

Business Permitting Toolkit

A GUIDE TO UNDERSTANDING
THE TOWN'S DEVELOPMENT
REVIEW PROCESS



DANVILLE
CALIFORNIA

Welcome to Danville, we are here to help!



Every business is different, and we know that launching, expanding or relocating a business can be daunting, even for experienced business owners. The goal of Danville town government is to provide business owners the information and contacts they need to understand applicable regulations, necessary permits and licenses, while being guided through the development review process.

Business Process Planning Checklist

1 WHERE TO BEGIN

PAGES 3-7

- A) Pre-plan: Go to www.danville.ca.gov under “Doing Business” to download Danville’s Business Resource Guide.
- B) Connect with the Town’s Concierge Team to learn more about planning, building and other agency requirements.
- C) Understand Zoning: Identify where you can locate based on your business type.
- D) Select the best location for your business.

2 UNDERSTAND NECESSARY PERMIT, LICENSE AND APPROVAL PROCESSES

PAGES 8-11

- A) Planning (Development Plan, Land Use Permit, Sign Permit, etc.)
- B) Building (Tenant Improvement, Sign, Certificate of Occupancy)
- C) Engineering (Encroachment Permit, Grading, Utilities, etc.)
- D) Business License
- E) Parking Requirements/Outdoor Seating
- F) Regional (Fire, Health, Sanitary District, Alcohol Beverage Control, etc.)

3 PROJECT SUBMITTAL

PAGES 8-9

- A) Submit applications to the Town
- B) Submit applications to Outside Agencies

4 PLAN REVIEW / PERMITS

PAGE 8

5 MARKET / NETWORK / ENGAGE

PAGE 9

Confirm the steps you will need to take with our Concierge Team

Step 1: Begin Here

BUSINESS RESOURCE GUIDE

You're not alone in the initial phase of turning your dream into a business. Our Business Resource Guide can connect you to a network of resources early on to help identify business viability, establish a business plan, develop legal framework, secure funding and understand the processes and agencies you may encounter along the way to opening your doors. The best part is that these resources are accessible at any stage of your business journey. Download a copy of our Business Resource Guide under "Doing Business" at www.danville.ca.gov.



Meet the Concierge Team

We are here to help! If you are thinking of starting a business in Danville, we invite you to chat with our friendly, knowledgeable Concierge Team. The Concierge Team works to strengthen Danville's local economy by helping new and experienced business owners determine what is necessary to open a business, choose a suitable location or navigate the development review process at all phases. Meeting with the Concierge Team early on can ultimately save you time. Call us anytime or better yet, stop by the Town Offices and visit us in person.

BUSINESS CONCIERGE

Jill Bergman – Economic Development Manager
jbergman@danville.ca.gov
925-314-3369

Provides step-by-step guidance and an understanding of local and regional support to help new and existing businesses achieve success.

PLANNING CONCIERGE

David Crompton – Principal Planner
dcrompton@danville.ca.gov
925-314-3349

Answers questions about zoning, permits and land/building use and parking requirements. It also advises business owners about required permits and fees and how properties and buildings can be used, improved or developed.

BUILDING CONCIERGE

Tadei Shayo – Plan Check Engineer
tshayo@danville.ca.gov
925-314-3301

Answers questions about building permits and other construction related inquiries.

ENGINEERING CONCIERGE

Fred Korbmacher – Development Services Coordinator
fkorbmacher@danville.ca.gov
925-314-3317

Issues encroachment and grading permits for private and public property development, and for all work performed within the public right-of-way.

Finding The Perfect Location and Understanding Zoning

Your business journey begins with finding the perfect location. This means understanding where your business is permitted to locate in Danville. All commercial districts in Danville have specific zoning and regulations. Understanding the zoning for commercial property allows a business owner to find properties zoned for a specific use (e.g. retail, restaurant, office, etc.) and can simplify their search for the right business location. Below is a snapshot of the top five business types that typically locate in downtown.

We always recommend that each business owner understands the regulations associated with zoning and development **before** signing a lease. Never hesitate to call us, as no two businesses are identical.



