

# PASO ROBLES CA

Guide for Starting Automotive Repair

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## QUICK START PERMIT GUIDE



# QUICK START PERMIT GUIDE

## AUTOMOTIVE REPAIR

### QUICK START STEPS

#### 1. Visit the Paso Robles Chamber of Commerce (PRCC) Website

- a. The PRCC website has a number of resources available to help you plan, launch, manage and grow your business
- b. For further inquiries, the PRCC can be contacted at (805) 238-0506

#### 2. Find Location and Check Zoning

- a. Automotive repair is conditionally permitted in zones: C1, C2, C3, RC, M, AP, TC-2 (zone descriptions at bottom)
- b. Automotive Repair is prohibited in C1 zones west of Hwy 101
- c. More information on zoning and access to zoning maps is available online at <http://www.prcity.com/government/departments/commdev/planning/zoning.asp>

#### 3. Call Community Development Department

- a. Community Development Department can be contacted at (805) 237-3970
- b. The Community Development Department Planning Division can provide information about zoning compatibility, and reference to other departments that may have input
- c. For information on tenant improvements and development impact fees contact the Building division at (805) 237-3970

### ZONING DESCRIPTIONS

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C1: Commercial-General Retail      AP: Airport  
C2: Commercial-Highway              TC-2: Town Center  
C3: Commercial/Light Industrial  
RC: Regional Commercial  
M: Industrial

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### 4. Submit Conditional Use Permit Application and Deposit Fee

- a. Guidelines to submit are found at <http://www.prcity.com/government/departments/commdev/planning/forms-applications/cup-packet.asp>

### 5. Allow 30 Days for the Completeness Review Process

- a. If the application is incomplete or more information is needed, the Community Development Department will send a completeness determination letter requesting you provide additional information
- b. Once the application is completed properly the city will contact the applicant and the project will be scheduled for a Development Review Committee (DRC) meeting and a public hearing before the Planning Commission

### 6. Meet with the Development Review Committee

- a. After submitting the Conditional Use Permit Application the Community Development department will call and schedule your DRC meeting
- b. The DRC reviews and comments on all major development projects before such projects are scheduled for review by the Planning Commission
- c. The focus of the DRC's review is to determine conformance of proposed projects with the City's: General Plan, Economic Development Strategy, Zoning Ordinance, Design Guidelines, and other applicable City policies, resolutions, and standards



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### 7. Meet with the Planning Commission

- a. After submitting the Planned Development Application the Community Development Department will call and schedule your meeting with the Planning Commission
- b. The Planning Commission is responsible for approving, conditionally approving, or denying a Conditional Use Permit
- c. The Planning Commission has specified land use related decision-making authority
- d. In Paso Robles, the Planning Commission has final decision-making responsibility for actions that are not legislative

### 8. Apply for Business License Online

- a. Apply online at <https://businesslicense.prcity.com/PrimeWeb/Apply/GettingStarted/BusinessLicense>
- b. Your business license may remain in a pending status until you are issued a building permit if your selected commercial location requires tenant improvements

### 9. Set-up a Meeting With the BEST

- a. The Business and Entrepreneurial Success Team (BEST) was created for you!
- b. This resource, offered by the Paso Robles Chamber of Commerce, includes a diversified team of Paso Robles professionals and business owners who are passionate about supporting business and entrepreneurs interested in starting, expanding, or relocating in/to Paso Robles

Here is how it works:

1. Give us a call at (805) 238-0506 and answer a few questions about your proposed or existing business
2. We will take your information, set-up a meeting, and put together a customized team of local professionals eager to assist you
3. Meet our team. Ask questions, get advice, build a network of contacts to assist you moving forward
4. Continue to work with your BEST contacts as new questions/issues arise

## IMPORTANT NOTE

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This quick start guide is specific to acquiring a permit and license in the City of Paso Robles. This does not cover information regarding state licensing as the applicant is responsible for acquiring the proper licensing and certifications from the state in their respective industry.