



Public Works & Community Development Department

City of Benicia - Business Locator Request

Thank you for considering the City of Benicia for the location of your business! City staff is committed to quickly confirming whether your business is allowed at the proposed location. This form may also help determine where in Benicia your business may be located if you haven't chosen a site already. **City staff will respond to this request within one business day following completion of three easy steps:**

Step 1. Describe Your Business

Please describe the business you wish to conduct, include the processes involved, general hours of operation, any special chemicals or substances used on site.

EXAMPLE: "Furniture assembly. Components shipped or trucked from various locations. Parts are assembled using standard tools and finished with standard paints and varnishes. Hours of operation will be 7 am to 6 pm Monday through Saturday. Completed items will not be sold on site. There will also be a small office."

Step 2. Describe the Location

Please provide the address (if you have one) and suite number for your proposed business.

NOTE: If you do not have an address yet, staff will identify the zoning districts that allow your business.

Step 3. Send It!

Once you have completed Steps 1 and 2, you may drop off this form downstairs at City Hall (250 East L Street), fax it to 707-747-1637, or email it to comdev@ci.benicia.ca.us. Within one working day of receipt, Planning Division staff will confirm that the Zoning Ordinance allows the described business at the location proposed, or we will describe City review necessary to make that possible or alternative locations in Benicia for the business. If you have any questions at any time, please contact us at 707-746-4280.

Requestor's Name:

Phone Number and/or Email Address:

Additional Information on-line:

- Business License information may be found on-line at www.benicia.ca.us/finance
- Additional Zoning information may be found at www.benicia.ca.us/planning
- Generally allowed uses for Industrial and Commercial areas may be found in Benicia Municipal Code under Section 17.32.020 "IL, IG, IW and IP – Land Use Regulations" at www.ci.benicia.ca.us