

# 5 STEPS

## to Open or Expand Your Business in Pittsburg

*So, you have an idea and a passion, and are ready to take the next step of opening or expanding your business. We appreciate you considering Pittsburg and are excited to work with you to help you get started! Learn what is required below.*

### 1 Determine the type of business you're interested in opening.

A list of business types can be found by checking out the City's Municipal Code or calling the Planning Division. Often, a business may not fit perfectly into a single definition - City staff can help you determine the best fit description for your business.

You may choose to work with an agent, call a landlord directly, or search online. Whichever route you choose, we recommend contacting City staff to ensure your business is allowed in the location you've identified - and whether any permits are needed - prior to committing to a lease.

### 2 Find a suitable location and inquire about zoning.

### 3 If necessary, apply for Planning permits.

Certain uses and building modifications may require additional planning permits prior to operation. City staff is there to help guide you through this process and can help you estimate fees and provide detail lists of application requirements.

Modifications to a commercial structure, as well as any plumbing, electrical, or mechanical work, will likely require construction permits. City staff are available to discuss what needs to be submitted prior to kicking off construction.

### 4 Obtain necessary construction and sign permits.

### 5 Apply for a business license and business permit.

Our Business Licensing Division can help you fill out the required paperwork and explain any necessary documentation you may need. Staff will route your application to other departments for input and finalize in 30 days or less.

*For additional resources to help you start and grow your business, please visit [www.pittsburgca.gov/bizresources](http://www.pittsburgca.gov/bizresources)  
For additional questions or assistance, please contact staff using the phone numbers below:*

Planning Division  
(925) 252-4920

Building Division  
(925) 252-4910

Engineering Division  
(925) 252-4930

Economic Development  
(925) 252-4860

Business Licensing  
(925) 252-4955