



INFORMATION BULLETIN / PUBLIC - BUILDING CODE

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GUIDELINES FOR VEHICLE SALES USE OF LAND PERMIT

I. BACKGROUND

In California, a Vehicle Dealer's License is required by the Department of Motor Vehicles (DMV), when any person operates a business associated with sales of vehicles subject to registration or motorcycles subject to identification. In conjunction with an application for a license, the DMV will request the applicant to submit the "Property Use Verification For Vehicle Dealer's License" form (see sample form on page 6). When requested by applicants, the Department of Building and Safety will complete the form for such businesses in the City of Los Angeles.

The DMV form will be completed and signed by a designated inspector of the Annual Inspection and Monitoring (AIM) Section. A list showing the names and phone numbers of inspectors is available at the Zoning Information Counter in the Department Offices or by telephoning the customer call center at 3-1-1. An inspector will verify that the proposed or existing use is approved by the Department and has a valid Certificate of Occupancy prior to approving the form.

This Information Bulletin is prepared to provide guidelines to assist an applicant to comply with the City's regulations applicable to sale of vehicles or motorcycles.

II. TYPES OF LICENSES

The DMV will issue the following types of licenses based upon the nature of the auto vehicle or motorcycle sales business:

A. Auto Retail Sale

Sales of new and used automobiles, motorcycles and trucks to the public and vehicle dealers licensed by the Department of Motor Vehicles (DMV).

B. Auto Wholesale

Sales of vehicles or motorcycles to dealers licensed by the Department of Motor Vehicles only.

C. Auto Broker

Providing service to a person(s) for arranging, negotiating, assisting, or effectuating with fee or compensation, the purchase of a new or used vehicle or motorcycle which is not owned by the dealer.

III. GENERAL REQUIREMENTS

A. Office Space

An office space devoted to perform transactions in conjunction with the business is required on the lot for all types of vehicle sales businesses.

B. Zoning Requirements

1. Zoning Designation

The business location must be properly zoned for the type of business. The following summary is only a guide. Definitive information should be obtained from the Los Angeles Zoning Code. Other restrictions (Specific Plans, Q conditions, Interim Control Ordinances, and etc.) may also apply.

Type of Business	Zoning designation allowed for the proposed type of business	
	With Display Area provided	Without Display Area provided
New Auto Retail Sale	C2, C4, C5, CM, M1, M2 and M3 zone. See note (3) for commercial truck	Not applicable (Since display area is required by the DMV)
Used Auto Retail Sale	C2, C4, C5, CM, M1, M2 and M3 zone. See note (3) for commercial truck	Not applicable (Since display area is required by the DMV)
Auto (new) Wholesale	Note: Display area is optional. However, when provided: C2, C4, C5, CM, M1, M2 and M3 zone. See note (3) for commercial truck	A, R, CR, C1, C1.5, C2, C4, C5, CM, M1, M2 and M3 zone See Note (1)
Auto (used) Wholesale	Display area is optional. However, when provided : C2, C4, C5, CM, M1, M2 and M3 zone. See note (3) for commercial truck	A, R, CR, C1, C1.5, C2, C4, C5, CM, M1, M2 and M3 zone See Note (1)
Autobroker	Not applicable (Since autobroker does not have a display area)	CR, C1, C1.5, C2, C4, C5, CM, M1, M2 and M3 zone See Note (2)

- Notes:
- (1) An auto wholesale dealer (new or used) is allowed in the A and R zone as home occupation business provided conditions in the Los Angeles Municipal Code section 12.05A16(a) are fully complied with and no display of vehicles is provided.
 - (2) An auto broker use in the A or R zone is not allowed since a sign is required

by the DMV (refer to <http://www.dmv.ca.gov> for more information) and thus will not comply with Los Angeles Municipal Code section 12.05A16(a)(2).

- (3) For commercial truck sales, only M1, M2 and M3 zone are allowed.

2. Parking Space

All used vehicle sales areas where any type of used motor vehicle or trailer is displayed for sale and established after January 1, 2005, will provide supplemental customer parking on site, at a ratio of at least one space for every 2,000 sq. ft. of vehicle sales area. This parking requirement is in addition to all other parking required for the lot and shall be conspicuously posted and used for customer parking only. There shall be a minimum of two customer parking spaces provided for any used vehicle sales area. (Los Angeles Municipal Code (LAMC) Section 12.26 I3(b)).

