

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

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**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 type 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. A copy of Municipal Code Section 9-5.3828.1 is attached for your reference.

**PROCESS:**

Processing of 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.

**SUBMITTAL should be made to:**

City of Antioch  
Community Development Department  
P.O. Box 5007  
200 "H" Street  
Antioch, CA 94531-5007

**SUBMITTAL REQUIREMENTS\***

- One copy of a 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.
- \$505.00 fee (\$252.50 for Non-Profit Organizations).

Completed application (attached).

*\* 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

**CITY OF ANTIOCH  
DEVELOPMENT APPLICATION**



<b>DESCRIPTION OF REQUEST (you may attach a written description if necessary):</b>	
<b>ADDRESS:</b>	<b>ASSESSORS PARCEL NO (S):</b>
<b>PROPERTY OWNER OF RECORD</b>	<b>APPLICANT (if different than property owner)</b>
<b>NAME:</b>	<b>NAME:</b>
<b>COMPANY NAME:</b>	<b>COMPANY NAME:</b>
<b>ADDRESS:</b>	<b>ADDRESS:</b>
<b>TELEPHONE #:</b>	<b>TELEPHONE #:</b>
<b>FAX #:</b>	<b>FAX #:</b>
<b>EMAIL:</b>	<b>EMAIL:</b>
<b>SIGNATURE:</b>	<b>SIGNATURE:</b>

<b>FOR OFFICE USE ONLY</b>	
<b>DATE RECEIVED:</b>	<b>FILE NO:</b>
<b>TYPE OF APPLICATION:</b>	<b>TITLE:</b>