Permitting and Inspections Department
Michael A. Russell, MS, Director

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 05/01/17

OUTDOOR DINING
Permit Application & Checklist

A permit is required for expanding food service to the outside of all properties.

For public properties, the Outdoor Dining annual fee is $80.00 plus $2.00 per square foot of dining area on **streets, sidewalks or other public ways** and $6.00 in **city parks**. Outdoor dining permits located on public property are only valid for a year.

The one-time private property fee is $125.00 ($25 application fee and $100 for the Certificate of Occupancy). The fee is due with your permit application. Outdoor dining permits located on private property are valid with the applicant establishment permanently.

Outdoor dining is permitted from **April 1 - November 15**. Barriers must be removed no later than November 15 and furniture removed in inclement weather to allow for sidewalk maintenance.

Application Checklist:

✓ **New applicants provide a plot plan showing:**
- Lot lines, where the building sits on the lot and dimensions of the building and lot.
- Street location and the intersecting streets.
- Sidewalk location, width, and curbing location.
- Setback dimension from the sidewalk to the building.
- Location of proposed outdoor dining area and its components (tables, chairs, barriers, etc.), including dimensions and total outdoor dining area in square feet. An outdoor dining installation cannot prevent a clear passageway for pedestrians (4 feet minimum and 5 feet for street corner).

✓ **Outdoor dining renewals do not require a plot plan.**

✓ **A drawing and/or specification of any proposed barrier solution.**

✓ **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 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.

✓ **All documents provided in electronic form.**