



COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION  
200 Old Bernal Avenue • P.O. Box 520  
Pleasanton, California 94566-0802  
Phone 925-931-5600 • [pod@cityofpleasantonca.gov](mailto:pod@cityofpleasantonca.gov)

## APPLICATION FOR ZONING APPROVAL

Required prior to establishing a business; making tenant improvements; or changing a business location.

**Location of business:** \_\_\_\_\_  
(Street Address) (Suite No.) (Zip Code)

**Is this a:**  Pleasanton change of address  Change of ownership  New business to Pleasanton

**Are you the business owner?**  Yes or  No, name of business owner: \_\_\_\_\_

**Name of Business:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Bus. Phone:** (\_\_\_\_) \_\_\_\_\_

**Email:** \_\_\_\_\_ **Estimated start date:** \_\_\_\_\_

**Mailing Address (if different from above):** \_\_\_\_\_

**Description of Business:** Describe the business activities (e.g., automotive repair, retail sales, party supply rental, research and development, office, etc.) being conducted at the proposed location. Also describe any use of hazardous materials. **Please be specific.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Square-footage of tenant space:** \_\_\_\_\_ **Tobacco sales?**  Yes or  No

**PRIVATE SCHOOL, TRADE SCHOOL, INDOOR RECREATION, AND TUTORING FACILITIES ONLY**  
By initialing, you hereby understand the proposed business must comply with all applicable Federal, State, and local regulations. \_\_\_\_\_ **Number of participants/students:** \_\_\_\_\_

To the extent permitted by law, the applicant shall defend (with counsel reasonably acceptable to the City), indemnify and hold harmless the City, its City Council, its officers, boards, commissions, employees and agents from and against any claim (including claims for attorneys fees), action, or proceeding brought by a third party against the indemnified parties and the applicant to attack, set aside, or void the approval of the application or any permit authorized hereby for the application, including (without limitation) reimbursing the City its attorneys fees and costs incurred in defense of the litigation. The City may, in its sole discretion, elect to defend any such action with attorneys of its choice.

By signing below, you are certifying that; (1) you have read and understand the requirements noted on both sides of this application; (2) the above information you provided is correct; and (3) you understand that this application only applies to the address and suite noted above and that if you expand or move from this location you will need to complete a new "Application for Zoning Approval."

**Applicant's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*Additional applicant information on the second page\***

**(OFFICE USE ONLY)**

Zoning Designation: \_\_\_\_\_ Planning No.: \_\_\_\_\_

Municipal Code Use Definition: \_\_\_\_\_ Bus. Lic. No.: \_\_\_\_\_

Routing:  Police  Fire  Code Enforcement  Other \_\_\_\_\_ Approved by: \_\_\_\_\_

Dear Applicant:

In order to obtain a City business license, your zoning application must be approved by the Planning Division. **You must submit a separate business license application** with the appropriate fee to the City's Business License Division located at 200 Old Bernal Avenue (925-931-5440 / [bl@cityofpleasantonca.gov](mailto:bl@cityofpleasantonca.gov)).

Notification of your zoning approval may be made to other City departments such as Fire and Police. You may be contacted soon by one or more of these City offices if there are any specific departmental requirements which must be met relative to the business. One or more of the following items may apply to this approval:

- Any **signs** placed on the property or building are subject to the City's review and approval prior to installation. If a comprehensive sign program exists for your location, your business signs must conform to that program. Please contact the Planning Division (925-931-5600) for further Information regarding signs.
- **Exterior improvements** must be reviewed by the Planning Division prior to commencement of work. Please contact the Planning Division (925-931-5600 / [pod@cityofpleasantonca.gov](mailto:pod@cityofpleasantonca.gov)) for additional information and Design Review requirements.
- **Outdoor dining** must be reviewed by the Planning Division prior to occupying existing outdoor dining areas or establishment of new outdoor dining areas. Outdoor dining in the **public right-of-way** requires an additional City agreement and insurance coverage. Please contact the Planning Division (925-931-5600 / [pod@cityofpleasantonca.gov](mailto:pod@cityofpleasantonca.gov)) for additional outdoor dining information and requirements.
- Any **tenant improvements** at your location may require building permits. For certain businesses, such as food establishments, the payment of **additional sewer fees** may also be required. Please contact the **Building and Safety Division** (925-931-5300 / [buildingdivision@cityofpleasantonca.gov](mailto:buildingdivision@cityofpleasantonca.gov)) for further information.
- Certain types of uses require the installation of a special **backflow prevention** device at the water meter. Please contact the **Utilities Division** (925-931-5520 / [utilityperit@cityofpleasantonca.gov](mailto:utilityperit@cityofpleasantonca.gov)) for information.
- If your business utilizes any hazardous substances, you may be required to obtain a **hazardous materials** permit. Please contact the **Hazardous Materials Coordinator** (925-454-2338) or the **Hazardous Materials Inspector** (925-454-2336).
- Certain businesses (dry cleaners, auto body shops, gas stations, etc.) will require approval of an **air quality permit** prior to operation. Please contact the **Bay Area Air Quality Management District** (415-771-6000) for further information.

**SPECIFIC CONDITIONS:**

This approval is granted subject to the conditions of approval of **Planning No.** \_\_\_\_\_ which was approved for your location.

This approval is subject to the following restriction(s) and/or clarification(s):

---

---

---

---

Zoning approval is based on the information provided on the zoning application form. Any changes may require further review and action by the City. Questions regarding this approval may be directed to the Planning Division (925-931-5600 / [pod@cityofpleasantonca.gov](mailto:pod@cityofpleasantonca.gov)) or the Business License Division (925-931-5440 / [bl@cityofpleasantonca.gov](mailto:bl@cityofpleasantonca.gov)).

***Good luck with your business endeavor!***