



ELECTRONIC PLANNING PROJECT APPLICATIONS

City of Sausalito | Community Development Department
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ZONING PERMIT

The Zoning Permit process allows for review of new and modified structures and uses for compliance with the [Zoning Ordinance](#). Zoning Permits are required whenever a [Building Permit](#) is required (with the exception of nonstructural interior work). Zoning Permits are also required whenever there is any change in the use of any structure or any change of use in any land that does not require another land use permit.

Zoning Permits have three types: Minor, Intermediate, and Major. Examples of common projects are provided below.

- Minor: Review of window, door, and siding replacement
- Intermediate: Review of deck replacements, deck extensions, and new decks
- Major: Review of additions to existing structures not subject to Design Review

The project planner will make the final determination regarding the appropriate level of review.

Zoning Permit Applications require a site plan drawn to scale showing the location of all existing and proposed structures, yards, driveways, parking areas, and all other land uses on the property. Additional information may be required depending on the proposed scope of work.

If the applicant is different than the property owner, a completed [Owner Certification Form](#) is required as an attachment upon application submission. Acceptance of a Zoning Permit Application does not constitute any indication of approval.

OCCUPATIONAL USE PERMIT

An Occupational Use Permit is required whenever a business is established in a new location or tenant space, or when an existing business changes its location or changes the square footage of its floor area or land area.

Occupational Use Permits have three types:

- Standard: Select this permit type if your business is not subject to the other two permit types
- Marinship: Select this permit type if your business is located within the [Marinship Overlay Zone](#)
- Home Occupation: Select this permit type if your business is located within a [residential dwelling](#)

Additional information may be required depending on the proposed scope of business. An Occupational Use Permit is required prior to the issuance of a [City of Sausalito Business License](#).

If the applicant is different than the property owner, a completed [Owner Certification Form](#) is required as an attachment upon application submission. Acceptance of an Occupational Use Permit Application does not constitute any indication of approval.