

WELCOME TO **MONTCLAIR** *California*

NEW BUSINESS WELCOME GUIDE
MONTCLAIR ECONOMIC DEVELOPMENT





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*Thank you for choosing
to join our community.*

Welcome to Montclair! We are happy that you decided to locate your business in our City. Montclair is a thriving community and has long been supported by a healthy business environment with a history of small independent businesses and many national retailers long-rooted in the City.

As part of our services provided at City Hall, City staff is available to assist you with your business needs and strives to make Montclair a better place to live, work and conduct business. In this New Business Welcome Guide, you will find essential information to help your business get started on the right foot. We are here to help and look forward to working with you.

Wishing your business success in the City of Montclair,

Economic Development Team

ECONOMIC DEVELOPMENT E-newsletter



BUSINESS SPOTLIGHT

Each month, Economic Development staff visits a local business to be featured on an edition of our Montclair Economic Development E-Newsletter and on our social media platforms. Businesses are given the opportunity to share more about their business story, achievements, and new products and services.

Business Spotlight: Pure Skin Beauty

Pure Skin Beauty is an international skincare brand that is ready to help customers solve their skin issues no matter the distance.

Pure Skin Beauty offers a wide array of skincare products to help individuals solve various skin problems such as dark spots, sunburns, wrinkles, dull skin, pimples/acne, hyperpigmentation, dry skin and more.

Pure Skin Beauty specializes in microdermabrasion, facials, exfoliating treatments, collagen enrichment, and hydration restoration.

Pure Skin Beauty understands that flawless beauty is every woman's desire.

Please call (951) 965-1380

[Visit our Website](#)

PURE SKIN
BEAUTY



LOCAL BUZZ

Stay on top of new businesses, local politics, events around town, and other buzzworthy items that affect the local business community.



BUSINESS ADVISORIES

Stay current with the ever-changing business landscape with our business advisories.



RESOURCES & FUNDING

Explore the various funding opportunities available to your business from local, state, federal, and private organizations.



TRAINING & WEBINARS

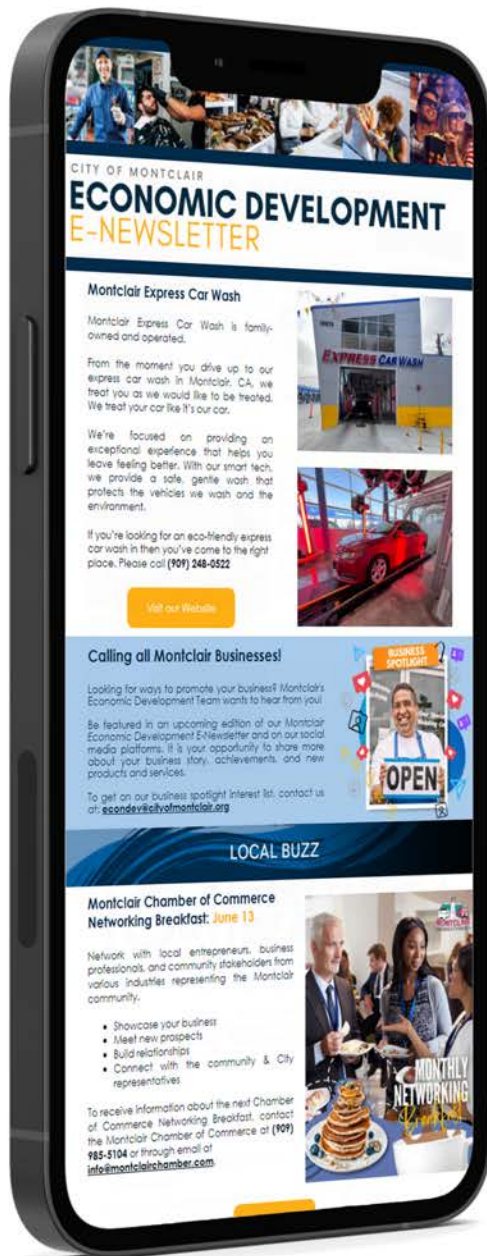
Grow as a business and improve your organization with various webinars and trainings covering a wide range of business topics.



