G4 Application Checklist

Inspections Division
Date: 08/12/16

Portland, Maine — Yes. Life's good here.

Department of Permitting and Inspections

OUTDOOR DINING
Permit Application & Checklist

Permits are required for expanding food service to the outside on ***all properties***. For public properties, the annual fee for Outdoor Dining is $80.00, with an additional fee of $2.00 per square foot of dining area on ***streets, sidewalks or other public ways*** and $6.00 per square foot of dining area in ***city parks***. The total fee for private property placement is $125.00 ($25 application fee and $100 for the Certificate of Occupancy). The fee is due when you drop off your permit application. The square footage fee may be paid when you pick up your permit. ***For purposes of fee calculation, the area abutting the buildings which border Monument Square and extending ten (10) feet from the facade of said buildings shall be considered a sidewalk. The ten (10) foot area shall be measured from that portion of the facade that protrudes furthest into the sidewalk. The area beyond the ten (10) foot sidewalk shall be considered park space.***

Outdoor dining is permitted for the period April 1 - November 15. Barriers must be removed no later than November 15; however, furniture must be removed in inclement weather to allow for sidewalk snow removal. Requests to extend beyond the standard permit period require approval by the City Manager and should include explanation of installation and snow removal plan.

Outdoor dining permits located on <u>public</u> property are only valid for a year.
Outdoor dining permits located on <u>private</u> property are valid permanently with the establishment.

Application Checklist: All of the following information is required and must be submitted.

- [x] **Outdoor Dining Permit Application Form**
- [x] **A plot plan that shows:**
  - ☐ The lot lines, where the building sits on the lot, and the lot and building dimensions
  - ☐ The street location, and if it's a corner lot, the intersecting streets
  - ☐ The sidewalk location, width, and curbing location
  - ☐ The setback dimension from the sidewalk to the building
  - ☐ The location of proposed outdoor dining area and its components (tables, chairs, barriers, planters, etc.) placement, including dimensions and total outdoor dining area (in square feet)

  (**NOTE**: Under no circumstances shall an outdoor dining installation prevent a clear passageway for pedestrians. See Outdoor Dining Conditions below for dimensional requirements.)
- [x] **A drawing and/or specification of any proposed barrier solution**
- [x] **Proof of public liability insurance coverage (Not Required for Private Property):** The permit holder is required to produce at the time of submission and maintain public liability insurance coverage in an amount of not less than four hundred thousand dollars ($400,000) combined single limit for bodily injury, death and property damage, naming the City as an additional insured thereon.
- [x] **All documents provided in electronic form according to established Electric Documents Submittal Process.**

*389 Congress Street * Portland Maine 04101-3509 * Phone: (207) 874-8703 * Fax: (207) 874-8716*
http://www.portlandmaine.gov * E-Mail: buildinginspections@portlandmaine.gov