



How to Open a Business in Buena Park

Before you Sign a Lease or Make Other Costly Commitments

1. Contact the Buena Park Planning Division at (714) 562-3620 for information on City Requirements, including zoning, parking, sign permits, and fees.
2. If business location **requires no interior or exterior alterations:**
 - Apply for business license at the Finance Department
 - Receive Planning approval for business location and operations
 - Apply for Sign Permit, if installing a new sign
 - Open for Business

***Approval typically over-the-counter*
3. If business is a **home-based business:**
 - Apply for business license at the Finance Department
 - Obtain a Home Occupation Permit from the Planning Division
 - Open for Business

***Approval typically over-the-counter*
4. If business location **requires new construction or site improvements:**
 - Speak with Planner regarding the suitability of business for proposed location as well as requirements for project
 - Submit project for review (i.e. Planning Commission or Community Development Director). Please see the Planning Commission Process handout for details.
 - Submit plans for plan check, pull Building permits, and commence/complete construction
 - Obtain City business license and open for business

***Typically 4 to 12 week process*
5. If business location requires **interior improvements:**
 - Speak with Planner regarding business operation and zoning requirements
 - Submit plans for plan check, pull Building permits, and commence/complete construction
 - Obtain City Business license and open for business

***Typically a 2 to 6 week process*