3. Development standards and operating conditions

A new used auto sales business, change of use or addition of floor area to an existing used car business shall comply with the requirements of LAMC Section 12.22A28.

An existing building changed to used car business and/or an existing used car sales being expanded or remodeled shall comply with LAMC Section 12.22A28(c).

For used vehicle sales area, all operational conditions imposed by the Department of Building and Safety in its annual inspections pursuant to LAMC Section 12.26 I shall be followed.

C. Building Permit Requirements

1. A building permit from LADBS is required to change the use of a tenant space in a building if it is not currently approved to be used as an office or retail. Prior to the issuance of a building permit, plans shall be checked for compliance with all applicable codes including the disabled access regulations. A building permit is not required for auto wholesale dealer (of either new or used cars) that does not provide a display area and is located in a residential building as a home occupation.

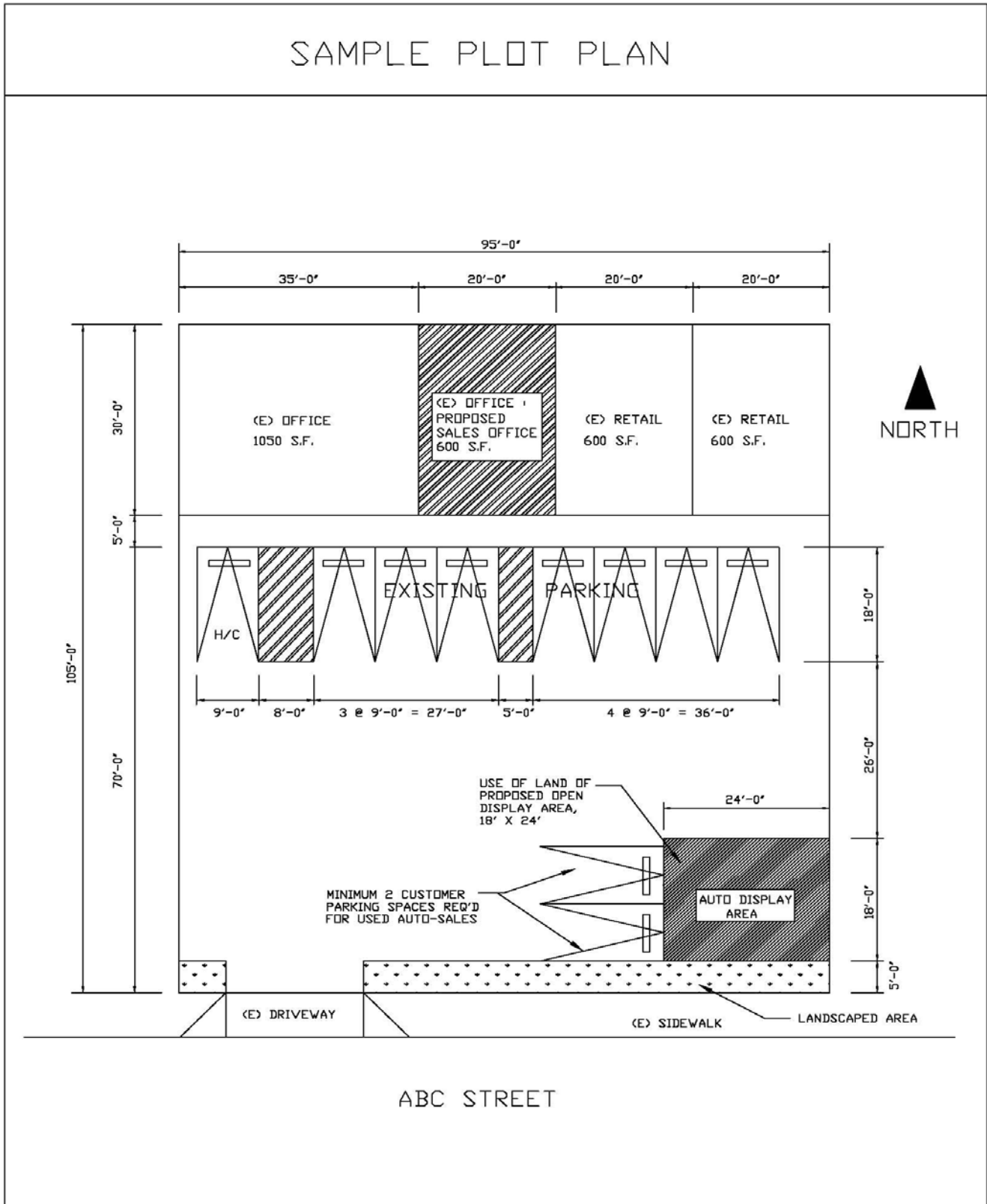
The display of cars within a building requires a building permit and Certificate of Occupancy. In such case, an architect should be hired.

