

Altadena SmallBiz

PERMIT EXPRESS

Altadena SmallBiz Permit Express is part of the **Altadena Concierge Program**, an initiative launched by the County of Los Angeles Department of Economic Opportunity (DEO) to support the recovery of commercial corridors affected by the Eaton Fire in January 2025. Altadena property owners and businesses requiring permits and licenses are encouraged to apply for expedited and individualized support.

Learn more about the Altadena Concierge Program



Altadena SmallBiz Permit Express Application

Altadena SmallBiz Permit Express is designed to streamline the permitting process for property owners, small businesses, and nonprofits in Altadena, making it easier to build, rebuild, and open your doors.

PROJECT ADDRESS: _____ EMAIL/PHONE: _____

ASSESSOR PARCEL NUMBER: _____ APPLICANT NAME: _____

EMAIL/PHONE: _____

SCOPE OF WORK: _____

How to Apply

- 1 Step One** Visit [opportunity.lacounty.gov/altadena concierge](https://opportunity.lacounty.gov/altadena-concierge)
Learn more about how the program can benefit you and how to apply for services.
- 2 Step Two** **Apply for Altadena SmallBiz Express** *Step-by step applicant guide is available online!*
 - Follow directions to create an account on EPIC-LA
 - Log in and click "Apply"
 - Type and Search for "**Altadena SmallBiz Permit Express**" form and select that option to begin applying
 - Complete the form and submit
 - Schedule a virtual/in-person consultation with a Permit Concierge Representative

If you also need business technical assistance: Follow directions to submit a simple application. Once deemed eligible, an email will be sent to schedule an in-person or virtual meeting with a business consultant. Work with your dedicated consultant to complete a business assessment and develop an Action Plan specific to your business (Starting July 2026)

- 3 Step Three** **Schedule an initial meeting**

After submitting an application, applicants will be prompted to schedule an initial meeting with a Permit Concierge Representative and fill out this form. Applicants will be notified of their appointment date within 2-3 business days of status.

For any questions, please email osb@opportunity.lacounty.gov.

Altadena SmallBiz

PERMIT EXPRESS

Describe Your Project

PLEASE DESCRIBE YOUR PROJECT BELOW, INCLUDING ANY KEY CONCERNS AND ASSISTANCE REQUIRED:

Other Permits, Licenses, and Certificates

DO YOU NEED SUPPORT ACQUIRING ANY LICENSES, PERMITS, AND/OR CERTIFICATIONS UNRELATED TO CONSTRUCTION OR ACQUIRING A CERTIFICATE OF OCCUPANCY? PLEASE CHECK ALL THAT APPLY:

- | | |
|---|---|
| <input type="checkbox"/> Los Angeles County Business License | <input type="checkbox"/> California Seller's Permit |
| <input type="checkbox"/> Business Enterprise Certification (LSBE, DVBR, SE, and CBEs) | <input type="checkbox"/> CA Secretary of State filings |
| <input type="checkbox"/> Public Health Permit | <input type="checkbox"/> Employer Identification Number (EIN) |
| <input type="checkbox"/> Business Name Registration (DBA/Fictitious) | <input type="checkbox"/> Professional licenses and Industry Permits |
| <input type="checkbox"/> Special Permits (including cannabis, police alarm, etc.) | <input type="checkbox"/> Other: _____ |

Altadena SmallBiz

PERMIT EXPRESS

Altadena SmallBiz Permit Express Questionnaire

BUILDING PERMIT QUESTIONS

	YES	NO	N/A	UNSURE
Does the proposed work involve a new building, a new structure, an addition and/or an alteration to a building?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the proposed work change the occupancy type or increase the occupant load of a building?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the proposed work include grading, changing the existing site drainage, or add impervious areas to the overall site?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MECHANICAL PERMIT QUESTIONS