RETAIL

Businesses that sell, rent, and exchange goods or merchandise. Several examples include clothing, shoes and accessories, bicycles, drug stores, florists, home furnishings and groceries. Restaurant uses are not considered a retail use. Retail is permitted in all Downtown Business Districts except Districts 6, 9 & 12.



RESTAURANTS

Are described below and permitted in all Downtown Business Districts, except in Districts 9, 10 & 12. Parking in-lieu fees may be required in specific zoning districts.



Full Service Restaurants serve prepared food or beverages for on-site consumption to patrons who are generally served while seated.



Limited Service Restaurants serve prepared food or beverages consumed on the premises, taken to go, or delivered. Patrons are only partially served while seated.



Food To Go Restaurants are businesses designed as a take-out facility in which limited food is consumed on the premises. No table service is provided, and patrons pay before eating.

PERSONAL SERVICE

Businesses that primarily provide recurrently needed, non-medical services of a personal nature to customers. Personal service includes, but is not limited to, salons, barbers, non-medical massage establishments, estheticians and nail salons. This use may operate in Districts 1, 2A, 4, 5, 7, 8 and 11 (second floor only); but depending on tenant space, businesses may need to secure a Land Use Permit to operate.

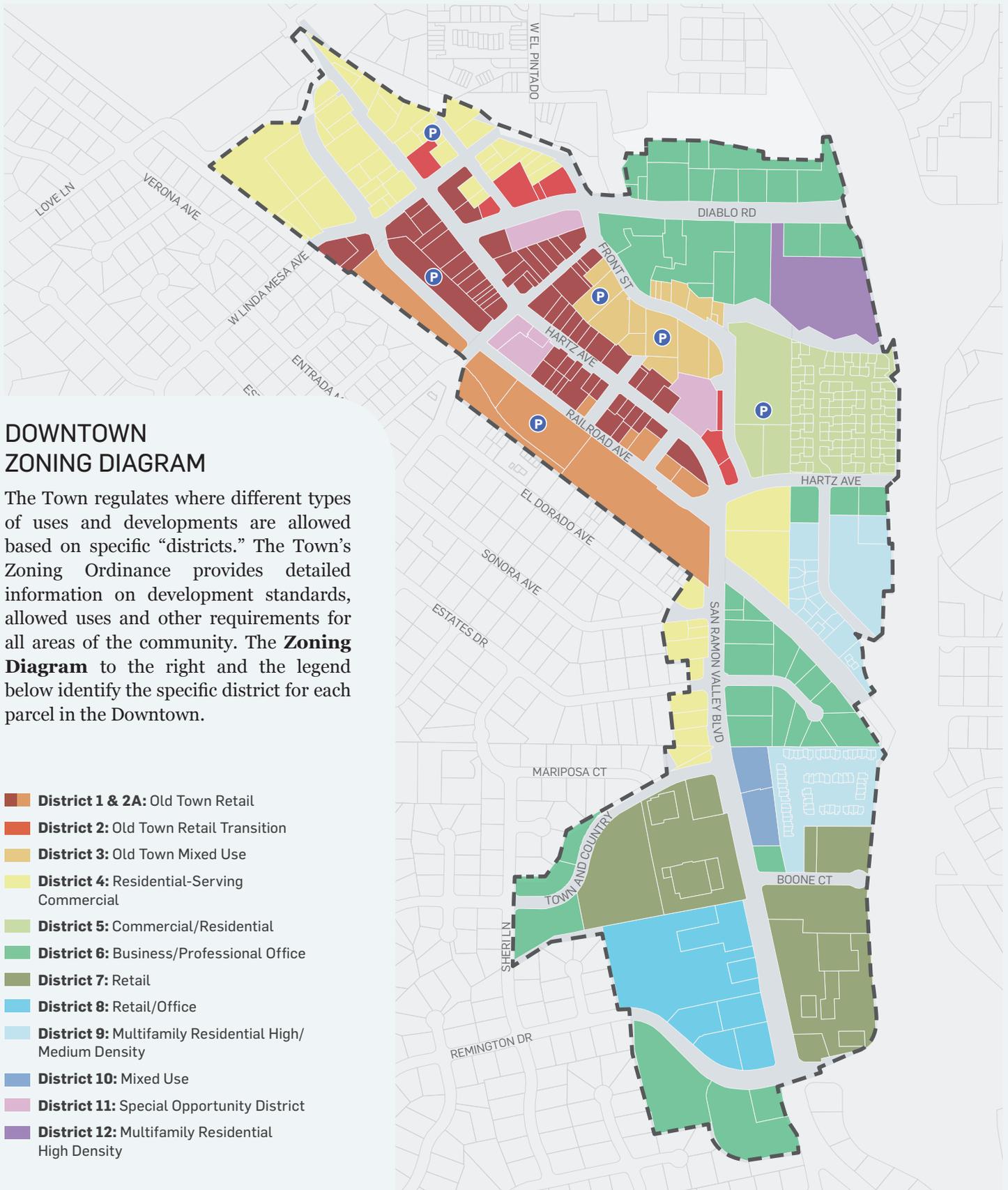
BUSINESS AND PROFESSIONAL OFFICES

Includes professional executive or administrative services, often by appointment. This can include accounting, advertising, architecture, dentistry, engineering, graphic design, insurance, legal services and medicine.

SERVICE OFFICES

Consist of offices such as escrow, title, notary public, financial institutions, banks, savings and loans, and real estate.

Have a different business type than what is listed above? The zoning ordinance outlines where all business types can locate in Danville. If you are planning to locate your business in a shopping center, you will need to contact Danville's Planning Concierge who is available to help guide your search for your business type and outline the permits needed to open your business.