AVAILABLE COMMERCIAL PROPERTIES

Find ideal office, industrial, or retail properties in Montclair as they are made available.

Subscribe!



Economic Development

The City of Montclair implements strategies and services to create an environment where businesses can develop and prosper. It strives to create opportunities for business attraction by targeting specific growth segments of the business community—retail, office, light manufacturing, and entertainment-related businesses.

Your Business Concierge

Montclair's Economic Development Department is here to help you. Be it navigating City Hall, introducing you to other stakeholders, or assistance in growing your business and understanding the community, the Economic Development Department serves as your business concierge.

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Christine Thomas

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Business Partners

The following is a list of our local business partners that can be helpful in your business operations and networking.

Chamber of Commerce



The Montclair Chamber of Commerce is an active partner advocating for its members working through effective programming, events, activities, and advocacy.



montclairchamber.com

SBA - US Small Business Administration



Small Business Administration (SBA) offers a variety of programs & support services to help you navigate the issues you face with your initial applications and resources after you open for business.



sba.gov

Small Business Development Center



The Small Business Development Center (SBDC) helps small business owners succeed with no-cost one-on-one advising from experienced entrepreneurs and industry experts.



ociesmallbusiness.org/orange-county

SCORE



SCORE is a nonprofit association dedicated to helping small businesses get off the ground and grow and achieve their goals through education & mentorship.



score.org



Network with local entrepreneurs, business professionals, and community stakeholders from various industries representing the Montclair community. This is your opportunity to showcase your business, meet new prospects, build relationships, connect with the community & City representatives.

To receive information about the next Chamber of Commerce Networking Breakfast, contact the Montclair Chamber of Commerce at (909) 985-5104 or email at info@montclairchamber.com.

MONTHLY NETWORKING *Breakfast*

Montclair CHAMBER OF COMMERCE

The Montclair Chamber of Commerce's Mission is to provide leadership, organization, and resources to support the Montclair business community by providing members with a wide range of services, programs, and information.

- As a small business owner, you must network. The Chamber of Commerce allows you to meet with other local business owners, stakeholders, elected officials.
- Free marketing. As a member of the Chamber of Commerce, the Chamber will actively promote your business.
- Exclusive advertising perks are also a benefit of the Chamber of Commerce, including a ribbon-cutting ceremony.

The Chamber of Commerce should be viewed as your business partner. It is a valuable tool for any small business owner!



Scan Me!

To learn more about
Chamber of Commerce
membership.



<https://www.montclairchamber.com/membership.php>



SCORE

FOR THE LIFE OF YOUR BUSINESS

GET *free* BUSINESS ADVICE

From experienced Mentors

Mentors can:

- ✓ Provide expertise & practical "know-how"
- ✓ Help you optimize your business plans
- ✓ Troubleshoot new strategies & ideas
- ✓ Offer you proven business tools
- ✓ Become your trusted small business advisor. And more!

**Find a Mentor
TODAY!**



SAN BERNARDINO COUNTY
ECONOMIC DEVELOPMENT

BUSINESS PROGRAMS & INCENTIVES

San Bernardino County Economic Development connects businesses to a variety of federal, state, and local incentives or assistance.

In addition, the County may negotiate additional incentives on a case-by-case basis depending on sales and purchasing volume by the business.



Scan Me!

Learn more about San Bernardino County's Programs & Incentives



<https://www.montclairchamber.com/membership.php>



Funding Opportunities

Discover the various forms of financing including grants, loans, vouchers, and many more.



Tax Credits

Take advantage of all of the tax credits available to your businesses.



Industry Specific Programs

Learn about the various programs made to help provide capital, equipment, workforce, etc.

S.B. County WORK FORCE DEVELOPMENT

The San Bernardino County Workforce Development Department (WDD) implements comprehensive strategies to meet the needs of local businesses for a skilled workforce with resources and tools.

