



Community Development Department
 14000 City Center Dr., Chino Hills, CA 91709
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communitydevelopment@chinohills.org

Welcome to Chino Hills!

STEP-BY-STEP GUIDE FOR OPENING A BUSINESS*

City of Chino Hills

Outside Agencies

Zoning Verification

Verify your business type is permitted in the location you have chosen.

Planning Division

Making interior changes?

Submit Tenant Improvement Plans for Review/Approval

Required for construction on interior of suite

Building & Safety Division

No interior changes? Moving right in.....

Submit Notice of Intent/Certificate of Occupancy & Business License Applications & Pay Fee

Building & Safety Division

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/>

Making interior changes?

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

Submit Plans for Exterior Wall Sign

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

Planning Division for Sign Guidelines

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

Building & Safety Division for Building Inspection

Submit Business License Application & Pay Fee

Building & Safety Division
 Business License Division

City to Issue of Certificate of Occupancy & Process Business License

Building & Safety Division

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

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