

APPLICATION FOR SIDEWALK CAFE

City of Pittsburgh
Department of Public Works – Administration
611 Second Ave
Pittsburgh, PA 15219
412-255-2529

*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 *(Only for Café's with 3 or more Tables).*

DO NOT WRITE BELOW THIS LINE

For City of Pittsburgh Use:

SIDEWALK CAFE APPLICATION

- COUNCIL APPROVAL: A copy of the Approved Application will be forwarded to: Council 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 of Ordinances: Title Four: Article 1: Public Rights of Way. 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 Public Works 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 (*exempt for café's with less than 3 tables*) 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 412.255.2529 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 of the required forms to Public Works (DPW), your request will be field researched by DPW staff to determine whether the sidewalk café encroachment is suitable for your specific location and will be forwarded to additional city departments for their review. Once approved by DPW, your application will be given back to you so that you can submit to City Planning located at 200 Ross St, Pgh PA 15219. When your application receives DPW, Zoning, & PLI departmental written approvals it will be forwarded to the City Council Member of the ward & district which the café is located. Only then will you be granted authorization to set up the café and open for business. The official authorized final permanent permit will be issued from DPW. This permit must be signed and placed on public display in your front window at all times.

(Please allow a minimum of 2-4 weeks to process your application once all required info is submitted).

*SIDEWALK CAFÉ
CITY OF PITTSBURGH*

PROPERTY OWNER ENDORSEMENT

Permission to set up and operate a Sidewalk Cafe

I, _____
PRINT NAME

as owner / or manager of the property located at:

STREET ADDRESS

CITY / ZIP

Do hereby endorse, authorize, and grant permission to my tenant to set up and operate a sidewalk café in front of my property.

PRINT TENANT NAME & DBA

It is my understanding that all city requirements and conditions will be met and adhered to as set forth in City Code Chapter 416.

Signature of Property Owner/Mgr.: _____
SIGNATURE DATE

RECEIVED BY DPW: _____
INITIAL DATE

ACCEPTANCE FORM
Operating a Sidewalk Cafe

I, _____
PRINT NAME

Owner / Manager of _____
PRINT NAME OF RESTAURANT

Agree that I and my employees will abide by all the conditions, standards, rules, and regulations set forth in the application requirements for a Sidewalk Café as stated in City of Pittsburgh Ordinance Chapter 416. As part of this agreement, I agree to keep my city business taxes current. I understand that a delinquency in my taxes will result in the termination of my sidewalk cafe.

I agree that I am responsible for keeping all visitors, patrons, employees, and café fixtures, including, without limitation, tables, chairs, and heaters from occupying or encroaching into the required clear sidewalk space.

If, at any time, I or my employees discontinue or refuse to adhere to any part of the permit requirements, I understand that the immediate termination of the Sidewalk Cafe Permit will be required and the application fee will be forfeited and no refund of any kind is expected. It is my further understanding that any application in the future will be treated as a new and separate application.

I understand that the operation of a Sidewalk Cafe without the consent of the City of Pittsburgh will be subject to a daily citation, which would include a minimum fine of \$200 up to \$1000 per day as specified in Chapter 416.23(a) of the Pittsburgh Municipal Code.

I, in my power as owner / manager of said business, agree to hold harmless the City of Pittsburgh and its representatives from all liability resulting from the operation of a sidewalk cafe. I will have the required insurance policy, naming the City of Pittsburgh as a co-insured in force at all times during the operation of the Cafe.

_____ *I fully understand the aforementioned statement and agree to all conditions.*
Initial

Signature: _____ Date: _____
Owner / Manager

For DPW _____

DESCRIPTION OF SIDEWALK CAFÉ SITE PLAN.

In furtherance of the intent of this legislation that sidewalk cafés shall enhance the aesthetic appeal and community activity where they are located, especially in historic business districts, the following requirements are placed on the design and operation of sidewalk cafés.

