

SIDEWALK CAFÉ FAQ

I WANT TO: *Set up an outdoor seating area for my restaurant that is accessible only to my patrons.*

DO I NEED A PERMIT? Yes, per city code 416.06 through 416.13 and 911.04.A.68, any use of the public right-of-way, which is defined as the space outside the private property line, usually the sidewalk area, requires permission from the City of Pittsburgh and a rental payment for use of the space. Sidewalk cafés must be directly abutting a functioning restaurant with a valid retail food license and have an additional “outside” occupancy permit issued from the Zoning office located at 200 Ross St. Pgh PA 15219. Café’s are to be located on a sidewalk large enough to accommodate the café plus a minimum 5 foot pedestrian access way.

WHERE DO I GO TO OBTAIN AN APPLICATION? The Department of Public Works permit office located at 611 Second Ave, Pgh PA 15219. The hours of operation are 7:00 am to 3:30 pm, Monday through Friday (closed holidays). Applications are also available online [here](#). You may also request an application and information via email to ben.carlise@pittsburghpa.gov. (412-255-2435).

WHAT DO I NEED WHEN I APPLY FOR THIS PERMIT? The following documentation is required:

- Site plan drawn to scale and stamped by a registered architect or engineer.
- Photograph of the café frontage (front/left/right) and description of outdoor furniture, including dimensions and catalog specs if known.
- A letter signed by the Property Owner acknowledging the conditions and requirements.
- Certificate from proprietor's insurance naming the City as coinsured with minimum amounts of \$100,000 to \$300,000 for Public Liability and \$50,000 for Property.

WHAT DIMENSIONAL REGULATIONS MUST BE MET?

- The sidewalk café is limited to the width of the frontage of the restaurant.
- The portion of the right-of-way (sidewalk area) to be used may be no greater than one-half of the space measured between the outside face of the curb and the property line.
- A 5-foot minimum unobstructed pedestrian passageway must be provided.
- No obstruction shall be placed within 18 inches of the face of any curb, within 5 feet of any fire exit, fire hydrant, or building corner.
- Sidewalk cafés must be the same elevation as the public sidewalk and paint, carpeting, turf and other coverings are not allowed without an additional special encroachment variance permit.

WHAT MAY BE IN THE SIDEWALK CAFÉ?

- The sidewalk café must include moveable tables and chairs to be stored inside at the end of each business day.
- Umbrellas may be used if they are completely within the café, no edges or prongs may protrude.
- No standing room, music, service equipment, signage (except small lighted menu boards), cashier stations, or trash receptacles may be in the café or on the sidewalk.

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WHAT ABOUT THE ENCLOSURE?

- The sidewalk café area shall be separated from the designated pedestrian passageway by a removable rope and stanchion surrounding the perimeter.
- The height of the barrier must be approximately 3 feet and removed when the café is closed. Any holes in the sidewalk shall be capped when the barrier is not in place.
- The barrier should be high quality. Plastic is not permitted. Traffic cones & caution tape will not be accepted under any circumstances.

WHAT ARE THE ACCESSIBILITY REQUIREMENTS?

- Federal accessibility standards must be met.
- One table must be ADA compliant.

WHAT ARE THE OPERATIONAL STANDARDS?

- Operation must be within normal business hours, 7:00 a.m. to 2:00 a.m.
- Furnishings must be kept in a state of good repair and in a clean and safe condition at all times.
- Furnishings and rope and stanchion must be off the sidewalk by close of business, but no later than 2:00 a.m. each evening. Rope and stanchion must also be removed at that time.
- Permittees are bound by all applicable rules for alcohol and tobacco consumption, including state statutes and City ordinances.
- The sidewalk surface in the sidewalk café area shall be maintained in good repair.
- Sanitary cleaning of the sidewalk café dining area before, during, and after food service is required.
- On-site copies of the zoning certificate of occupancy for a sidewalk café and the certified site plan must be available and presented on request from any enforcement official from Public Safety, DPW, PLI, or other authorized representative of the City.
- The DPW sidewalk café permit is to be publically displayed and clearly visible from the street.

WHAT NEEDS TO BE ON MY SITE PLAN? Site plans must be on 11 "x 17" or smaller paper and be stamped by an architect or engineer and have clear identification of:

- Restaurant and proposed café, including address, parcel number, adjacent streets, contact information and scale of drawing.
- Width of restaurant storefront and square footage of the encroachment and café.
- Entries and exits to restaurant storefront.
- Entries and exits to sidewalk café.
- Layout of tables and chairs, including umbrellas.
- Barrier system, along with passageway/aisle clearances and their measurements, including height.
- Other obstructions need to be included on the site plan, including light poles, traffic signal poles, fire hydrants, utility structures, bike racks, parking meters, street trees and street signs.

WHAT ELSE WILL I NEED? You will need to take a contingent permit from DPW to Zoning & PLI located at 200 Ross St, Pgh PA 15219. Once these two departments sign off, a final permit can be issued by DPW and you are approved to open for business.

NOTE: Additional Zoning & PLI fees (\$73.00) will apply.

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HOW MUCH WILL THIS PERMIT COST? The DPW application fee is a one-time flat fee of \$150. New applications must also pay an amount equal to \$1 per square foot of the café area in addition to the application fee. There will be an annual renewal fee of \$25 due the beginning of each calendar year. *Checks should be made payable to: **Treasurer, City of Pittsburgh.***

HOW LONG WILL THE APPLICATION PROCESS TAKE? The entire process usually takes up to 60 days depending upon how fast you can submit a fully completed application. After all paperwork has been submitted and verified, it will take approximately 2-4 weeks to have your final permit.

WHAT IF I NEED MORE INFORMATION? The Department of Public Works permit office has staff to accept phone calls from 7:00AM to 5:00PM Monday through Friday.