

APPLICATION FOR SIDEWALK CAFE

City of Pittsburgh
Department of Public Works – Permits & Inspections
611 Second Ave
Pittsburgh, PA 15219

*Fax or Email this Completed Request along with all Attachments to
Ben Carlise ben.carlise@pittsburghpa.gov Fax: 412-255-8981 or return by mail.*

Business Owner Name: _____ Contact Name: _____

Business Phone: () _____ Cell Phone No: () _____

Business Address: _____ Contact Email: _____

(DBA) Business Name: _____

Days and Times of Operation: _____

PLEASE PROVIDE WIDTH AND LENGTH OF SIDEWALK & CAFÉ BELOW:

Sidewalk Width: _____ Width of Cafe _____

Sidewalk Length: _____ Length of Cafe _____

Number of Tables _____ Number of Chairs _____

List of City / Utility objects near the curb: _____

How many feet / inches from the curb is the nearest object to the building? _____

ATTACH THE FOLLOWING:

- Building Owner endorsement letter addressed to the Director of Public Works
- Insurance Certificate 100K/300K + 50K property: Must name City of Pittsburgh as an additional insured
- Pictures of the store frontage showing the sidewalk (front, left, & right).
- \$150 Application Fee – Plus \$1 per Café Square Foot - Checks payable to “Treasurer, City of Pittsburgh”
- Site Plan – Must be to scale and stamped by a professional

DO NOT WRITE BELOW THIS LINE

For City of Pittsburgh Use:

SIDEWALK CAFE APPLICATION

APPROVED: A copy of the Approved Application will be forwarded to:

Councilman _____ District _____

DISAPPROVED FOR THE FOLLOWING REASON(S):

Incomplete Application

Falsification of Information.

Current restrictions prohibit extension at this location.

Other: _____

INVESTIGATED BY: _____

APPROVED BY: _____ DATE: _____

DEPARTMENT OF PUBLIC WORKS

FEE SCHEDULE

OBTAINING A SIDEWALK CAFÉ ENCROACHMENT PERMIT

You must obtain an encroachment permit for erecting a Sidewalk Café as required by Pittsburgh Code: Title Four: Article 1: Public Rights of Way, Chapter 416: Obstructions, Paragraphs 416.06 to 416.13: SIDEWALK CAFÉ. This encroachment permit gives you permission from the City of Pittsburgh to occupy public right of way space until it is needed again by the city.

FEE Schedule: The following fee will be charged for processing a sidewalk cafe encroachment permit application.

- ⚡ **\$150.00 Base Fee for application processing & review**
- ⚡ **\$1 per Café Square Foot will be assessed in addition to the base fee.**
- ⚡ **\$25.00 Annual Renewal Fee**
(Updated Insurance must be submitted with each renewal)

Checks payable to: **TREASURER, City of Pittsburgh**

Submitting the application and site plan:

To obtain a Sidewalk Café Encroachment permit, you must submit all application requests including a professional stamped scaled site plan of the sidewalk illustrating the location of the encroaching tables and chairs including any other items on the sidewalk encroaching the city right of way such as parking meters, telephone poles, trash cans, bike racks etc. All information requested on the application must be completed in order to process your request. Your plans must contain sufficient detail to allow for an accurate review of your request. If you are uncertain about the information we are requesting, please contact our office at 412.255.2435 for a face to face interview.

When completed, mail, email, or fax all papers along with undated checks to:

BENNETT CARLISE
DEPARTMENT OF PUBLIC WORKS
611 SECOND AVENUE
PITTSBURGH PA 15219
ben.carlise@pittsburghpa.gov
FAX: 412-255-8981

Once you return all forms required, your request will be researched by Public Works (DPW) staff to determine whether the sidewalk café encroachment permit should be granted. Once your application is fully processed, your application must then be submitted to Zoning & the Bureau of Building Inspections (BBI) located at 200 Ross St, Pgh PA 15219. Only when your application receives all three departmental approvals will you be sent a final authorized permit from DPW. This permit must be signed and placed on public display in your front window at all times.

(Please allow a minimum of 4 weeks to process your application once all required info is submitted).