DOWNTOWN ZONING DIAGRAM

The Town regulates where different types of uses and developments are allowed based on specific “districts.” The Town’s Zoning Ordinance provides detailed information on development standards, allowed uses and other requirements for all areas of the community. The **Zoning Diagram** to the right and the legend below identify the specific district for each parcel in the Downtown.

- District 1 & 2A:** Old Town Retail
- District 2:** Old Town Retail Transition
- District 3:** Old Town Mixed Use
- District 4:** Residential-Serving Commercial
- District 5:** Commercial/Residential
- District 6:** Business/Professional Office
- District 7:** Retail
- District 8:** Retail/Office
- District 9:** Multifamily Residential High/Medium Density
- District 10:** Mixed Use
- District 11:** Special Opportunity District
- District 12:** Multifamily Residential High Density

Note: Parking in-lieu fees may be required in specific zoning districts for all uses, see Page 10.



Zoning Uses

Zoning standards for properties and neighborhood shopping centers outside our downtown can be located on our zoning map and regulations can be provided by the Planning Concierge.

DISTRICT 1 AND 2A: OLD TOWN RETAIL

Use	Ground Floor	Second Floor
Retail	Permitted	Permitted
Restaurant (all types)	Permitted	Permitted
Bar/Nightclub/Lounge	Permitted	Permitted
Tasting Room	Permitted	Permitted
Blended Use	Permitted	Permitted
Outdoor Seating	Permitted	Permitted
Personal Service	Land Use Permit*	Permitted
Service Office	Land Use Permit*	Permitted
Service Commercial	Land Use Permit*	Permitted
Business and Prof. Office	Not Permitted	Permitted
Other Uses	32-45.11	32-45.11

DISTRICT 2: OLD TOWN RETAIL TRANSITION

Use	Ground Floor	Second Floor
Retail	Permitted	Permitted
Restaurant (all types)	Permitted	Permitted
Bar/Nightclub/Lounge	Permitted	Permitted
Tasting Room	Permitted	Permitted
Blended Use	Permitted	Permitted
Outdoor Seating	Permitted	Permitted
Personal Service	Permitted**	Permitted
Service Office	Permitted**	Permitted
Service Commercial	Permitted**	Permitted
Business and Prof. Office	Not Permitted	Permitted
Other Uses	32-45.12	32-45.12

