



DEPARTMENT OF RESOURCE MANAGEMENT
Planning Services Division
675 Texas Street, Suite 5500, Fairfield, CA 94533

(707) 784-6765 Phone
(707) 784-4805 Fax
www.solanocounty.com

Bill Emlen, Director
Michael Yankovich, Planning Manager

LAND USE PERMIT

Land use permits allow the County to evaluate compatibility of businesses or developments with the environment, surrounding community, applicable regulations and Solano County General Plan. Solano County land use permits are approved by decision makers such as Zoning Administrator or Planning Commission. Processing time is approximately 3-6 months.

THE APPLICATION PACKET INCLUDES THE FOLLOWING:

- SUBMITTAL REQUIREMENTS
- APPLICATION FORM
- CONTACT INFORMATION
- FREQUENTLY ASKED QUESTIONS

For assistance call (707) 784-6765 and ask for the Planner on Duty. Access the Solano County General Plan, Zoning Code and property zoning information online at www.solanocounty.com. Click on the Department of Resource Management then Planning Services.

SUBMITTAL REQUIREMENTS:

- 1 copy of pre-application notes, if applicable.
- 1 copy of completed application form signed by applicant and owner.
- 1 copy of an Assessor's Parcel Map. Outline the subject site in red.

Available at the Assessor's Department located at the County Administration Center (2nd floor) or online via www.solanocounty.com. Click on County's Assessor Recorder Department webpage.

- Development Plans

Zoning Administrator – Decision Maker

- 5 copies of the Site Plan full sized folded to 8.5" x 11"
- 5 copies of the Elevation full sized folded to 8.5" x 11"
- 5 copies of the Floor Plan full sized folded to 8.5" x 11"

Planning Commission – Decision Maker

- 10 copies of the Site Plan full sized folded to 8.5" x 11"
 - 10 copies of the Elevation full sized folded to 8.5" x 11"
 - 10 copies of the Floor Plan full sized folded to 8.5" x 11"
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- 1 copy of each plan reduced to 8.5" x 11"
 - 3 sets of photographs of the site and relation to surrounding areas. Minimum of 4 photos.
 - Electronic copies of all materials in CD format (pdf or jpeg).
 - Filing Fee. Please consult the fee schedule or contact Planning Services at (707) 784-6765 for appropriate filing fees. Cash, ATM/Debit or check made payable to Solano County are accepted.

CONTACT INFORMATION:

BUSINESS LICENSE

Businesses located within the unincorporated area of Solano County

Diane Buschman (707) 784-3176
DBuschman@solanocounty.com

Prior to applying for a business license, please contact the Planner on Duty (707) 784-6765, to determine if the property is zoned for your business.

BUILDING AND SAFETY DIVISION

Building Permits and Certificate of Occupancy

David Cliche, (707) 784-705
DWCliche@solanocounty.com

Virginia Bugbee (707) 784-3146
VEBugbee@solanocounty.com

ENVIRONMENTAL HEALTH DIVISION

Hazardous Materials Management Plan

Terry Schmidtbauer (707) 784-3308
TSchmidtbauer@solanocounty.com

Sewage Disposal System and Water Well permits

Matt Geisert (707) 784-3314
MGeisert@solanocounty.com

Retail food facilities and commercial kitchen permits

Misty Kaltreider (707) 784 -3311
Mkaltreider@solanocounty.com

Ricardo Serrano (707) 784-3179
RSerrano@solanocounty.com

PUBLIC WORKS ENGINEERING DIVISION

Encroachment Permits

Paul Wiese (707) 784-6702
PWWiese@solanocounty.com

Final Map, Parcel Map and Improvement Plans

Greg Meeks (707) 784-6077
GLMeeks@solanocounty.com

Grading and Drainage Permits

Stan Schram (707) 784-3128
SJSchram@solanocounty.com

Nick Burton (707) 784-3155
NSburton@solanocounty.com

PLANNING SERVICES DIVISION

Michael Yankovich (707) 784-3159

MYankovich@solanocounty.com

Current Planning

Contact the following persons regarding general process information. For project or application specific questions, please contact the assigned project planner.

General Plan Amendment, Zone Changes, Policy Plan Overlay
Performance Standards, Architectural Reviews

Jim Leland (707) 784-3166

JHLeland@solanocounty.com

Subdivision (Major and Minor), Reclamation Plan
Marsh Development Permit, Variance

Karen Avery (707) 784-3165

KMAvery@solanocounty.com

Use Permit, Environmental Review Process, Sign Permit,
Agricultural Preserve/Williamson Act Contract

Nedzlene Ferrario (707) 784-3170

NNFerrario@solanocounty.com

Lot Line Adjustment, Waivers, Mobilehome Storage Permit,
Oil and Gas Well Permit, Certificate of Compliance
Parcel Merger, Geographic Information Systems

Eric Wilberg (707) 784-3167

EJWilberg@solanocounty.com

Advanced Planning

Long Range Land Use, Policy Planning

Matt Walsh (707) 784-3168

MWalsh@solanocounty.com

Integrated Waste Management Planning
Green Business and Recycling Program
Local California Integrated Waste Management Task Force

Narcisa Untal (707) 784-3172

NUntal@solanocounty.com

Local Suisun Marsh Protection Plan

Harry Englebright (707) 784 - 3169

HEnglebright@solanocounty.com

Agricultural Planning

Agricultural Planning
Suisun Valley Strategic Plan

Jim Louie (707) 784-3173

JALouie@solanocounty.com