	YES	NO	N/A	UNSURE
Is a comfort heating or comfort cooling system(s) being installed with a combined capacity of more than 500,000 BTU/hr?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are any of the following systems being installed: ventilation for vehicle parking or repair, stairway pressurization system, smoke control system, Type I or II hood, dust collection system or fume hood, ventilation system for dialysis center or clinic, refrigeration systems requiring a refrigeration machine room?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the altered or added area involve more than 1000sqft of total heated or cooled area?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ELECTRICAL PERMIT QUESTIONS

	YES	NO	N/A	UNSURE
Is the electrical installation rated over 600 Volts?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there any new or altered electrical equipment rated 400 Amps or greater?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the area of work in a hazardous location, such as a gas station, repair garage, woodshop, or spray booth?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Altadena SmallBiz

PERMIT EXPRESS

PLUMBING PERMIT QUESTIONS

	YES	NO	N/A	UNSURE
Is there a new potable water service or new water branch of 2" or larger?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a new gas service or new gas branch of 2" or larger?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a new drainage system with more than 216 fixture units?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a medium or high-pressure gas system altered?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a new seismic gas shut-off valve?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a combination waste/vent system?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a chemical waste system?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the building have a dialysis center or clinic?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MISCELLANEOUS PERMIT QUESTIONS

	YES	NO	N/A	UNSURE
Is there a new floor drain?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a new or altered grease intercept/trap?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there any work that affects the public way?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FIRE DEPARTMENT QUESTIONS

	YES	NO	N/A	UNSURE
Is there a change to the occupancy classification.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a modification to the building, which expands the footprint or changes the means of egress?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Altadena SmallBiz

PERMIT EXPRESS

FIRE DEPARTMENT QUESTIONS (CONT'D)

YES NO N/A UNSURE

- Is there a tenant improvement in a sprinklered Group B and M occupancies or any change to an existing fire protection system (fire sprinkler or fire alarm)?.....
- Is there storage of combustible material or high piled stock being proposed?.....

PUBLIC HEALTH QUESTIONS

YES NO N/A UNSURE

- Is the business a restaurant, bar, food market, or involve food preparation, food storage or food sales?.....
- Is the business a massage establishment?.....
- Does the business include the cultivation, distribution, manufacture, or retail sales of cannabis or cannabis products?.....
- Does the business sell tobacco or tobacco products?.....
- Is the business a body art facility (tattooing, piercing, permanent cosmetics, branding)?.....
- Is the business an organized camp or a children's camp?.....
- Is the business converting non-residential space to an apartment, interim housing, hotel, motel, or boarding home?.....
- Is the business converting one of the above into a different type of the above (e.g., apartment into a hotel or hotel into interim housing)?.....
- Is the property served by an onsite wastewater treatment system (septic system)?.....

Altadena SmallBiz

PERMIT EXPRESS

PUBLIC HEALTH QUESTIONS (CONT'D)

	YES	NO	N/A	UNSURE
Is the property served by a water well?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the project include the installation of recycled water or utilize alternate water sources?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will the business utilize X-rays or other radioactive sources?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a permitted nearby public water system that will meet the water demands of the proposed project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Certification and Acknowledgement

Please note, under the California Public Records Act (PRA), DEO may be required to provide access to public records we maintain, including requests for assistance and supporting documents. This may include some or all written and electronic information obtained, except where exempt from disclosure by law. DEO will withhold any records from disclosure which are exempt or when the public interest clearly outweighs the disclosure of the record. If you would like more information before proceeding, see Government Code § 7921.000 - 7931.000. Please acknowledge each of the statements below.

- I confirm that the previous information is true and correct to the best of my knowledge.
- I understand a copy of this application and any supporting documents may be shared with authorized agencies, if necessary, in an effort to support the goals of the program or audit program impact.
- By checking here, I indicate my expressed permission for the businesses or parties identified to disclose personal information relevant to this filing to representatives of the County of Los Angeles Department of Economic Opportunity (DEO).

(Print Name) Applicant

Company Name

(Signature) Applicant

Date