Welcome to the City of Monrovia! Monrovia is a premier place to conduct your business and it is our goal to make obtaining a business license a streamlined process. This information is intended to provide basic information that you will need to begin a successful business in our community, and in particular, our historic Old Town district.

Old Town is the heart of Monrovia. In Old Town it is important that we preserve the historic elements while still embracing a vibrant future. This unique downtown is filled with historic buildings and has an array of boutique shops, specialty stores, and a variety of restaurants and entertainment. Residents and visitors alike visit Old Town regularly for its inviting atmosphere and signature community events such as the popular Friday Night Family Street Fair, Monrovia Days, the annual 4th of July celebration, Taste of Monrovia, and Holiday Parade.
STARTING A NEW BUSINESS
GENERAL CHECK-OFF LIST

✔ Get zoning clearance from the Planning Division

✔ Get any proposed building modifications, improvements or occupancy changes reviewed and approved by the Planning, Building and Fire Divisions; obtain any applicable permits

✔ Get your business license application from the Community Development Department or online at https://www.cityofmonrovia.org/bl. Complete the application with a detailed business operation statement and pay applicable fees

✔ Get any proposed signage including temporary, signs and banners approved by the Planning Division

✔ Get any proposed outdoor dining or outdoor display items reviewed and approved by the Planning Division/DRC

CONDITIONAL USE PERMIT: Certain types of businesses and specially zoned areas have restrictions that require a conditional use permit. A conditional use permit requires a public hearing before the Planning Commission, the City Council’s advisory board for all planning and zoning matters. The Commission reviews your application at a public hearing after review by the Planning Division and the Development Review Committee. The Commission can approve your application, approve it with conditions, or deny it.

DEVELOPMENT REVIEW COMMITTEE (DRC) & HISTORIC PRESERVATION COMMISSION: New commercial and industrial development, exterior changes, substantial building additions and signs/awnings may require you to go through additional review processes.