



USE PERMIT

Submittal Requirements

To submit a Use Permit application, email all submittal requirements as PDF documents as attachments or via file share link to planning@albanyca.org. Failure to submit a complete application will result in your application not being accepted. Planning fees will be invoiced and sent to the property owner/applicant once the application has been accepted.

☐ **Planning Application** – including:

- ☐ Signed Terms and Conditions of Application (page 2 of application); and
- ☐ Signed Online Posting Consent Form (page 2 of application), if applicable

☐ **Use Permit Supplemental Questionnaire**

☐ **For Massage Establishment only**

- ☐ Copies of all massage therapists valid California identification cards/driver's licenses
- ☐ Copies of California Massage Therapy Council (CAMTC) certificates

Project plans. All plans must be fully dimensioned, and include the name of person preparing plans, dates of preparation and revision, project address, graphic scale, north arrow, and legend describing all symbols and notations. Project plans shall include all of the following:

- ☐ **Site Plan Sheet** – including property lines and lot dimensions, building footprint(s) (dimensioned), curb cuts, driveway layout, location of existing vehicle and bicycle parking, and trash/solid waste storage areas.
- ☐ **Elevations** – existing building elevations that includes proposed signage, window treatments, and any other changes to the building façade. Please be aware that a separate Sign Permit is required for any new signage. See [Sign Permit Submittal Requirements](#).
- ☐ **Floor Plans** – floor plan of building with location of tenant space. A detailed floor plan of the tenant space must include interior layout of all rooms that are dimensioned and labeled, and all entrances and existing.

NOTE: Use Permits for the establishment of residential unit(s) are required to submit a plan set that includes all items listed in the [Design Review Submittal Requirements](#).

- ☐ **Fees** – Planning fees will be invoiced and sent to the property owner/applicant once the application has been reviewed by staff and deemed complete for purposes of submittal. When obtaining more than one planning approval, the full amount for the highest fee will apply and ½ fee will be charged for any other. The application is deemed submitted on the date fees are paid in full.

Current fees can be found on the City's master fee schedule:

<https://www.albanyca.gov/Departments/Finance/Master-Fee-Schedule>