

DEVELOPMENT CODE SECTION: **Title 18, Division VII, Sections 18.420.010–18.420.060**  
DESCRIPTION: **Administrative Permits**

## **Administrative Permits Procedures for Processing**

### **When do I need an Administrative Permit?**

If the Development Code requires an Administrative Permit to establish a new land use, approval will be required before you can obtain a Building Permit, Grading Permit or other permit or authorization for the proposed use. If Design and Site Review is also required, the application must be submitted concurrently with an application for an Administrative Permit.

### **What projects require an Administrative Permit?**

An Administrative Permit is required for the following uses: Home-Based Businesses, Secondary Living Units, Sidewalk Cafés and Outdoor Eating Areas, Temporary Uses, Roaming Vendors, Major Special Events, Nightclubs or Lounges in the Downtown, any previously approved projects that required a subsequent Administrative Permit as a condition of approval (Section 18.420.020(c)[6]) and any other use as determined by the Planning Division to require further review and/or documentation in the form of an approval letter, beyond a Zoning Clearance, in order to determine compliance with the Development Code.

Administrative Permits are not required for: 1) Continuation of a previously approved use or structure; or 2) Individual tenants with a multi-tenant office building or commercial center if the use is consistent with a previously approved Use Permit or other entitlement.

### **Who reviews Administrative Permits?**

The Review Authority for Administrative Permits is the Planning Division. Review and processing typically takes 1-3 weeks depending on the type of use. Applications for Major Special Events must be submitted at least 3 weeks prior to the scheduled event.

### **What are the application requirements?**

An application for an Administrative Permit requires a comprehensive description of the use including but not limited to: hours of operation, number of employees, size (square feet) of tenant space or building size, site plans (depending on the use), and the applicable fee as found in the Master Fees and Charges list, Section D. Additional application materials and information may be required depending on the proposed use or business.

Administrative Permit applications for Major Special Events have additional requirements which may include a detailed operational plan, a traffic and circulation plan, temporary restrooms and sanitation facilities, proof of insurance, a deposit for Police services or site clean-up, and must identify a responsible event manager. Tents and temporary structures for special events exceeding 200 square feet and/or canopies exceeding 400 square feet may require additional permits from the Building Division and Fire Department.

### **What are the procedures for approval of an Administrative Permit?**

An Administrative Permit can be approved when the proposed use or structure conforms to all applicable development and use standards and findings. The approval comes in the form of a letter to the applicant and may include conditions of approval.

In approving an Administrative Permit, the Planning Division may impose conditions as deemed necessary to:

1. Ensure the proposal conforms to the General Plan and other applicable plans or policies adopted by the City Council;
2. Ensure that the proposal meets the requirements of the zoning district where the proposal is located, as well as any other applicable provisions of the Development Code; and
3. Comply with the Design Criteria in Section 18.415.080.

### **After approval, then what happens?**

1. Any Administrative Permit approval is subject to a 10-day appeal period. Chapter 18.510 (Appeals and Calls for Review) of the Development Code provides the procedures in the event of an appeal and such appeals would typically be directed to the Zoning Administrator. Discussion regarding project revisions, issuance of a building permit, effective dates, lapse of approval, extensions, and revocations are located in Division VIII (Administration) and shall apply following the decision on an application for an Administrative Permit.
2. A business license may be required. Obtain your business license by obtaining an application on-line at: <http://www.cityofconcord.org/business/bizlicense/> and you may submit your application in person or by mail to:

**City of Concord Planning Division**  
**1950 Parkside Dr.** Bldg. C, MS/53  
Concord, CA 94519  
(925) 671-3307

3. Obtain your building permit, as applicable. Signs and some temporary structures also require a building permit. Application submittal info is available through the following link: <http://www.cityofconcord.org/pdf/permits/building/BuildingAllProjects.pdf>



Sidewalk Cafes and Outdoor Eating Areas require an Administrative Permit.