



CITY OF ORINDA

Take-Out Restaurant Permit Application

22 Orinda Way, Orinda, CA 94563

(925)253-4210 ▪ orindaplanning@cityoforinda.org

A take-out restaurant permit is required for any take-out restaurant in the downtown commercial (DC) zoning district. The ministerial review process for this application is based on the quantitative regulations listed below. Failure to comply with the take-out restaurant regulations may result in revocation of the take-out restaurant permit.

FEES

Application Fee	\$658.00
13% Surcharge fee	\$85.54
TOTAL	\$743.54

SUBMITTAL REQUIREMENTS

How To Submit Your Application – Applications are only accepted electronically. Submit your complete application online at <https://www.cityoforinda.org/527/Application-Submittal>.

1. Take-Out Restaurant Permit Application Form (Page 3)

2. Site Plan

One PDF (electronic) site plan. The site plan shall show the location of trash receptacles in relation to the existing structure.

3. Floor Plan

One PDF (electronic) floor plan.

4. Off-Street Parking Verification

Provide documentation verifying off-street parking requirements are being met.

TAKE-OUT RESTAURANT PERMIT REGULATIONS ([§17.8.5\(I\)\(2\)](#))

The following regulations apply to all take-out restaurant permit applications:

- I. Identifiable containers and napkins shall be used for all carry-out food, and all litter resulting shall be promptly removed.
- II. A trash receptacle shall be provided near each public restaurant exit unless there is an existing trash receptacle within twenty-five (25) feet of each exit. If in the public right-of-way, the type of trash receptacle shall be subject to approval by the Public Works Department.
- III. The business owner shall keep the area in front of the restaurant clean and litter free and ensure that the trash receptacle does not overflow. In the event that receptacles in the public right-of-way overflow and are emptied by the city, the applicant shall be charged the cost of emptying the receptacle.
- IV. The applicant must provide documentation showing that the requirements for off-street parking in [Section 17.16.4](#) of the Orinda Municipal Code are met.

- V. Walk-up service is allowed, provided access is not directly to the public right-of-way.
- VI. A restaurant which offers food and beverages, or either one, for sale to a customer in a motor vehicle for consumption off-site is prohibited.



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PROPERTY

Address:

Assessor's Parcel Number:

PROPERTY OWNER(S)

Name:

Mailing Address:

Phone:

Email:

APPLICANT(S) (If not the property owner)

Name:

Mailing Address:

Phone:

Email:

BUSINESS

Name:

Address:

Type of Business:

Website (if applicable):

ACKNOWLEDGEMENT

I have read and understand the take-out restaurant permit regulations and hereby agree to operate my take-out restaurant in compliance with the criteria listed above.

Furthermore, I understand that failure to comply with the take-out restaurant criteria is a violation of Orinda Municipal Code Title 17 and may result in the revocation of the take-out restaurant permit.

Signature:

Date: