



## **Administrative Permit – Frequently Asked Questions**

### **What is an Administrative Permit?**

Administrative Permits are required for certain land uses otherwise allowed by right within a zoning district. The purpose is to ensure applicable development standards specified in the Solano County Zoning Regulations are met prior to the commencement of the use and can continue to be met throughout operation of the use.

### **What types of land uses require Administrative Permit approval?**

Generally, less intense uses such as Secondary Dwellings, Agricultural Employee Housing, and some home-based businesses qualify for an Administrative Permit.

### **Who approves an Administrative Permit?**

The Director of Resource Management approves the application if all standards and requirements specified within the Zoning Regulations and elsewhere in the County Code are met. The action on an administrative permit is ministerial; therefore, an Administrative Permit is not subject to the California Environmental Quality Act (CEQA) and does not require public notice or hearing.

### **How long does the process take?**

An Administrative Permit is typically processed within three to six weeks from the time an application is deemed complete. More complex applications may require longer processing time.

### **My application was submitted. What are the next steps?**

Planning Services Division staff will evaluate the application for completeness, solicit comment from applicable departments and agencies, and analyze the proposal for consistency with applicable zoning regulations. Once the review is complete, the Planning Services Division will issue the Administrative Permit.

### **Is additional permitting required?**

Granting of an Administrative Permit does not authorize approval, application, or fees for other potential land development requirements, such as grading, building, encroachment, sewage disposal, or water supply. Development proposals often require a separate building permit. Please contact the Building and Safety Division at (707) 784-6765 to discuss building permit requirements.

### **How do I apply for an Administrative Permit?**

Reference the [Planning Application Submittal Guide](#) for specific details regarding contact information, office hours, and application filing.

This application packet includes:

- Administrative Permit - Submittal Requirements Checklist**
- Land Use Application Form**
- Project Description**
- Application Processing Agreement**