



Planning, Building and Code Enforcement

Taproom or Tasting Room Permit Application

Staff will assign **FILE #**

INSTRUCTIONS. Use this form to apply for an Administrative Permit to operate a Taproom or Tasting Room in the City of San José as defined in this application. The Planning Division may issue an administrative permit for proposals that meet all the requirements as specified in San Jose Municipal Code Chapter 20.80, Part 5.75 (www.sanjoseca.gov/municipalcode). See page 2 for the required documents to be included in your application.

APPOINTMENT REQUIRED. Schedule your appointment to submit the application at www.sanjoseca.gov/planningappointments or call 408 535 3555. You will submit the application package in person at the Planning and Development Services Offices, 3rd floor, City Hall, 200 E. Santa Clara Street, San Jose, CA 95113.

A. PROPERTY INFORMATION

ASSESSOR'S PARCEL NUMBER:

PROJECT ADDRESS:

B. PLEASE INDICATE THE TYPE OF TAPROOM OR TASTING ROOM:

- Taproom or tasting room in conjunction with a winery, brewery, or distillery
- Taproom or tasting room with off-sale of alcohol (stand-alone use)
- Alcohol off-sale as incidental to a winery, brewery, or distillery

C. CONTACT INFORMATION

APPLICANT NAME:

NAME OF BUSINESS:

APPLICANT MAILING ADDRESS:

APPLICANT PHONE:

APPLICANT EMAIL:

PROPERTY OWNER NAME IF DIFFERENT FROM APPLICANT:

PROPERTY OWNER MAILING ADDRESS:

PROPERTY OWNER PHONE:

PROPERTY OWNER EMAIL:

DECLARATION. With my signature below, I represent to the City under penalty of perjury that all of the information provided in this application is true and correct to the best of my knowledge. I understand that the City shall rely upon my representations herein for the issuance of the requested permit. In the event the information provided is inaccurate, the City may revoke the permit. Additionally, I hereby agree to maintain and operate the project site in full conformance with all requirements and standards specified in the permit, required by San Jose Municipal Code Title 20, and required by state law. I understand that the City may revoke the permit if the project violates and of the conditions of approval or the law including the operation of the use as a nuisance.

APPLICANT SIGNATURE:

DATE (MM/DD/YYYY):

PROPERTY OWNER SIGNATURE:

DATE (MM/DD/YYYY):

OFFICE USE ONLY

DATE:

ZONING:

QUAD #:

PAID: \$

BY:

PD ZONING FILE #:

RECEIPT #:

FORM #107 - Taproom or Tasting Room Permit Application

REQUIREMENTS

Check the boxes below as a way to confirm that you understand and are meeting the requirements:

Zoning. Verify that the proposed project site is located in one of the following zoning districts:

For a Taproom or Tasting Room (stand-alone use):

- Commercial: CP, CN, CG
- Downtown: DC, DC-NT1
- Planned Development (PD) district allowing the above listed use/s

For a Taproom or Tasting room in conjunction with a winery, brewery, or distillery:

- Industrial: CIC, TEC, IP, HI, LI
- Downtown: DC, DC-NT1
- Planned Development (PD) districts allowing the above listed use/s

For Alcohol off-sale as incidental to a winery, brewery, or distillery:

- Industrial: CIC, TEC, IP, HI, LI
- Downtown: DC, DC-NT1
- Planned Development (PD) districts allowing the above listed use/s

Area Limitations for Alcohol Sales. Retail space is limited to:

- Commercial: Maximum 5,000 sq. ft.
- Industrial LI, HI: Maximum 20% of total tenant space
- Industrial CIC, TEC, IP: No size restriction
- Downtown: No size restriction

Hours of Operation. Permissible public hours are as follows:

- Commercial: 11:00a.m. till 10:00p.m.
- Industrial: 11:00a.m. till 10:00p.m.
- Downtown: 11:00a.m. till 12:00a.m.

Manufacturing, Warehousing, Storage, and Bottling. All aspects of manufacturing shall be conducted in a fully enclosed building within the following space limitations:

- Commercial: Maximum 70% of the total sq. ft.
- Industrial: No size restriction
- Downtown: Maximum 70% of the total sq. ft.

Outdoor Areas. Public outdoor areas must be 150 feet away from residential units (measured horizontally) and must be closed to the public by 10:00 p.m. Outdoor seating areas that don't meet these requirements may be approved if they meet all of the following criteria:

- The seating area is separated from residentially-zoned property by a non-residential building;
- The area does not include equipment that produces noise that does not comply with Section 20.40.600; and
- The area does not operate between the hours of 10:00 p.m. and 6:00 a.m.

Existing, previously-approved outdoor seating areas may be permitted as part of this application.

Outdoor Storage. Unless designated on an approved plan set no outdoor storage is permitted.

Food Trucks. One food truck per site may be permitted, subject to the Outdoor Vending regulations of San Jose Municipal Code Chapter 20.80, Part 10 (www.sanjoseca.gov/municipalcode). Complete [Form #102-Outdoor Vending Application](http://www.sanjoseca.gov/PlanningApplications) (www.sanjoseca.gov/PlanningApplications) and attach to this application.

APPLICATION PACKAGE

Application package to include this form plus:

- 1 set – Photos of project site. Applicants proposing a food truck on site should also provide a photo of the proposed location of the food truck facility.
- 3 sets – Site plans; minimum sheet size is 11"x17"
- Assessor's Parcel Map with the project location clearly marked
- Permit fee payment – See www.sanjoseca.gov/PlanningFees

Instructions for Site Plans: The plans must be drawn to scale. Label all sheets as "Site Plan" with date, page numbers, and provide:

- Location map with parcel lot lines, setbacks, and site dimensions; indicate uses of adjoining properties.
- Street names and existing and proposed driveways.
- Existing and proposed buildings or structures.
- Existing and proposed off street parking, loading, and circulation areas, with dimensions.
- Floor plan (may be submitted as a separate sheet) which demonstrates the project is in compliance with all applicable requirements; clearly label square footage of retail space and manufacturing space.
- Indicate the location of bathrooms, entrances/exits, and any proposed outdoor uses including areas for seating, storage, and/or a food truck.

Questions?

Speak with a planner at 408-535-3555. Visit www.sanjoseca.gov/planning for phone service hours.