



250 East L Street • Benicia, CA 94510 • (707) 746-4320 • Fax (707) 747-1637

Community Development Department Planning Division

PRE-APPLICATION MEETING SUBMITTAL CHECKLIST

	Pre-Application Submittal (submit electronic copy size 11x17 to: www.ci.benicia.ca.us/preapplication)	Additional Information:
	Pre-Application Meeting Request	Completed form with signatures
	Pre-Application Fee: _____	Check payable to City of Benicia Cash or credit also accepted
	Preliminary Project Narrative (description of project incl. existing building condition, proposed use, development or construction, specific questions for staff)	
	Preliminary Building Information (existing fire sprinklers, type of construction, occupancy type, any existing or new HVAC or mechanical equipment)	
	Hazardous Materials (chemical lists and quantities, refer to the California Building Code and California Fire Code)	
	Conceptual Site Plan (include outdoor commercial, storage or common areas)	All plans must be fully dimensioned, scaled, clear and legible. PDF should be scaled to size 11x17
	Conceptual Floor Plan (existing and proposed – indicate floor area and number of stories, label rooms by use)	
	Conceptual Elevations (If no exterior changes are proposed, photographs of each side of the building may be submitted)	
	Conceptual Landscape Plans (if applicable)	
	Conceptual Parcel or Subdivision Map (if applicable)	
	Conceptual Grading Narrative or Plan (if applicable)	
CANNABIS USES:		
	Demonstrate Eligible Business Location	Refer to Pre-Application Handout for Detailed Information
	Conceptual Security Plan and/or Narrative	
	Cannabis Wastewater Discharge Permit Application	
	Equipment and Chemicals List	