



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.

Will the business be considered an industrial facility?

- If yes, an Industrial General Permit may be required, we recommend you contact State Water Resources Control Board.

Will the building have single use bathrooms?

- If yes, verify signage is compliant with Title 24 of the California Code of Regulations (SB783). Refer to HSC 118600 for specific code requirements.

Business Name: _____

Business Address: _____

I acknowledge receipt of this checklist

Printed Name: _____

Signature: _____

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

CONTACTS

Contra Costa County Fire Protection District

4005 Port Chicago Hwy

Concord, CA 94520

(925) 941-3300

www.cccfpd.org

Contra Costa Environmental Health

2120 Diamond Blvd

Concord, CA 94520

(925)692-2500

www.cchealth.org

City of Brentwood – Building & Planning

150 City Park Way

Brentwood, CA 94513

(925)516-5405

[https://www.brentwoodca.gov/government/
community-development/development-services](https://www.brentwoodca.gov/government/community-development/development-services)

[https://www.brentwoodca.gov/government/
community-development/planning](https://www.brentwoodca.gov/government/community-development/planning)

California Dept. of Alcoholic Beverage Control

3927 Lennane Drive, Suite 100

Sacramento, CA 95834

(916) 419-2500

www.abc.ca.gov