

# Restaurant Beverage Program (RBP) Administrative Clearance Workflow

## Administrative Clearance Process

The Restaurant Beverage Program (RBP) provides authorization to sell and dispense alcoholic beverages for on-site consumption to restaurants that meet RBP requirements. The program provides for a streamlined alternative to a Conditional Use Beverage (CUB) approval. The Beverage and Entertainment Streamlining (BESt) Unit reviews RBP authorizations through City Planning's established Administrative Clearance process.

## Step 1: Confirm RBP Eligibility

**Eligible Location:** The restaurant must be located within an RBP-eligible area to qualify.

- Locate the project site on City Planning's web-based mapping tool, commonly referred to as the [Zone Information and Map Access System \(ZIMAS\)](#).
- RBP-eligible areas (General or Alcohol Sensitive Use Zone) are indicated under the "Planning and Zoning" tab along the left hand side panel of ZIMAS.

**Eligibility Standards:** The restaurant must conform to specific standards regarding eligibility, development, operations, and administration. For example, standards include but are not limited to meeting certain occupancy requirements, hours of operations, and ambient noise requirements.

- Review the respective eligibility criteria list
  - [CP-7846 Covenant Exhibit RBP General \(RBPA\)](#)
  - [CP-7847 Covenant Exhibit RBP Alcohol Sensitive Use Zone \(RBPB\)](#)
- Confirm that the restaurant meets all of the eligibility criteria.

For more information about RBP, please consult:

- [Fact Sheet](#)
- [Ordinance No. 187,402](#)
- [Citywide Map of RBP Eligible Areas](#)

## **Step 2: Submit RBP Application via the Online Application System**

The RBP application process is completed electronically. Once on the [Online Application System \(OAS\)](#),

- Select the Restaurant Beverage Program under the Alcohol and Entertainment category,
- Download the RBP Application Form from OAS, and complete and sign the form, and
- Upload the completed form and additional materials.

## **Step 3: RBP Application Reviewed and Invoice Issued**

Planner reviews materials and completes clearance of eligibility standards and other RBP standards:

- Confirms restaurant site is in an RBP-eligible area,
- Confirms conformance with RBPA or RBPB, as applicable, and
- Requests additional information from the applicant, if needed.

If restaurant is eligible and conforms to all RBP standards, City Planning will generate a case number and issues an invoice for the application fees which include:

- Application for Administrative Clearance,
- Monitoring, and,
- Inspection and Field Compliance Review.

## **Step 4: Fees Paid and RBP Covenant and Agreement Prepared and Recorded**

City Planning confirms receipt of RBP fees and prepares Covenant and Agreement for recordation.

City Planning prepares the RBP Covenant and Agreement which consists of:

- Covenant and Agreement Form, as prepared by City Planning, and
- Covenant Exhibit of required RBP Standards.

City Planning issues the RBP Covenant and Agreement with Exhibit to the applicant, with the Department providing instruction for signing, recording with Los Angeles County Registrar-Recorder, and returning the recorded RBP Covenant and Agreement to City Planning.

## **Step 5: Submit Recorded Covenant and Agreement**

Applicant records RBP Covenant and Agreement with Exhibit with the Los Angeles County Registrar-Recorder.

Applicant submits the recorded RBP Covenant and Agreement with Exhibit to City Planning by:

- Uploading recorded RBP Covenant and Agreement with Exhibit in OAS; and,
- Delivering certified hard copy to BESt Unit.

## Step 6: Issue RBP Authorization

Upon receipt of a certified hard copy of the recorded RBP Covenant and Agreement with Exhibit, the RBP Administrative Clearance process is complete and authorization to sell and dispense alcoholic beverages is confirmed by the planner. The following items are issued to the applicant as evidence of RBP authorization:

- RBP Authorization Letter, and,
- RBP placard to be displayed in the restaurant.

## Step 7: Alcohol License Application to California Department of Alcoholic Beverage Control

Note: An alcohol license from the California Department of Alcoholic Beverage Control (ABC) is required and is not processed or issued by City Planning or the BESt Unit. The BESt will provide information for the restaurant's application for an alcohol license. Information includes:

- **ABC Zoning Affidavit (form ABC-255):** The planner completes the portion regarding City requirements and returns the form to the applicant. The planner conducts research of the site to confirm the zoning and to determine if a Conditional Use approval or RBP clearance is needed for the ABC license type. To support this research, the planner will request documentation, including but not limited to a floor plan, site plan, Certificate of Occupancy, building permits, and alcohol license history.
- **Effectuation Notice to the California Department of Alcoholic Beverage Control (ABC):** Once the RBP Administrative Clearance has been completed, and the RBP Authorization Letter and RBP placard have been issued, the planner sends a notice to ABC confirming RBP authorization which allows the on-site sale, dispensing, and consumption of alcoholic beverages.

## Step 8: LADBS Building Permit Clearance

If a restaurant pursues construction work, the [Los Angeles Department of Building and Safety \(LADBS\)](#) reviews construction plans and issues building permits to allow the construction work.

Prior to issuing a building permit to allow the start of construction, LADBS will:

- Review construction plans for conformance with building codes and other regulations
- Require review by other City Departments, and DBS will issue a [Clearance Summary Worksheet \(CSW\)](#) that lists the items for each City Department to review

A planner with BESt will review any items on the CSW related to the RBP Authorization. Requests for building permit application review and clearance are completed electronically utilizing the [OAS](#).

- Select **Building Permit Clearance** under the **Alcoholic Beverage and/or Entertainment** category, and
- Upload the CSW and building permit construction plans.