



Central Permit Center • 555 Santa Clara Street • Vallejo • CA • 94590

Business License
707.648.4310

Building
707.648.4374

Fire Prevention
707.648.4565

Planning
707.648.4326

Public Works
707.651.7151

ADMINISTRATIVE PERMIT – CHRISTMAS TREE LOT

Appointments will be required for some planning application submittals. Appointments must be made at least 24 hours in advance. Please call the main desk (707) 648-4326 to set up the appointment. Counter hours are Monday – Thursday 8:30 a.m. – 12:00 p.m. and 1:00 – 4:30 p.m.; Fridays 8:30 a.m. – 12:00 p.m.

What is an Administrative Permit?

An administrative permit is a staff level approval for temporary uses such as Christmas tree sales.

A remitted Christmas tree sales facility may sell ornaments and other Christmas decorations in addition to trees. No merchandise may be sold which does not directly relate to Christmas trees or Christmas decorations.

An administrative permit is valid for a maximum of ninety (90) days. However, a Christmas tree sales facility may not open for business, nor show any evidence of the sales facility more than 40 days prior to Christmas.

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.
- Submit the required materials to the Planning Division as listed below.
- Upon submittal of a complete application, Planning staff will review the project to ensure that the sales of Christmas trees is compatible with the existing uses on the property and will not create a parking and traffic circulation problem.

Upon Planning approval and once trees have been placed in the sales area, contact Fire Prevention at (707) 648-4565 for an inspection. If festoon lighting is used, contact the Building Division at (707) 648-4374 to schedule an inspection. Please note that separate inspection fees may apply.

What is required for plan submittal?

ADMINISTRATIVE PERMIT – CHRISTMAS TREE LOT CHECKLIST

The following items must be submitted for a complete application. To ensure that all items are provided, please check off the box for each item that is shown. If an item is not applicable, write N/A next to the box. Incomplete applications will not be accepted.

- Application:** A completed planning application signed by the property owner.
- Fee:** Please call for current fees. There is an application fee for new locations for Christmas tree sales. Renewals of previously approved Christmas tree lot permits pay a reduced fee.
- Plans:** Two (2) sets of a site plan of the subject property. The site plan must include the following:
 - Scale of ¼" = 1' drawing and showing north arrow
 - Street address
 - Property lines and back of curb or sidewalk
 - Location of existing buildings
 - Location of driveways
 - Location, design and number of parking spaces
 - Location of Christmas tree sales area
 - A Festoon Lighting Plan showing location of lights and power source
- Provide a deposit of \$250 to cover the recycling fees. Prior to permit issuance, obtain review sign-off from the Recycle Coordinator. The deposit will be returned once lot is returned to pre-sales condition. Please allow 14 – 30 days to receive refund. If operator does not submit form for refund within 90 days from December 26th, the refund shall be forfeited.

What if I need more information?

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