



City of Loma Linda Community Development Department

25541 Barton Road, Loma Linda, CA 92354 ☎ (909)799-2830 📠 (909) 799-2891

LAND USE PERMIT FOR BUSINESS ZONING CLEARANCE

APPLICATION TYPE AND FEE:

New Business or Use on Site: \$290 **Change of Ownership:** \$100 Check made to "City of Loma Linda".

To establish an Accessory Dwelling Unit on site, complete the Land Use Permit application specifically created for ADU/JADU's.

FOR OFFICE USE ONLY

Date Filed: _____ Project Case #: _____

This permit is for business occupancy in the City of Loma Linda (i.e. change of ownership, a new business moving into an existing building, or an SFR converting into a group home/care facility use). The purpose of this process is to certify the proposed business activity is allowed and in compliance with the City's land use and zoning regulations. Complete the application and submit it with payment for review. Planning staff will route it to each department to review and perform inspections, if applicable.

This is the 1st step in the permitting process. The 2nd step will require you to fill out the Fire Department's Inspection and Operational Permit Form online (<https://form.jotform.com/202254869986169>). Submit the two simultaneously. Once Planning and Fire has signed off on the Land Use Permit and inspections, the applicant will be authorized to apply and purchase a business license with the Finance Department.

(Please note, if the proposed business requires a special "use permit" pursuant to zoning requirements, such as a "Conditional Use Permit", a development application and discretionary review is required instead.)

SECTION 1 – APPLICANT AND BUSINESS INFORMATION

Applicant/Primary Contact (Name): _____

Address: _____ City: _____ State & Zip: _____

Phone: _____ Email: _____

Business On-site Contact (Name): _____

Loma Linda Business Address: _____

Business Phone: _____ Email: _____

Name of New Business: _____

Property Owner or Mgmt. Company (Name of land owner): _____

Address: _____ City: _____ State & Zip: _____

Phone: _____ Email: _____

SECTION 2 – LAND USE AND BUSINESS QUESTIONNAIRE

Type of Business: Office Retail Food Industry Industrial Institutional Service Care Facility

Description of Activities: _____

Hours of Operation: _____ Number of Employees on largest shift: _____

Please answer the following:

Change in business type? Yes No Previous land use/business occupancy # _____

Change in business ownership? Yes No Previous land use/business occupancy # _____

Change in business name only? Yes No Not a change in ownership or type of business

First time use of building? Yes No Existing land use permit (entitlement) # _____

Does business require new sign? Yes No A sign permit might be required.

If business does not require new sign, are there plans to change lettering on existing sign? Yes No
(If yes, a sign permit might be required. Ask staff for application to install new sign.)

Will chemical(s) be utilized or stored? Yes No

Please list types of chemicals: _____

What room will they be utilized? _____

What room will they be stored? _____

Will there be any improvements or modifications to site or building (i.e. new interior walls, openings, electrical, plumbing, heating)?
Yes No (If yes, please contact Building and Safety for building permits.)

Will there be any use of utilities or community facilities beyond what was used by the previous business owner for commercial purposes? Yes No (If yes, please explain.)

What type of mechanical devices will be used in your occupancy?

Will your business involve a service or producing a product? Please explain:

What type and how many supplies or materials will be stored? In what room will they be stored?

SECTION 3 – APPLICANT’S AND PROPERTY OWNER’S SIGNATURE

I understand that, subject to the Loma Linda Municipal Code Section 5.04 “Business Taxes,” I agree to pay the required Business License fees as determined by the Business Tax Department.

Print Name (Applicant)

Signature

Date

**Printed Name of Owner or
Property Manager**

Signature

Date

SECTION 4 - *APPROVALS – TO BE COMPLETED BY CITY*

Approvals are required from the departments listed below prior to finalizing and issuing the land use permit. These departments may require an inspection or fees in addition to those fees required by the Community Development and Finance Department.

APPROVAL

DATE

1. Planning Division (last signature) _____
909-799-2830

General Plan & Zoning District: _____

Is business in compliance with Zoning? Yes No

2. Building and Safety Division _____
909-799-2836
(Office hours: 8-10 am)

3. Public Works Department _____
909-799-4410
(Notice Only – No Plans)

4. Utilities Department _____
909-799-4420

5. Fire Inspector – Public Safety _____
909-799-2859, 909-799-2853
(Complete Fire’s online form simultaneously with Land Use Permit, ask staff for assistance if needed.)

WITHIN ONE-YEAR OF THE DATE OF APPROVAL, THE OPERATIONS OF THE BUSINESS SHALL COMMENCE OR THE PERMIT WILL BECOME VOID.

EXPIRATION DATE: _____
