

Community Development Department 14000 City Center Dr., Chino Hills, CA 91709

Welcome to Chino Hills!

STEP-BY-STEP GUIDE FOR OPENING A BUSINESS*

*For businesses located within retail/commercial centers, business parks and stand-alone commercial/retail/office buildings.

*Other steps may be required based on the business type.

City of Chino Hills

Zoning Verification/Land Use Clearance

Submit a Land Use Clearance application via Chino Hills Virtual Development Services Portal Planning Division for Questions

City Review of Land Use Clearance

Land Use Clearance Approval required before submittal of Tenant Improvement Plans, Sign Plans, and prior to applying for a Business License.

Apply for Business License Online

Business License Portal

An approved Land Use Clearance certificate is required to be uploaded at time of application. Submittals missing this will be rejected.

Submit Plans for Tenant Improvement and / or Exterior Wall Sign

Most commercial centers require at least 1 wall sign identifying the business

Planning Division for Sign Requirement Questions Building & Safety Division for Permit Questions

Obtain Inspections for All Permits for the Project

Sign permits require Planning inspection prior to Building & Safety inspection

Planning Division for Sign Inspection Questions
Building & Safety Division for Building Inspection Questions

City to Issue Certificate of Occupancy

Building & Safety Division for Questions

Outside Agencies

Verify your business type does not have any special requirements or restrictions with the following agencies:

Chino Valley Fire District

Community Risk Reduction (909) 902-5260 www.chinovalleyfire.org

San Bernardino County

Department of Environmental Health (800) 442-2283

https://wp.sbcounty.gov/dph/programs/ehs/

Submit Tenant Improvement Plans for Review/Approval & Obtain Permit

Chino Valley Fire District
If required by the agency

County Environmental Health

If required by the agency

Obtain Inspections for All Permits for the Project from Respective Agency

Now Open!

QUESTIONS? CONTACT US!

Building & Safety (909) 364-2780 / Planning (909) 364-2740 / Business License (909) 364-2670 / Email: communitydevelopment@chinohills.org

Application Portal: www.chinohills.org/vds