DISTRICT 3: OLD TOWN MIXED USE

Use	Ground Floor	Second Floor
Retail	Permitted	Permitted
Restaurant (all types)	Permitted	Permitted
Bar/Nightclub/Lounge	Permitted	Permitted
Tasting Room	Permitted	Permitted
Blended Use	Permitted	Permitted
Outdoor Seating	Permitted	Permitted
Personal Service	Not Permitted	Not Permitted
Service Office	Permitted	Permitted
Service Commercial	Permitted	Not Permitted
Business and Prof. Office	Permitted	Permitted
Other Uses	32-45.13	32-45.13

TABLE NOTES

*Land Use Permit with findings is required for uses proposed off of the main pedestrian corridors (up to 25% of ground floor building or development)

**No more than 75% of the ground floor of building or development

***Permitted only in the free-standing pad buildings and shopping centers south of Sycamore Valley Road

DISTRICT 4: RESIDENTIAL-SERVING COMMERCIAL

Use	Ground Floor	Second Floor
Retail	Permitted	Permitted
Retail	Permitted	Permitted
Restaurant (all types)	Permitted	Permitted
Bar/Nightclub/Lounge	Permitted	Permitted
Tasting Room	Permitted	Permitted
Blended Use	Permitted	Permitted
Outdoor Seating	Permitted	Permitted
Personal Service	Permitted	Permitted
Service Office	Permitted	Permitted
Service Commercial	Permitted	Permitted
Business and Prof. Office	Not Permitted	Permitted
Other Uses	32-45.14	32-45.14

DISTRICT 5: COMMERCIAL/RESIDENTIAL MIXED USE

Use	Ground Floor	Second Floor
Retail	Permitted	Permitted
Restaurant (all types)	Permitted	Permitted
Bar/Nightclub/Lounge	Permitted	Permitted
Tasting Room	Permitted	Permitted
Blended Use	Permitted	Permitted
Outdoor Seating	Permitted	Permitted
Personal Service	Permitted	Permitted
Service Office	Permitted	Permitted
Service Commercial	Permitted	Permitted
Business and Prof. Office	Permitted	Permitted
Other Uses	32-45.15	32-45.15

DISTRICT 6: BUSINESS AND PROFESSIONAL OFFICE

Use	Ground Floor	Second Floor
Retail	Not Permitted	Not Permitted
Restaurant (all types)	Land Use Permit	Land Use Permit
Bar/Nightclub/Lounge	Land Use Permit	Land Use Permit
Tasting Room	Land Use Permit	Land Use Permit
Blended Use	Permitted	Permitted
Outdoor Seating	Land Use Permit	Land Use Permit
Personal Service	Not Permitted	Not Permitted
Service Office	Permitted	Permitted
Service Commercial	Health clubs only LUP	Health clubs only LUP
Business and Prof. Office	Permitted	Permitted
Other Uses	32-45.16	32-45.16

DISTRICT 7: RETAIL

Use	Ground Floor	Second Floor
Retail	Permitted	Permitted
Restaurant (all types)	Permitted	Permitted
Bar/Nightclub/Lounge	Permitted	Permitted
Tasting Room	Permitted	Permitted
Blended Use	Permitted	Permitted
Outdoor Seating	Permitted	Permitted
Personal Service	Permitted	Permitted
Service Office	Permitted	Permitted
Service Commercial	Permitted	Permitted
Business and Prof. Office	Not Permitted	Not Permitted
Other Uses	32-45.17	32-45.17

DISTRICT 8: RETAIL/OFFICE

Use	Ground Floor	Second Floor
Retail	Permitted	Permitted
Retail	Permitted	Permitted
Restaurant (all types)	Permitted	Permitted
Bar/Nightclub/Lounge	Permitted	Permitted
Tasting Room	Permitted	Permitted
Blended Use	Permitted	Permitted
Outdoor Seating	Permitted	Permitted
Personal Service	Not Permitted	Not Permitted
Service Office	Permitted***	
Service Commercial	Permitted***	
Business and Prof. Office	Permitted***	
Other Uses	32-45.18	32-45.18

