

Millbrae Community Development Department-Planning Division

Entitlement and Development Review Process

Project Entitlement Process

Step 1

Visit or Call us
Entitlements are required in Millbrae to operate businesses and to perform construction activity.

Step 2

Understanding What's Allowed

- A. [Informational Handouts:](#)
- B. [Find My Zoning:](#)
- C. [Understand What's Allowed:](#)
- D. [Application Forms:](#)

Step 3

[Applying For Your Permit & Paying Fees:](#)

Step 4

Project Submittal & Design Review (30 days)

Step 5

Project Permit Approved or staff schedules for Planning Commission Hearing (2-3 months)

Step 6

Other agency required Review, Inspections & Approvals

- Building
- Fire Department
- Electrical
- Plumbing

Projects requiring Planning Commission approval:

- Demolitions
- 2nd Floor additions greater than 500 square feet;
- Significant exterior alterations;
- Significant neighborhood/environmental impacts;
- Any application that requires a conditional use permit, exception, and/or a variance.

Plan Design Review Process

