



Grow Together with Brentwood

Congratulations on starting a business in the City of Brentwood! To aid you in your efforts, we have prepared the following list of questions to help you determine if additional steps are necessary.

After reviewing the questions below, please return this sheet to the Utility Billing Division where you may obtain your business tax certificate. Prior to obtaining your business tax certificate, we recommend you speak with City Planning and Building staff regarding zoning compliance, and if necessary, building permits. You may also be directed to other agencies, such as East Contra Costa Fire Protection District, for additional requirements regarding your new business.

Do you plan on doing any remodeling or construction?

- If yes, a building permit may be required; we recommend you contact Building staff.

Will you be installing any new signs? Do you plan on having any outdoor storage?

- If yes, a permit may be required; we recommend you contact Planning staff.

Will you be selling tobacco products? Will you be selling food products? Will you be selling alcohol either for on or off-site consumption?

- If yes, a permit may be required; we recommend you contact Contra Costa Environmental Health.
- For alcohol sales, approval from the California Department of Alcoholic Beverage Control will be necessary.

Will you be doing any related business from your home?

- If yes, a Home Occupation Zoning Review (HOZR) application is required. We recommend you contact Planning staff.

Business Name: _____

Business Address: _____

I acknowledge receipt of this checklist

Initials: _____

(Please return this checklist to the Utility Billing Division with your Business Tax Certificate application)

CONTACTS

East Contra Costa Fire Protection District

150 City Park Way, 2nd Floor
Brentwood, CA 94513
(925) 240-2139
www.eccfpd.org

City of Brentwood – Building & Planning

150 City Park Way
Brentwood, CA 94513
(925) 516-5405
www.brentwoodca.gov/gov/cd/building
www.brentwoodca.gov/gov/cd/planning

Contra Costa Environmental Health

2120 Diamond Blvd
Concord, CA 94520
(925) 692-2500
www.cchealth.org

California Dept. of Alcoholic Beverage Control

3927 Lennane Drive, Suite 100
Sacramento, CA 95834
(916) 419-2500
www.abc.ca.gov