DISTRICT 9: MULTIFAMILY RESIDENTIAL HIGH/MED DENSITY

Use	Ground Floor	Second Floor
Multifamily Residential	Permitted	Permitted
Other uses as defined in multifamily residential districts 32-24		

DISTRICT 10: MIXED USE (630 SAN RAMON VALLEY RD)

Use	Ground Floor	Second Floor
Retail	Permitted	Permitted
Restaurant (all types)	Not Permitted	Not Permitted
Bar/Nightclub/Lounge	Not Permitted	Not Permitted
Tasting Room	Not Permitted	Not Permitted
Blended Use	Not Permitted	Not Permitted
Outdoor Seating	Not Permitted	Not Permitted
Personal Service	Not Permitted	Not Permitted
Service Office	Permitted	Permitted
Service Commercial	Not Permitted	Not Permitted
Business and Prof. Office	Permitted	Permitted
Other Uses	32-45.20	32-45.20

DISTRICT 11: SPECIAL OPPORTUNITY DISTRICT

Use	Ground Floor	Second Floor
Retail	Permitted	Permitted
Restaurant (all types)	Permitted	Permitted
Bar/Nightclub/Lounge	Permitted	Permitted
Tasting Room	Permitted	Permitted
Blended Use	Permitted	Permitted
Outdoor Seating	Permitted	Permitted
Personal Service	Land Use Permit*	Permitted
Service Office	Land Use Permit*	Permitted
Service Commercial	Land Use Permit*	Permitted
Business and Prof. Office	Not Permitted	Permitted
Other Uses	32-45.21	32-45.21

DISTRICT 12: MULTIFAMILY RESIDENTIAL HIGH DENSITY

Use	Ground Floor	Second Floor
Multifamily Residential	Permitted	Permitted
Other uses as defined in multifamily Residential Districts 32-24		

Permits, Licenses and Approval Processes

PLANNING

DEVELOPMENT PLAN: A review process that evaluates architectural design, site layout, landscape, colors and material required for some minor and all major development projects.



LAND USE PERMIT: A required permit to operate a business that does not comply with the property's permitted uses or zoning rules. A permit needs to be approved before the use is permitted to operate. The approval process depends on the complexity of the use/activity.

SIGN PERMIT: Signs are used to identify the location of a business and promote business activity. Designs can be creative and distinctive, as long as they meet the simple design guidelines outlined in the Town Sign Ordinance or Master Sign Program (if the building or shopping center has one).

TEMPORARY SIGN PERMITS: A temporary sign is intended to temporarily promote or advertise a special event for a limited period of time. Temporary signs may be utilized by new businesses or those with special events. While the application fee is free, temporary signs do have design, size, and duration limitations. Our Planning Concierge can assist you with securing a Temporary Sign Permit over the counter at the Town Offices.

BUILDING

BUILDING PERMIT: Required for almost all construction to ensure compliance with building codes and safety for you, your customers and employees. You will want to speak with the Building Concierge to discuss your project.

CERTIFICATE OF OCCUPANCY: A certificate of occupancy is a document issued by a local government agency or building department certifying a building's compliance with applicable building codes and other laws, and indicating it to be in a condition suitable for occupancy.