Among the services offered by the County of San Bernardino WDD are labor market information, job description design, targeted recruitment, job listing services, applicant screening, assessment testing, interviewing space, and customized training.

The WDD also offers developmental training, occupational training, on-the-job training, vocational training, and a technical training program. Screening and forms completion are provided for eligible applicants in the Work Opportunity Tax Credit Program (WOTC), employee share programs, job search skills training, dislocated worker service, referral to supportive services, and youth employment services. Sponsor of the Employer Advisory Council, the WDD also offers a Professional Resource Network for managerial and technical workers.

Scan Me!



To learn more about San
Bernardino County
WDD.



<https://www.montclairchamber.com/membership.php>



FREE HUMAN RESOURCES HOTLINE

 **+1 (877) 282-3763**

Help protect your business from costly fines and penalties. Get help with navigating hiring, wage, and hour claims, leave laws, employee relations, harassment, termination, benefits, at no cost!



Business OPERATIONS & PLANNING



Business License

Montclair Municipal Code requires all businesses operating in Montclair to pay a business license tax. This tax is imposed to raise revenue and is not for regulation. The business license certificate is evidence only that such tax has been paid. Obtaining a new business license requires submitting a **Business License Application** and an **Application for Zoning and Use Review**. Applications may be obtained online at cityofmontclair.org or Montclair City Hall, Monday through Thursday, from 7:00 a.m. to 6:00 p.m.

For more information about obtaining a business license, call (909) 625-9423.

Building Permit

A building permit may be required for any of the following:

- New Construction
- Improvements/Alterations
- Deck
- Re-roof
- Remodel or Repair
- Demolition
- Fence
- Structure Relocation
- Driveways
- Sidewalks Accessory Structure

Building permits are issued during the hours of 7:00 to 9:00 a.m. or 4:00 to 5:30 p.m., Monday through Thursday, and other times by special appointment at Montclair City Hall.

Contractor License

For a permit to be issued to a licensed contractor, you must present the following to staff:

- Valid contractor's license, pocket copy (not wall copy);
- Proof of Workman's Compensation Insurance carrier and policy number;
- If the licensed contractor cannot appear in person, an authorized agent may obtain a permit provided all the following is presented:
 - a. Copy of the contractor's license (pocket copy);
 - b. Letter of Authorization on company letterhead, signed by license holder (signature on letter and license must match); and
 - c. Proof of Workman's Compensation Insurance carrier and policy number.

To obtain a Contractor License, visit Montclair City Hall, Monday through Thursday, from 7:00 a.m. to 6:00 p.m.



Sign Permit

A sign permit may be required before erecting a new sign. To make sure your sign complies with all applicable laws and ordinances, view Chapter 11.72 of the Montclair Municipal Code. You must also submit a **Sign Review Application**.

To obtain a Sign Review Application, visit cityofmontclair.org.

ABC (Liquor) License

The Department of Alcoholic Beverage Control (ABC) issues licenses for on-premises and off-premises sale of alcoholic beverages in the State of California.

For more information about obtaining a liquor license, visit the Department of Alcoholic Beverage Control website at abc.ca.gov or call (951) 782-4400.

Plan Submittal

Plans may be submitted to the Community Development Department at City Hall, Monday through Thursday, from 7:00 a.m. to 6:00 p.m. After your plans are submitted, it will take approximately two weeks for the review of your plans to be completed. After the review of your plans is finished, the plans examiner will either notify you that your plans are ready for permit issuance or require revisions. Subsequent plan reviews will take approximately one week.

For more information about plan requirements, visit cityofmontclair.org or call (909) 625-9477.

Information

If you have any questions, please contact Community Development staff or stop by City Hall during our counter hours!

Michael Diaz

Director of Community Development

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Senior Planner

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✉️ sgutierrez@cityofmontclair.org

Community Development & Public Works Counter

📍 **Montclair City Hall**
5111 Benito Street

Monday through Thursday

🕒 7:00 AM - 9:00 AM

🕒 4:00 PM - 5:30 PM

Closed every Friday

Scan!

Access the application catalog and more permit and license information.



We have an app!

MYMONTCLAIR MOBILE APP

Stay connected with *MyMontclair*, the City of Montclair's official app, which allows residents to be informed of City events, programs, and services. *MyMontclair* includes a contact directory, online bill pay, COVID-19 updates, directions to parks, City facility information, and finally a homepage that allows residents to stay up to date with what is occurring in Montclair.

Scan with your camera to
get the *MyMontclair* app-

IT'S FREE!



BILLS, SERVICES, & REPORTING ISSUES



Montclair Sewer & Trash

5111 Benito St.
Montclair, CA 91763
(909) 625-9471
cityofmontclair.org

Monday - Thursday
7:00 AM - 6:00 PM
Friday - Sunday
Closed

Business License (Tax)

5111 Benito St.
Montclair, CA 91763
(909) 625-9471
cityofmontclair.org

Monday - Thursday
7:00 AM - 6:00 PM
Friday - Sunday
Closed

Monte Vista Water District

10757 Central Ave
Montclair, CA 91763
(909) 624-0035
mvwd.org

Monday - Friday
8:00 AM - 5:00 PM
Saturday - Sunday
Closed

Gas Service

Southern California Gas Company
(800) 427-2200
socalgas.com

Cable & Internet Service

Spectrum
(844) 579-3743
spectrum.com

Frontier
(844) 805-4736
frontier.com

Electric Service

Southern California Edison
(800) 483-4000
sce.com

Report an Issue

Residents and businesses can report issues online through our website's reporting tool.

Issues can range from:

Graffiti

Trash, Junk, and Debris

Illegal Dumping

Tree Problem

Traffic Sign/Light Problem

Inoperable Vehicle on Private Property

Abandoned Shopping Cart

Homeless Encampment

Sidewalk Problem

Open & Vacant Property

Report an issue online and it will be sent directly to the corresponding department!



General Information	(909) 625-9471
City Manager	(909) 625-9497
City Council	(909) 625-9401

Finance Department

Sewer & Trash	(909) 625-9471
Business License (Tax)	(909) 625-9423

Community Development Department

Administration	(909) 625-9477
Permits & Planning	(909) 625-9477
Director of Community Development	(909) 625-9432
Associate Planner	(909) 625-9435
Deputy Fire Marshall	(909) 447-3552

Code Enforcement Division

Code Enforcement Hotline	(909) 447-3519
Code Enforcement Supervisor	(909) 447-3551
Senior Code Enforcement Officer	(909) 447-3554

Economic Development Department

Director of Economic Development	(909) 625-9497
Economic Development & Housing Manager	(909) 625-9417
Economic Promotion Coordinator	(909) 625-9408

Public Works Department

Administration	(909) 625-9441
City Yard	(909) 625-9480

Fire Department ****FOR EMERGENCIES, CALL 911****

Administration	(909) 447-3540
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Police Department ****FOR EMERGENCIES, CALL 911****

Administration	(909) 621-4771
Dispatch	(909) 448-3600

Chamber of Commerce

Administration	(909) 985-5104
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San Bernarindo County

Administration.....	(888) 818-8988
Economic Development	(909) 387-4700
County Recorder	(909) 387-8306
Public Health Department	(800) 442-2283

Inland Valley Humane Society (Animal Services)

Administration	(909) 623-9777
24-Hour Emergency Hotline	(909) 594-9858

Utilities

Monte Vista Water District	(909) 624-0035
Burrtec Waste	(909) 620-1353
Southern California Edison	(800) 483-4000
Southern California Gas	(800) 427-2200
Frontier	(844) 805-4736
Spectrum	(844) 579-3743

State of California

Department of Alcoholic Beverage Control	(951) 782-4400
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CITY OF MONTCLAIR

NEW BUSINESS WELCOME GUIDE

TO FIND OUT MORE, CONTACT ECONOMIC DEVELOPMENT STAFF:

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CITY OF MONTCLAIR
www.cityofmontclair.org
[@cityofmontclair](https://twitter.com/cityofmontclair)

