

**CITY OF ANTIOCH
MINOR ADMINISTRATIVE USE PERMIT APPLICATION
TEMPORARY OUTDOOR RETAIL SALES**



PURPOSE

An Administrative Use Permit is required prior to holding an outdoor retail sale. An “outdoor retail sale” means the display of goods, merchandise, and items for sale to the public. These types of sales shall only be allowed in shopping centers zoned Neighborhood Commercial or higher. Each site is limited to not more than four outdoor retail sales per calendar year. Use the following link to reference the [Antioch Municipal Code § 9-5.3828.1 Outdoor Retail Sales](#) .

PROCESS:

Processing an Administrative Use Permit application takes approximately 3 weeks. Please submit your application and all requirements (listed below) THREE WEEKS prior to your sale. Applications submitted less than three weeks prior to the date requested will be reviewed as staff time allows, and the City reserves the right to deny the application if staff is unavailable to review the permit.

Please be aware that planning applications will be automatically withdrawn if an applicant receives an incomplete letter and does not resubmit a substantive response within 120 calendar days.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.

**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>

Any questions regarding the application process should be emailed to:

planning@antiochca.gov

SUBMITTAL REQUIREMENTS TO BE UPLOADED/PAID*

- A .pdf version of the site plan showing layout of the parking lot to include roped off areas, the number of parking spaces being used, etc.
- Written description of the event to include dates and hours, number of employees, etc.
- Written property owner approval (or shopping center management) for the specified dates and times.
- Please refer to the [Planning Fee Chart 2023-2024](#) for current fees.

** You may also need to apply for a separate permit from other agencies depending on the type of project. Please contact them directly for their requirements.*

Contra Costa County Fire Department	(925) 941-3300
Contra Costa County Environmental Health	(925) 692-2500
City of Antioch Building Department	(925) 779-7065