2. A Use of Land permit is required from LADBS when an open display area is provided. The following are requirements for the use of land permit:
 - a. Plot Plan (see a sample plot plan on page 5) to show the following:
 - i. Fully dimensioned plans, drawn to scale, drawn in ink or in blueprint form.
 - ii. Location of all property lines, existing buildings, and tenant spaces on the lot including all relevant dimensions.

- iii. Use of all buildings and all tenant spaces on the plan.
 - iv. Number of parking spaces on the lot and all parking layout dimensions. Clearly indicate the location of accessible parking stalls for disabled persons.
 - v. Location of streets, driveways, alleys and loading zones.
 - vi. Location of the office space to be occupied by the business.
 - vii. Location and dimensions of the proposed display area of the vehicles to be sold.
 - (1) The display area cannot occupy any required parking spaces.
 - (2) A 3-foot high solid wall as required per LAMC Section 12.21A6(d) or landscaping approved by City Planning shall be provided per LAMC Section 12.21A6(i).
 - (3) If the site is a Mini Shopping Center or a Commercial Corner Lot adjacent to a residential use or zone, a 5 foot landscaped buffer is required along the street frontage. (Refer to Los Angeles Municipal Code section 12.22A23(a)(10)).
 - viii. Owner's and Tenant's name and the zone of the property.
- b. Permit History
- i. Copies of existing building or use of land permits are required for all addresses on the lot. A complete list of the existing addresses can be obtained from the Department of Public Works. Copies of the existing permits can be obtained from the Records Section of LADBS. The copies of existing permits shall include:
 - (1) Original permits and plot plans.
 - (2) Change of use permits and plot plans.
 - (3) Permits and plot plans for any additions.
 - (4) Permits and plot plans for parking layout changes.

D. Requirements From Other Agencies

1. All types of auto sales businesses require a Business Tax Registration Certificate from the Office of Finance of the City of Los Angeles.
2. Vehicle Dealer's license is required from the DMV.
3. Refer to <http://www.dmv.ca.gov> for more information on the office set up and signage requirements.



As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. For efficient handling of information internally and in the internet, conversion to this new format of code related and administrative information bulletins including MGD and RGA that were previously issued will allow flexibility and timely distribution of information to the public.



NAME
OL NUMBER

OCCUPATIONAL LICENSING SECTION

**PROPERTY USE VERIFICATION FOR
 VEHICLE DEALER'S LICENSE**

Instructions: This form is to be completed (*in ink*) by an official of the agency responsible for property use in your area, pursuant to Government Code Section 65850, and submitted with your application for license to a department Inspector.

In connection with an application for a Vehicle Dealer's License to be submitted to the Department of Motor Vehicles by:

APPLICANT'S NAME	PRESENTLY ZONED
BUSINESS NAME	
BUSINESS ADDRESS	CITY ZIP CODE

SAMPLE

I hereby certify that the property located above is (*check one of the following*):

- Approved for the operation of Vehicle Retail Sales (office, sign, and display area mandatory).
- Approved for the operation of a Vehicle Dealer-Wholesale Only, no retail sales (office mandatory).
- Approved for the operation of a Vehicle Autobroker, no retail sales (office and sign mandatory).
- Not approved for the operation of a vehicle dealer business.

SIGNATURE X	TITLE
AGENCY	CITY, COUNTY, OR CITY AND COUNTY
DATE	AREA CODE/TELEPHONE NUMBER ()

