

	Steps	Permit(s) or Documents Required to be Submitted	Responsible Department/Division	What They're Looking For
Application Intake	<p>1. Submit Plans & Documentation to Planning</p> <p>Location: 1400 Fifth Avenue, Top Floor San Rafael, CA 94901</p>	<ul style="list-style-type: none"> ❖ Plans (Full-sized, 24" x 36", or reduced size, 11"x17", 6 Copies Total) ❖ Outdoor Dining License Agreement ❖ Approval by Neighboring Interests ❖ Property Owner Consent 	Community Development/ Planning	Overall design, integration with public realm, fencing, public outreach and noticing, insurance requirements
			Department of Public Works	Construction feasibility, traffic related issues, sight lines and visibility, drainage, maintenance needs
City Review and Approval	<p>2. Internal City Review at Development Coordinating Committee</p>	<ul style="list-style-type: none"> ❖ Review and Preliminary Approval ❖ Notifications sent by City 	<p>Development Coordinating Committee</p> <p><i>(Public Works, Planning, Fire, Economic Development, Building, Parking Services)</i></p>	Administrative review
Building Permit	<p>3. Submit Approved Plans to the Building Division</p> <p>Location: 1400 Fifth Avenue, Top Floor San Rafael, CA 94901</p>	<ul style="list-style-type: none"> ❖ Building Permit (and/or Electrical or Plumbing Permit) 	Building	Safety, compliance with applicable codes and regulations, ADA accessibility, inspections
Encroachment Permit	<p>4. Obtain a Minor Continuing Encroachment permit</p> <p>Contact Public Works at (415) 485-3355 for more information</p>	<ul style="list-style-type: none"> ❖ Traffic Control plan ❖ Contractor's Insurance ❖ Copy of Approved Plan ❖ Certificate of Insurance 	Department of Public Works	Public safety during and after the installation within the Right-of-Way, limit conflicts, inspections, removal and restoration

Construction!