



# HEALTH & FITNESS GUIDELINES

YOUR GUIDE THROUGH THE PERMITTING PROCESS



City of West Hollywood  
California 1984

**ECONOMIC  
DEVELOPMENT  
DEPARTMENT**

**BUSINESS DEVELOPMENT DIVISION**



## FIND THE RIGHT LOCATION

**Before you sign a lease, thoroughly investigate your options to ensure you find a space that is suitable for your health and fitness business.**

- Explore the City of West Hollywood property search tool, for commercial properties for rent.

Go to: <http://looplink.weho.org/SearchResults> or call the Business Development Division (BDD) at (323) 848-6425. BDD staff is available to assist you in finding available properties in West Hollywood.

- Consult with a qualified real estate broker. They can provide you with available locations for your business.
- Before you sign a lease, check with the Current and Historic Preservation Planning (CHPP) Division to make sure that the proposed location allows (is zoned for) your proposed business and the space meets the City's parking requirements. Call (323) 848-6475 or come to the Planning and Development Services counter at City Hall.
- Ask CHPP what planning permits might be required from the City for your specific type of health & fitness business.
- Check with the Building and Safety Division (Building) for the building code requirements for your business (i.e. if any upgrades or remodels are needed).
- Putting up a sign? Check with CHPP for sign regulations.



## GET READY TO BUILD

**Once you've gathered all the information you need to begin the review process, it's time to prepare and submit construction documents.**

- Hire a registered design professional (i.e. architect and/or engineer) to prepare plans and construction documents.
- Submit applications for planning permits. Once you know what permit you'll need, visit our website at: <http://bit.ly/weho-planning-permits> to download the appropriate permit application.
- After obtaining approval of planning permits, submit your construction documents to Building. For submittal requirements, visit our website at: <http://bit.ly/weho-building-permits>
- Call (323) 848-6475 to schedule an appointment to submit your completed construction documents and applications to the Planning and Development Services public counter on the 2nd floor of City Hall.
- Building will route your construction documents and applications to the applicable City staff for review if required.
- Depending on the size and scope of your project, you may be required to submit your construction documents to the Los Angeles County Fire Prevention office for review and approval. Building staff will inform you if this is necessary. Applicants are required to drop plans off at the Engineering Plan Check Office at 5823 Rickenbacker Rd. Commerce, CA 90040.






## GET READY TO OPEN

**Upon receiving all approvals for your health & fitness project, construction permits will be issued when all applicable fees are paid. Construction work commences and inspection follows.**

- Hire a licensed contractor for all construction work.
- Set up an inspection, using one of the following methods:
  - Visit the Planning and Development Services public counter during business hours
  - Use the automated inspection request line by calling (323)848-6335
  - Online using our eTRAKIT permit system by visiting <https://www.weho.org/services/etrakit>
- Address any outstanding issues following City inspections.
- Upon receiving a final building inspection or Certificate of Occupancy, file for a Business Tax Certificate. Go to: [http://bit.ly/weho\\_tax\\_certificate](http://bit.ly/weho_tax_certificate)



**The City of  
West Hollywood  
wants to help you and  
your health and fitness  
business succeed!**

We've developed this  
brochure to help  
**guide you through  
the permitting  
process.**

The first step is to  
**contact the Business  
Development Division.**

**Phone: (323) 848-6574**

**Email: [creativecity@weho.org](mailto:creativecity@weho.org)**



# We're here to help you

**At any step in the process, we're just a call or an email away. You can always come in and talk to staff about any questions you may have about opening your business.**

## **Business Development Division**

creativecity@weho.org  
(323) 848-6574

## **Current & Historic Preservation Planning**

(323) 848-6475

## **Building & Safety**

(323) 848-6320

For more information, visit us at  
[www.weho.org/business](http://www.weho.org/business)



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