

## DOING BUSINESS IN LEMOORE WITH BUSINESS LOCATED OUTSIDE THE CITY

File for a Business License with fee at the Finance Department. Processing times vary.

## SPECIAL USE PERMITS

- Alcohol sales, drive-through facilities, live-work facilities, secondary dwelling units, daycare facilities, semi-permanent mobile food vendors, sexually oriented businesses, and thrift stores need to contact the Planning Department for special use standards/approvals. Administrative Use, Conditional Use or Temporary Use permits are identified in the Allowed Use Table as specified therein and may trigger special approvals by the Planning Director or Commission and may involve public hearings.
- Peddlers, solicitors, fireworks stands, and carnivals need to contact Business License for special requirements or permits. Other unusual businesses may also require specialized permits.
- Massage therapy, taxies, public dances, or special events with outdoor music need special approvals from City Police.
- Food handling of any kind, permanent cosmetics, or tattooing, requires permitting from the Kings County Environmental Health Department.
- Alcohol distribution of any kind (including special events) require permits from the California Department of Alcoholic Beverage Control.
- Vendors for special events may need to coordinate with the Chamber of Commerce or City Parks & Recreation.

## SIGNS



Contact the Planning Department at 559-924-6740 before ordering signs to ensure proper signage is purchased and your money is not wasted. Planning can help you determine what type, location, and size of signage is allowed in your specific zone district. There are three summary tables available for quick reference; Citywide Summary Table for Signs or Downtown Summary Table for Signage or Temporary Signage Table. Most permanent signage requires an approved Sign permit prior to its installation. Most allowed temporary signage is exempt from City approval so long as the sign conforms to the City ordinance. If City approval is needed you need to:

- 1) File a Sign Approval Application with fee and drawings to the Planning Department.
- 2) Obtain necessary Building Permit if involving electrical or structural work and/or Business License if applicable.
- 3) Order and install your approved signage.

Nothing is more painful than ordering and installing a sign that is not allowed or must be reduced in size as it costs more \$\$\$.

## OTHER AGENCIES TO CONTACT BEFORE STARTING A BUSINESS

In order to start a business, there are some agencies outside the City that may have to be contacted to get a Fictitious Business Name, assign State Employers ID# or Federal Employers ID #, Resale License #, and similar depending on employees and business type. Additional agencies contact information can be found at the Finance Department's Starting Your Own Business Checklist.



## BUSINESS SIMPLIFIED

*Whether you want to start a new business from scratch out of your home, locate your business in an existing building, expand/remodel your existing business site, or build new, this guide will help simplify the process.*

*Application forms, summary tables, links, maps, and other business related resources listed in this brochure can be easily accessed by going to the Business Resources section of the City of Lemoore website at [http://www.lemoore.com/business\\_resources.htm](http://www.lemoore.com/business_resources.htm). Additional resources may be found at the Lemoore Chamber of Commerce website.*

***We hope you like this simplified approach to doing business in Lemoore and we look forward to seeing your business soon!!***

Planning Department  
711 W. Cinnamon Drive  
Lemoore, CA 93245  
Phone: 559-924-6740 Fax: 559-924-6708  
[www.lemoore.com/planning](http://www.lemoore.com/planning)

# BUSINESS IN LEMOORE SIMPLIFIED—Saving time and money \$\$\$

## STARTING A BUSINESS FROM HOME

- 1) An approved one-time Home Occupation Application with fee through the Planning Department is needed for business from your residence. Allowed business types are generally those that involve an office and/or offsite service where employees must be residents of the home. Prohibited uses generally include those things that would generate excessive customer traffic or could be hazardous to the neighborhood (see application for description of minor, major, and prohibited uses). Processing time is approximately 10 days for a Minor or 21 days for a Major. Only 2 square feet of non-illuminated wall or window signage is allowed.
- 2) An approved Business License with fee through the Finance Department is needed. Processing goes to all City Departments for clearances prior to issuance of business license. Full processing may take approximately 10 days to route through applicable City Departments. Annual renewal fees are applicable to keep the license valid.
- 3) Special permits needed for:
  - Daycare up to 14 children by the State with clearance from City Fire Department.
  - Large Daycare between 8-14 children also requires Administrative Approval by the Planning Department. Processing of completed applications are generally 21 days.
  - Cottage Food operation permits from the Kings County Health Department for non-potentially hazardous food preparation.



## LOCATING WITHIN AN EXISTING BUILDING

- 1) Before signing a lease, check with the Planning Department to confirm that the Zoning Map, General Plan Land Use Diagram and Zoning Land Use Regulation for the site allows the type of business being proposed or if a special use permit will be needed (such as massage therapy, taxis, dancing, selling alcohol, tattooing, semi-permanent food vending, food business, etc.). If proposing permanent signage, an approved Sign Application with fee is generally needed.
- 2) Before signing a lease, also check with the Building Department to see if proposed or existing tenant improvements require permitting or building occupancy clearance (such as ADA compliant bathrooms, commercial kitchens for food businesses, fixing building or fire code deficiencies, etc.). Building permits are usually required for any new or modified electrical, plumbing, and construction work. See Plan Check Submittal Requirements for further information.
- 3) An approved Business License with fee through the Finance Department is needed. Full processing may take approximately 10 days to route through applicable City Departments unless other approvals are needed. Annual renewal fees are applicable to keep the license valid. Water/Sewer/Refuse services available through the City of Lemoore.



## REMODELING, EXPANDING OR CONSTRUCTING NEW BUILDINGS

- 1) If construction only involves interior modifications/remodel, contact the Building Department to discuss needed permits and see if certain tenant improvements must be made to meet the Building Code dependant on use (such as ADA compliant bathrooms, commercial kitchens for food businesses, fixing building or fire code deficiencies, etc.). Building permits are usually required for any new or modified electrical, plumbing, or construction work. See Plan Check Submittal requirements.
- 2) In addition to the above, if you are also increasing building square footage, an approved Site Plan Review and Environmental with fees are needed through the Planning Department. Completed Minor Site Plans applications <10,000 square feet or exterior improvements modifying >50% of a building generally take 30 days to process and is administratively approved. Completed Major Site Plan applications >10,000 square feet for new buildings or any new construction in downtown usually takes 60 days to process depending on environmental and are reviewed by the Planning Commission. If proposing permanent signage, an approved Sign Application with fee is generally needed.
- 3) An approved Business License with fee through the Finance Department is needed. Full processing may take approximately 10 days to route through applicable City Departments unless other approvals are needed. Annual renewal fees are applicable to keep the license valid.

