

City of Vallejo

Planning Division

555 Santa Clara Street, Vallejo, CA 94590
Phone: (707) 648-4324 Fax: (707) 552-0163

Planning Handout No. PH-21

LIVE/WORK PERMIT

What is Live/Work and Live/Work Permit?

Live/work means the joint use of a single unit for both residential and commercial purposes. A Live/Work permit is an approval to allow residential and commercial type uses to occupy the same unit. This combination of uses is not granted as a matter of right within any zoning district. For residential and commercial zoning districts, this is a staff level approval. In intensive use districts (both IU and IUL), this is a Planning Commission approval. This permit requirement allows the City to evaluate individual live/work proposals to determine the proposed use would be suitable for the location.

What are the requirements for live/work uses?

The requirements for live/work occupancies vary according to the zoning district in which these uses are proposed.

- **Commercial Districts:** In commercial districts, a minor use permit is required. The "work" component must be an allowed use in the district and shall be in the front or public portion of the building. Live/work occupancies are not allowed in shopping centers or in Freeway Commercial districts.
- **Intensive Use Districts:** In intensive use districts, a major use permit approval is required.
- **Residential Districts:** In residential districts, a minor use permit approval is required. The building proposed for live/work occupancies must have been originally constructed or legally converted for commercial purposes.

In all districts, units proposed for live/work occupancies must be equipped with bathroom and kitchen facilities. The "work" component of the use must be primarily conducted by someone making the unit their principal residence. Physical changes to the building, including required bathroom and kitchen facilities, may require building permits. These permits can be obtained from the Building Division after approval of your use permit for live/work.

What are the steps in the process?

- It is strongly recommended that applicants consult with Planning Division staff and the Building Official prior to a formal application.
- A planner will review the application for completeness. State law requires that staff determine whether the application is complete within 30 days, but planning staff usually makes this determination within 3 weeks, depending on the workload.
- Upon submittal of a completed application (see required materials below), Planning Division staff will review the project to insure that the use is compatible with existing and surrounding uses, does not create safety or health hazards, and conforms to zoning requirements for the district in which it is located. Plans may be routed to other applicable departments for review.

What is the submittal requirement?

- ◆ **Application:** A completed planning application signed by the property owner and applicant.
- ◆ **Fees:** A filing fee of \$ _____.
A public notice fee of \$ _____.
- ◆ **Plans:** Four (4) sets of plans for a minor use permit or eight (8) set of plans for a major use permit is required: site plan, building elevations and floor plans. Please refer to PH-19, "How to Draw a Site Plan."
- ◆ **Description:** A written description of the proposed uses, including such information as the hours which the commercial use will be open to the public, any materials and equipment that may be used in the operation of the business that would not normally be found in a residential unit, the number of employees, and any other information about the use that might be pertinent to a decision by staff and/or the Planning Commission. The supplemental questionnaire for major use permits may be required. Please refer to PH-24.
- ◆ **Site Photos:** Color photos showing the existing property and the adjacent properties.

How long does the approval process take?

Minor Use Permit: Upon submittal of a complete application, planning staff will route the plans to the appropriate departments and agencies for comments. The proposal notice will be sent out to any neighborhood group within 500 of the property and all property owners within a 200-foot radius of the project location at least 14 days prior to the date on which a decision will be made.

Major Use Permit: Upon submittal of a complete application, planning staff will route the plans to the appropriate departments and agencies for comments. A project will then be scheduled for a public hearing before the Planning Commission.

What is involved in a public hearing?

At least 10 days before the hearing (21 days for projects subject to CEQA), property owners within a 500-foot radius of the project location will be notified of the public hearing. At the hearing, the Planning Commission will consider the information provided by the Planning Division staff and hear comments from the public. After the public hearing, the commissioners will use the information presented to make a decision on your project. Their decision may be approved, conditionally approved or denied.

Can a decision be appealed?

Minor Use Permit: Yes, any Planning Division determination may be appealed to the Planning Commission Secretary. To appeal, a completed application stating the reasons of the appeal and how it affects the applicant must be filed with the Planning Division within 10 calendar days after the decision is made. A public hearing will then be set for the Planning Commission to consider the appeal. If a Commission decision is appealed to the City Clerk, a public hearing before the City Council will be scheduled.

If no appeal is filed within 10 days of the determination/approval date your project is approved subject to any conditions noted in your staff report.

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Major Use Permit: Yes, any Planning Division determination may be appealed to the Planning Commission Secretary. To appeal, a completed application stating the reasons of the appeal and how it affects the applicant must be filed with the Planning Division within 10 calendar days after the decision is made. A public hearing will then be set for the Planning Commission to consider the appeal. If a Commission decision is appealed to the City Clerk, a public hearing before the City Council will be scheduled.

If no appeal is filed within 10 days of the determination/approval date your project is approved subject to any conditions noted in your staff report.

When are hearings held?

The Planning Commission normally holds public hearings on the first and third Mondays of each month at 7:00 p.m. in the City Council Chambers, 555 Santa Clara Street.

The City Council holds public hearings every Tuesday at 7:00 p.m.

When does my use permit expire?

Minor and Major Use permit approvals expires after 24 months unless authorized construction has begun prior to the expiration date.

What do I need after I obtain a Use Permit?

It is likely that improvements to a building to be used for live/work will require a building permit. Please check with the Building Division at (707) 648-4374 for submittal requirements. If a building permit is required the residential portion of the Live Work Permit must meet all current building code standards for residential living.

What if I need more information?

For further information, please contact the City of Vallejo Planning Division at (707) 648-4326.