



Pumpkin Patches, Christmas Tree Lots, Circuses & Similar Uses

Neighborhood
Services

Effective: October 26, 2017
Revised: January 9, 2023

Persons desiring to operate a Pumpkin Patch, Christmas Tree lot, Circus, or similar use is required to obtain the necessary approvals from all applicable departments and/or agencies prior to commencement of sales and/or activities.

Contact the City of Brentwood Planning Division to obtain information on applying for a Temporary Use Permit.

Contact the Contra Costa County Fire District to determine if an Operational Permit is required and whether or not additional permits will be required for the installation of tents, booths and/or canopies, etc.

Apply for a City of Brentwood Business License/Tax Certificate through the Business License Department.

Contact the City of Brentwood Police Department to determine if they have any additional requirements for the proposed use.

If a temporary power pole and/or festoon lighting is being proposed, submit an electrical application along with the following information to the City of Brentwood Neighborhood Services Division:

- A plot plan drawn to scale showing locations of existing buildings on site, proposed flocking booths, sales structures, display racks, inflatables, temporary toilet facilities, security trailers, location of customer parking and accessible parking and path of travel.
- Show location of electric meter and temporary power pole. Indicate the size of the main power source in amperage and type/size of wire being installed from the meter to the temporary power pole.
- Provide a festoon lighting plan showing location of lights and type/size of wiring being used.

Proof of approvals, permits and/or licenses from the aforementioned divisions/agencies is required prior to issuance of an electrical permit. Note that an electrical permit will only be issued to the property owner or a State of California licensed electrical contractor holding a valid C10 license.

❖ **Contra Costa County Fire District**
4005 Port Chicago Highway
Concord, CA 94520
(925) 941-3300

❖ **City of Brentwood Business License Department**
150 City Park Way
Brentwood, CA 94513
(925) 516-5480

❖ **City of Brentwood – Planning Division**
Community Development Department
150 City Park Way
Brentwood, CA 94513
(925) 516-5405

❖ **City of Brentwood – Neighborhood Services Division**
Community Development Department
150 City Park Way
Brentwood, CA 94513
(925) 516-5405

❖ **City of Brentwood – Police Department**
9100 Brentwood Blvd.
Brentwood, CA 94513
(925) 634-6911