

Starting a Business in the City of Moorpark

This section to help assist you in the basics of opening a business in the City of Moorpark.

Here is our process to obtain the necessary permits:

Moorpark City Hall is located at:

799 Moorpark Ave.

Moorpark, CA. 93021

808.517.6200

8 A.M. to 5 P.M. Monday-Friday

Zoning along with Building and Safety are located at this address. Go to the counter to talk to personnel. Before you go, you should make yourself familiar with the information, costs and timing in the different phases of getting a business open. We have created a short version with links to assist in this process.

Start with a Planning Permit. You will need to complete an application for a Zoning Clearance, Administrative Permit, or Conditional Use Permit - depending on what is required by the Moorpark Municipal Code. The cost and approximate processing time for each permit is listed below:

Zoning Clearance: \$100 / 1-3 days ZC Form

Administrative Permit: \$1,300 / 30-45 days Admin Permit Form

Conditional Use Permit: \$5,000 / 60 days CUP Form

Second, you will need an Occupancy Use Inspection from Building and Safety. An Occupancy Use Inspection is needed to ensure the building you plan to occupy is safe for you, your employees, and your customers. The cost and approximate processing time for an Occupancy Use Inspection is \$77.60 (2-3 days) for a Simplex Inspection and a Complex Inspection is \$172.00 (timeframe varies on required correction). If you do not make any improvements to the property and have passed your Occupancy Use Inspection, then you are done with Building and Safety. If you plan to make any improvements to the property, you will need a Building Permit (Occupancy Use Inspection is included with Building Permit). The cost of the permit depends on the value of the improvement(s) and processing time is approximately 10-14 business days (depending how quickly corrections can be resubmitted by applicant).

Please note that the Use Inspection may turn up items that need to be added or corrected prior to occupancy. This is important as you may want to know all the requirements and related costs and timing prior to binding yourself to a lease.

Business Registration. This is a simple application and can be issued over the counter. Business Registration Form The cost is \$91 for the registration. Restaurant and Automotive use will have an additional \$67 National Pollutant Discharge Elimination System (NPDES) annual fee. Every year after is \$36 for the registration renewal and \$67 NPDES fee (if required).

Sign Permit. If a sign is desired, then a simple application can be issued in 7-10 days. Sign Permit Application The cost of this permit is \$200. However, based on the materials and size of the sign, an additional building permit may be required to ensure the sign is properly constructed and will not pose a threat to the public.

Building Permits. Before any construction or remodeling work begins, an application for a building permit must be made. Building permit application and plan check provide the means for building officials to inspect construction to ensure that minimum standards are met and appropriate materials are used.

Some examples of required building permits are:

New buildings

Additions

Renovations

Demolitions

Electrical, plumbing, and mechanical systems

Water heaters, re-roofs, signs, and masonry fences over 42 inches high (retaining walls more than three feet)

Tenant improvements in existing buildings