

# Brawley

CALIFORNIA



## DOING BUSINESS IN BRAWLEY

A step-by-step guide to opening  
the doors of your business

For more information, please visit  
[www.brawley-ca.gov](http://www.brawley-ca.gov)



## HERE'S A TIP!

Do you have a business plan, a budget, a marketing plan? If not, the Brawley Chamber of Commerce and the Small Business Development Center are available to assist.

## STEP 1: ZONING

To confirm that a location is zoned properly for the intended use or for navigation assistance with the permitting process, contact the Planning Division at **760.344.8822**. If land development is involved, a zone change or conditional use permit may be required. A no cost Development Review Committee is available to obtain quality feedback from all City depts.

## STEP 2: BUSINESS LICENSE

To initiate a business license, retrieve an application from the Finance Dept. at 400 Main St., Suite 1. This form can also be found on the City website under the finance department forms.





### STEP 3: FIRE INSPECTION

An initial fire inspection is required prior to opening. Annual inspections will follow. Some business types require the installation of sprinklers and/or a range hood. Special conditions apply to the handling of hazardous materials. Contact the Fire Department at **760.351.9110** to schedule a site visit.

### STEP 4: BUILDING DIVISION

A certificate of occupancy is required as a condition of the business license. Encroachment permits and building permits may be required. Contact the Building Official at **760.344.8622** for more info.



## STEP 5: PUBLIC WORKS

If the property doesn't have a water meter & backflow preventer, installation is required, followed by annual certifications.

If a restaurant is proposed, a grease trap is required. Contact Public Works at **760.344.5800**.

## FINAL STEPS

For a security alarm permit, contact the Police Department at **760.351.2648**.

For trash & recycling services, contact Republic Services at **760.355.0004**.

Businesses are encouraged to contact the County of Imperial Environmental Health Division and the Air Pollution Control District for additional requirements.

For more information, please visit [www.brawley-ca.gov](http://www.brawley-ca.gov)







## **OTHER AGENCY CONTACT INFORMATION**

### ***Brawley Chamber of Commerce***

*204 S. Imperial Ave., Brawley - 760.344.3160*

### ***Small Business Development Center***

*www.sdivsfdc.org- 760. 312.9800*

### ***Imperial Valley Economic Development Corporation***

*www.ivedc.com - 760.353.8332*

### ***Imperial County - America's Job Center of California***

*860 Main St., Brawley - 760.344.2131*

### ***Imperial County Public Health Dept. Division of Environmental Health***

*797 Main St., Suite B, El Centro - 442.265.1888*

### ***Imperial County Air Pollution Control District***

*150 S. 9th St., El Centro - 442.265.1800*



# CITY OF BRAWLEY CONTACT INFORMATION

## ***Office of the City Manager***

383 Main St. - 760.351.3048

## ***Finance Department***

400 Main St., Suite 1 - 760.344.1550

## ***Development Services Department***

205 S. Imperial Ave.

***Building Division*** - 760.344.8622

***Planning Division*** - 760.344.8822

## ***Public Works Department***

180 S. Western Ave. - 760.344.5800

## ***Police Department***

351 Main St. - 760.351.2648

## ***Fire Department***

1505 Jones St. - 760.351.9110

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