ENGINEERING

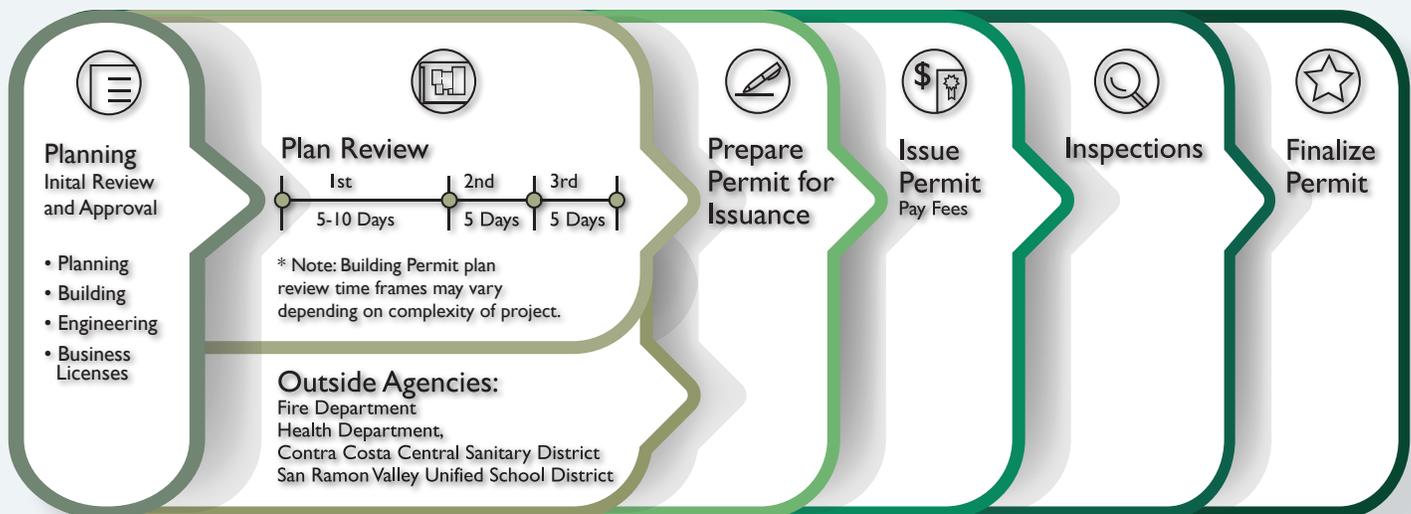
ENCROACHMENT PERMIT: If you are doing any work in the public right-of-way outside your property, you will need to secure an encroachment permit to ensure the safety of the activity being conducted.

FINANCE

BUSINESS LICENSE: A required permit to conduct business in Danville. You can easily apply for your business license at the Town Offices or by mail. Renewals can be processed online. License fees vary depending on your business and number of employees.



Find out more at www.danville.ca.gov



REGIONAL AGENCIES

The business activity type under which you choose to operate determines the types of permits and licenses you will need. Below is a list of the most common regional agencies from which business owners may need to secure approval prior to opening a business. The Town's Planning Concierge or Building Concierge can help you identify which regional agencies you may need to contact.

SAN RAMON VALLEY FIRE PROTECTION DISTRICT:

All building permits must be reviewed and approved by the Fire District prior to securing a building permit with the Town of Danville. Business owners can submit separate sets of plans to the Fire District for review prior or concurrent to submitting a building permit with the Town of Danville.

**1500 Bollinger Canyon Road, San Ramon
925-838-6600 • www.firedepartment.org**



CENTRAL CONTRA COSTA SANITARY DISTRICT:

This district is responsible for the collection and treatment of wastewater and has a separate permit process and fee schedule. Businesses are required to secure approval and have their project plans stamped by this district prior to submitting for a building permit with the Town.

**5019 Imhoff Place, Martinez
925-228-9500 • www.centrialsan.org**

CONTRA COSTA COUNTY HEALTH SERVICES:

Businesses that prepare and sell food must work within an approved facility. Health Services provides guidance and permit requirements for all businesses that prepare or sell food and beverages.

**2120 Diamond Blvd. Suite 200, Concord
925-692-2500 • www.cchealth.org/eh**

CALIFORNIA DEPARTMENT OF ALCOHOL BEVERAGE CONTROL (ABC):

This agency regulates the operational aspect of a business that sells or serves alcohol. A permit is required to conduct the sale or service of alcohol.

**1515 Clay Street, Suite 2208, Oakland
510-622-4970 • oak.direct@abc.ca.gov**



Open, Market, Network and Engage

We hope these personalized business resources help to streamline the process, enabling you to open your doors sooner than expected. We also understand the importance of maintaining the energy after opening a business to market, network and engage.

There are multiple ways to market your business without spending a fortune. Secure your business online across a multitude of platforms to ensure your customers can find you (Google Maps, Yelp, Facebook, Instagram, etc.).

Develop relationships with neighboring businesses and get to know those in the community. These business to business relationships generate referrals. The Danville Area Chamber, Danville's local business organization, can assist you in connecting with other businesses in our community.

Lastly, engage! Danville is a community of celebration that plays host to a number of large scale community events at which business owners have the opportunity to share their business with the local community. These events are planned to stimulate economic commerce. Be open for events and engage with event attendees. Show off your business and develop a loyal following.

We are excited you selected Danville to open your business. Reach out to us. We are here to assist you.

TOWN OF DANVILLE BUSINESS CONCIERGE

**Jill Bergman
Economic Development Manager
925-314-3369**

DANVILLE AREA CHAMBER OF COMMERCE

**Zae Perrin, President
117-E Town and Country Drive
925-837-4400
www.danvilleareachamber.com**

Parking Requirements



Not all businesses generate the same number of customers. To determine the number of parking spaces needed for a business, Danville relies on national standards. For example, for a retail business, the parking demand requires one parking space for every 250 square feet of the business' tenant space. Restaurants, personal service businesses or offices all generate a higher trip demand and would require more parking for their use. Depending on where you choose to operate your business, the Town will first need to determine the parking requirements for your business and whether the parking provided onsite is sufficient for the proposed business type. These parking requirements apply to shopping centers as well. In some areas of the Downtown,

if the new use generates a more intense parking demand than the previous use, the business would have to pay offsite parking in-lieu fees as part of the approval process. Parking in-lieu fees are collected where shared parking is available in a Town Municipal Parking Lot.



THE TOWN REQUIRES PARKING SPACES TO BE PROVIDED FOR ALL NEW OR SUBSTANTIALLY REMODELED PROJECTS BASED ON THEIR USE:



PARKING FEES

Downtown Business Districts 1, 2, 2A, 3 and 11 have special parking requirements that allow a portion of the required parking spaces to be provided off-site in a Town Municipal Parking Lot. The fee covers a portion of the Town's cost to construct a parking space in-lieu of providing the parking onsite. The Planning Concierge can help you understand if parking in-lieu fees apply to your business use.

Retail: \$3,500 per parking space

Non-Retail: \$15,250 per parking space

USE	MINIMUM REQUIRED SPACES
Bars, Nightclubs and Lounges	1 space per 100 gross square feet
Personal Service	2 spaces per work station
Office, Service and Business and Professional	1 space per 225 gross square feet
Medical and Dental Offices	1 space per examining room, dental chair or similar use area or five spaces per concurrently present medical professional (whichever is greater)
Retail Stores	1 space per 250 gross square feet, or one space per 500 gross square feet for stores that handle only bulky merchandise, such as furniture, household appliances and automobiles
Service Commercial	1 space per 250 gross square feet, or one space per 500 gross square feet for repair shops or wholesale establishments where business is conducted primarily outside of buildings
Restaurant: Full Service	1 space per 100 gross square feet
Restaurant: Limited Service	1 space per 200 gross square feet
Restaurant: Food to Go	1 space per 250 gross square feet

Outdoor Seating for Restaurants, Tasting Rooms and Blended Uses



Outdoor seating is encouraged in the Downtown Core. Businesses can add or increase the amount of outdoor seating for their customers for free (no additional parking requirement) as long as the seating area is 25% or less of their total gross interior floor area! The parking requirements for outdoor seating areas are based on an approved interior plan of the restaurant or tasting room.

- For patio's up to 25% of square footage of the gross interior floor area of the restaurant or tasting room use (including kitchen, storage, and similar non-public areas), no additional parking spaces needed.
- 26% or greater of the square footage of the gross interior floor area of the restaurant or tasting room use (including kitchen, storage, and similar non-public areas), then parking requirements are calculated at the same ratio as interior food or beverage uses.





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STAY CONNECTED

TOWN WEBSITE

danville.ca.gov/doingbusiness



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[@townofdanvilleca](https://www.instagram.com/townofdanvilleca)



nextdoor.com/danville--ca