## GARDENA BUSINESSES QUICK REFERENCE GUIDE TO CITY REGULATIONS

**Alarms/video monitoring:** It is recommended that you consider installation of alarm systems, video monitoring systems and perimeter lighting systems. Contact Community Development to obtain an alarm permit.

**Banners**: Are permitted only to advertise promotional events and can only be placed where signs would normally be permitted. For safety reasons, banners must be securely attached. The city will require you to remove banners that are dirty, in disrepair, faded or outdated, obstructing visibility or creating safety hazards. Banners are permitted a maximum of 60 days in the year.

**Business License Certificate of Occupancy:** You are not permitted to operate a business until you have been issued a certificate of occupancy for your business. Post your business license certificate of occupancy, current year business license and if applicable, ABC license and L. A. County Health Permit in a location that is in plain view of the public.

**Business Problems:** If you are having problems with or along with fellow tenants, we may have a solution. Please call Neighborhood Services and ask to speak to a Code Enforcement Officer in the Community Development Department to discuss any issues you may have.

**Community Standards:** Every city has minimum standards for operations and development. These can be found in the Gardena Municipal Code (GMC), available on our website at: <a href="https://www.ci.gardena.ca.us">www.ci.gardena.ca.us</a>

**Graffiti:** Keep a quart or half gallon of exterior paint in a color matching your exterior walls so that graffiti can be removed as soon as it appears. It is our experience that when addressed immediately, the problem tends to go away.

**Hours of Operation:** Since many businesses are located adjacent to or near residential areas, the City has established the hours between 10:00 p.m. and 7:00 a.m. as "sensitive hours". During these hours all outside noises tend to be magnified by the lack of other ambient noise (traffic, loading, other businesses). We ask you to adhere to reasonable hours of operation and confine any noise, odor and light impacts inside your premises, especially 10:00 p.m. and 7:00 a.m. The city may restrict hours of operation if there are substantiated complaints.

**Maintenance of Property**: Poorly maintained properties affect the public's confidence in the businesses and the City. Businesses are responsible for maintaining their premises *and* the public right of way abutting their property, keeping them free of trash, debris, weeds and graffiti. You and your landlord are also responsible for maintaining all landscape areas in thriving condition.

**News Racks:** A city permit, obtained from Business License, is required to place or maintain news racks in the public-right-of-way.

**Outdoor Activities**: Generally, all operations (cleaning, preparation, storage, processing) must take place inside a building or away from view of the public right of way or adjacent properties. In addition, State and Federal laws prohibit washing/draining of liquids other than storm water into the streets/storm drains.

**Outdoor Displays:** Outside display of merchandise is not permitted, except for plant materials at a plant nursery.

**Outside Storage**: All outside storage must be concealed from view by adjacent properties and from the public right of way. Outside storage must be covered and cannot be placed in required parking spaces.

**Parking:** You control the use of your private property. If you are having parking problems or problems with illegal parking, please call one of our Neighborhood Services Code Enforcement Officers who can help you with ideas or appropriate signage to control access to your site.

**Public Phones:** City approval is required prior to placing anything on or projecting over public property (pay phones, meters, etc).

**Public Right of Way**: The public-right-of-way extends from the inside (side nearest your premises of the sidewalk to the centerline of the street). This area is owned by the city and can be utilized only with prior approval by the city. You are however required to maintain this area free of obstacles, material, trash, weeds or debris.

**Security Gates, Razor Ribbon, Roll Down Doors:** Do not use scissor gates, roll down covers over windows and doors, razor ribbon and barbed wire at your business. They send a very negative message to your customers and violate city code. If you have concerns about security please contact a Neighborhood Services Code Enforcement Officer or member of the Community Oriented Police (COPs) program.

**Signs**: City approval is required before signage is installed or replaced. The size, number, location and type of signage you are permitted depends on a number of things, primarily related to the length of your property frontage. Signs are not allowed in driveways, sidewalks or pedestrian walkways. Please check with the Community Development Department staff on acceptable signage *BEFORE* you make a financial commitment to any new/changed signage and to see if your sign qualifies for over the counter handling and approval.

**Tenant Improvements, Construction, and Remodeling:** Permits are required for most construction, alteration, electrical, plumbing and mechanical work done. Anyone hired to do the work for you must have a city business license, a valid contractor's license, and proof of worker compensation insurance. You can verify information before you hire, by calling the Community Development Department.

**Trash Collection**: All trash haulers operating in the city must be franchised by the city. Use only trash haulers that have been franchised by the city or you can be cited. A current list of authorized haulers can be obtained from Community Development or Business License or on the city website. Trash containers are required to be kept within trash enclosures at all times. Lids should be closed and if possible locked to prevent unauthorized use of your trash container. You are also required to keep your trash enclosures and bins free of graffiti. You should call your trash hauler immediately to have them replace or remove the graffiti from you trash bins.

**Window Signs**: Window signs are limited to 25 % of the window area. Use of window signs and banners reduce the amount of other signage allowed. Both Neighborhood Services and the Police Department discourage window signage as it prevents the public and safety officers from seeing into your business, which may be important to you and your customer's safety.

## **HANDY RESOURCE NUMBERS:**

Alarm Permits	(310) 217-9525
AQMD	1-800 cut smog
Building Permits	
Business License	
Community Oriented Police Officer	(310) 217-6122
Entertainment Permits	(310) 217-6191
Graffiti paint and plant rebates (STAGG Program)	
Graffiti Removal	
Health Permits (food establishments)	(213)315-4581
Industrial Waste Permits	
Job & training referral assistance	
Micro-Loans for businesses	(310) 217-9504
Neighborhood Services Code Enforcement officer	(310) 217-6171
Rosecrans Corridor Commercial/Industrial rebate program	(310) 217-9504
Shopping cart retrieval	
Special Permits (events etc.)	(310) 217-6191
Zoning Information	