a Sign Permit. After consulting with a licensed sign contractor, fill out a Sign Permit Application.


 Click here to find the permits and applications you need.

BUSINESS REQUIREMENTS

 Register your business with the City by obtaining a Business Tax Certificate. A Personal Service business operating within the City of West Hollywood is required to obtain a Business Tax Certificate and pay an annual Business Tax.

 Click here to download the Business Tax Certificate Application.

 Some Personal Services like fortunetelling, locksmiths, massage parlors and tanning salons will also need to obtain a regulatory business license. Please contact the Business License Officer at (323)848-6375 to find out if this applies to your business.

 Once you've reached this step, your business will proceed through plan check for approval.