



Central Permit Center • 555 Santa Clara Street • Vallejo • CA • 94590

Business License
707.648.4310

Building
707.648.4374

Fire Prevention
707.648.4565

Planning
707.648.4326

Public Works
707.651.7151

ADMINISTRATIVE PERMIT

What is an Administrative Permit?

An administrative permit is a staff level approval for accessory and temporary uses.

Temporary uses may include:

Sales offices in new residential subdivisions
Construction trailers
Christmas tree sales
Agricultural products sales
Mobile home as a caretaker's residence
Air or helium-filled balloons and displays
Religious and entertainment assembly
Transient vending
Off-site auto sales

Accessory uses may include:

Recycling collection facilities
Outdoor commercial displays
Satellite dishes greater than 1 meter in size
DSL or other similar facilities
Residential day care for 9 to 14 children
Outdoor dining

What are the steps in the process?

- It is strongly recommended that applicants consult with Planning Division staff and the Building Official prior to a formal application.
- Submit the required materials to the Planning Division as listed below.
- Upon submittal of a completed application, Planning Division staff will review the project to ensure that the use is compatible with existing and surrounding uses, does not create safety or health hazards and conforms to parking, screening and landscaping requirements. Plans may be routed to the Building Division, Fire Prevention Division and Public Works Department for review.

Project approval is in the form of written approval from the Planning Division.

What must I submit?**ADMINISTRATIVE PERMIT CHECKLIST**

The following items must be submitted for a complete application. To ensure that all items are provided, please check off the box for each item that is shown. If an item is not applicable, write N/A next to the box. Incomplete applications will not be accepted.

- Application:** A completed planning application signed by the property owner.
- Fee:** An application fee of \$ _____.
- Site Photos:** Color photos showing the existing property and the adjacent properties.
- Plans:** Three (3) sets of the following plans:
 - For *sales offices or construction trailers*, site plan, details on building type, parking area, nearest paved access road, and nearest fire hydrant or water source for fire suppression.
 - For *air filled displays*, type and size of display, location, and proposed dates of display.
 - For *religious and entertainment assembly*, type and location, days and hours of assembly, location and type of temporary structures.
 - For *satellite equipment*, proposed location, mounting details, and equipment design. Satellite equipment should be screened from public view by the building or other means.
 - For *outdoor commercial displays*, square footage of tenant space/leased area, type of items to be displayed, and location and size of display area.
 - For *DSL or other similar facilities*, site plan including property lines and public utility easements, photographs or drawings of all equipment to be installed.
 - For *all other uses*, 3 copies of the site plan, building elevations or photographs, and floor plans, as applicable.

For guidance on site plan requirements, please refer to "Site Plan, Floor Plan & Elevation Checklist."

What if I need more information?

For further information, please contact the City of Vallejo Planning Division at (707) 648-4326.