

CITY OF ANTIOCH
MINOR ADMINISTRATIVE USE PERMIT APPLICATION
MOBILE FOOD FACILITIES



PURPOSE

An Administrative Use Permit is required for Mobile Food Facilities (as defined by Contra Costa Health Services*) to operate on private property.

To lawfully operate a mobile food facility in Antioch, the following requirements must be satisfied:

1. Contra Costa Environmental Health Mobile Food Facility Permit from
2. City of Antioch Administrative Use Permit (Private Property Only)
3. City of Antioch Business License

PROCESS

Please review your proposed location and site plan with Planning staff prior to submitting an application. Planning staff can be reached at planning@antiochca.gov.

Processing an Administrative Use Permit application takes approximately 3 weeks.

Please be aware that planning applications will be automatically withdrawn if an applicant receives an incomplete letter and does not resubmit a substantive response within 120 calendar days. The Zoning Administrator may grant a written extension for up to an additional 90 calendar days when the applicant shows good cause for an extension. Delays due to circumstances outside the applicant's reasonable control will be considered good cause to grant the extension.

All mobile food facilities operating in the City of Antioch are required to have a city issued business license issued through the city's finance department. Submit a Business License Application here:
<https://www.antiochca.gov/finance-department/business-license/business-license-applications/>

**Application should be submitted online through the
City of Antioch Civic Access Portal online at the link below:**
<https://antiochca-energovweb.tylerhost.net/apps/selfservice#/home>

SUBMITTAL REQUIREMENTS TO BE UPLOADED:

- ☐ Mobile Food Facility Permit from Contra Costa Environmental Health
- ☐ A .pdf of the site plan showing layout of the parking lot showing the food truck, any seating areas, the number of parking spaces being used, etc.
- ☐ Written description of the business to include dates and hours, number of employees, etc.
- ☐ Written property owner approval (or shopping center management).
- ☐ Refer to the [Planning Fee's](#) chart for current application fee.

* [Contra Costa Health Division - Mobile Food Facility Permitting Checklist](#)

* [Contra Costa Health Services Frequently Asked Questions](#)

* *Contra Costa County Environmental Health*

2120 Diamond Blvd., Suite 200

Concord, CA 94520

(925) 692-2500