



APPLYING FOR A

## **TEMPORARY USE PERMIT**

### **WHEN IS A TEMPORARY USE PERMIT REQUIRED?**

A Temporary Use Permit is a permit process that allows the City's Zoning Administrator to allow for the short-term placement of activities on privately owned property with appropriate regulations so that such activities will be compatible with the surrounding areas. This process is primarily designed to accommodate special events and seasonal outdoor sales, which are incidental to and customarily associated with a permitted use.

Please refer to Chapter 17.64 of the San Pablo Municipal Code.

### **APPLICATION PROCEDURE**

Consult with the Planner on Duty at the Community & Economic Development Department (13831 San Pablo Avenue, Bldg. #3). The following items will be required:

- (A) Planning Application Form. Please note that applications are required to be submitted at least 30 days prior to the event.
- (B) Prepare a letter and accompanying plans that adequately describe and illustrate the temporary use.

The following information should be in the Letter of Request:

1. Address of the site
2. Parcel map
3. Existing use of the site
4. Proposed temporary use of the site
5. Where on the site the temporary use will be conducted
6. Type and location of any proposed structures to support the temporary use (e.g., table, tents, canopy)
7. Date(s) and hours of operation for the temporary use
8. Expected number of employees and/or visitors
9. Expected traffic and parking impacts (including number of parking spaces required, if applicable)
10. Any other information deemed relevant to the application
11. The letter should state that the proposed use will be located and conducted in a manner in accord with the San Pablo Zoning Ordinance (Title 17) of the City of San Pablo Municipal Code.

**OUTSIDE AGENCY FORMS:**

Provide a copy of Seller's permit.

Board of Equalization  
1515 Clay St., #303  
Oakland, CA 94612  
(510) 622-4100  
[www.boe.ca.gov](http://www.boe.ca.gov)

Provide a copy of Fictitious Business Name Statement  
County Clerk's Office  
555 Escobar St.  
Martinez, CA 94553  
(925) 335-7900  
[www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us)

**FEES:**

Please refer to the Planning and Zoning Master Fee Schedule

A Business License will be required

**CITY REVIEW AND DECISION PROCEDURE:**

An application for a Temporary Use Permit may be approved by city staff if it meets the conditions mentioned in Chapter 17.64 of the San Pablo Zoning Ordinance. If further review is necessary, a Temporary Use Permit will issued in the form of a letter from the Community & Economic Development Department within approximately ten (10) working days.