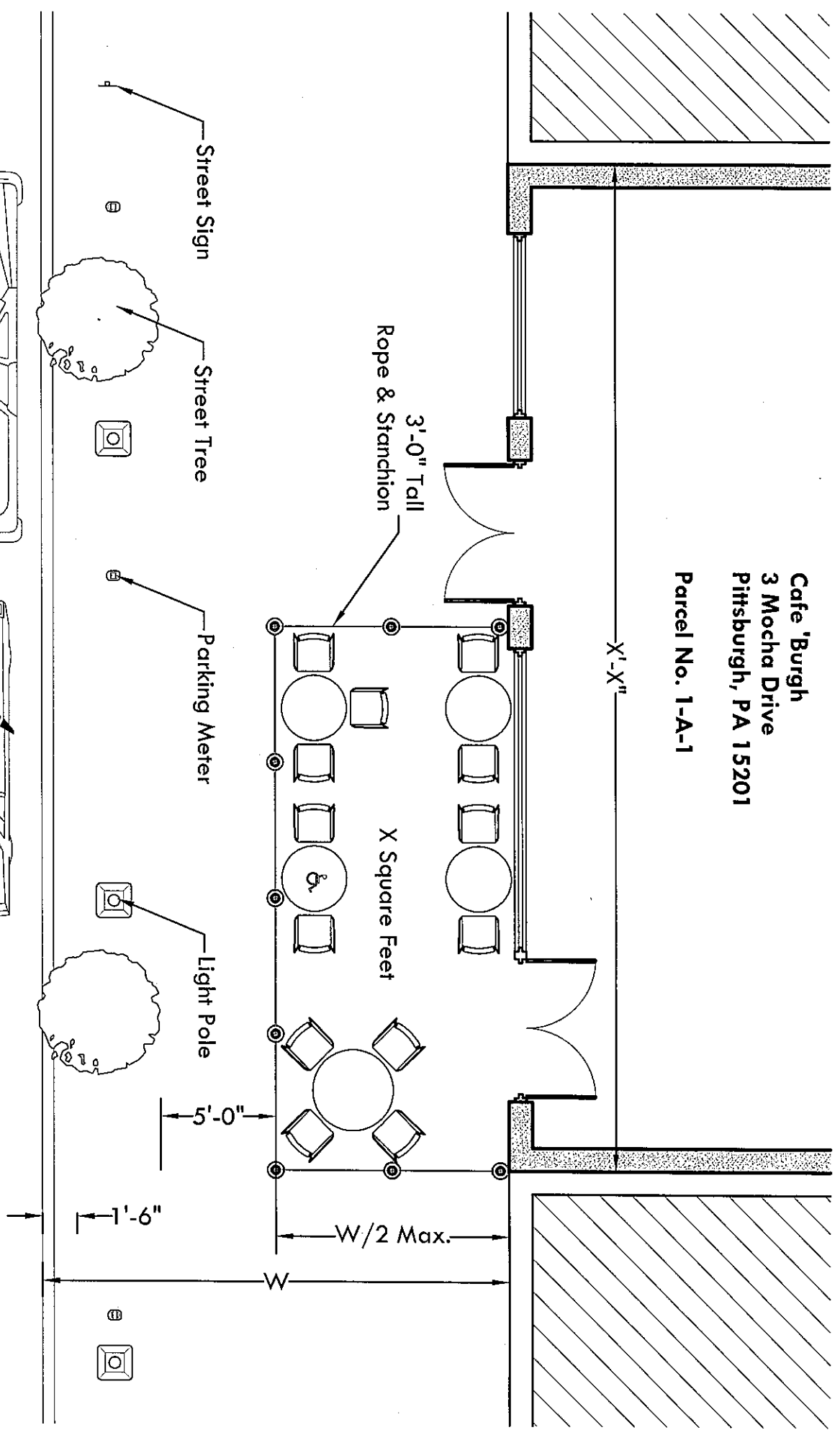
1. Site plans shall include:

- (a) Size of encroachment onto publicly owned sidewalk
- (b) Sidewalks up to ten (10) feet in width shall leave four (4) feet of sidewalk clear of obstructions to allow unimpeded pedestrian and disabled pedestrian traffic, in accordance with Americans with Disability Act (ADA) standards. Sidewalks over ten (10) feet in width shall leave five (5) feet of sidewalk clear of obstructions to allow unimpeded pedestrian and disabled pedestrian traffic, in accordance with the Americans with Disability Act (ADA) standards. No obstruction shall be placed within eighteen (18) inches of the face of any curb, within five (5) feet of any fire exit, fire hydrant, or building corner.
- (c) The width of the storefront. A sidewalk café is limited to the width of the storefront of the establishment with which the area is associated. The area of ingress and egress is to be shown.
- (d) Gross square footage.
- (e) Compliance with federal accessibility standards, to accommodate persons with disabilities.
- (f) Compliance with Building Code standards for egress from the café and from the establishment, in case of fire or other emergency
- (g) City and other approved obstructions are shown outside the required ADA clear passageway. Obstructions shall include, but not be limited to, light poles, traffic signal poles, fire hydrants, utility structures, bike racks, parking meters, street trees, and street signs. Further, the sidewalk café cannot obstruct the clear sight distance for vehicles or access or crossings for the disabled.
- (h) The seating, table layout, and barrier system, to scale, along with passageway/aisle clearances.

2. Design aspects to be included in the site plan are:

- (a) Sidewalk cafés shall have a rope and stanchion as an enclosure, unless some other barrier system is approved by the City as an architectural design element.
- (b) Sidewalk cafés are comprised of tables for dining. There shall be no standing room. No service equipment is permitted.
- (c) Furnishings for sidewalk cafés shall consist solely of moveable tables, chairs, and decorative accessories. There shall be at least one (1) table that is ADA compliant.
- (d) The square footage of the sidewalk café area shall determine the number of permitted tables and chairs based on the Building Code requirements in effect at the time of the initial application. The proprietor is also required to update sidewalk café seating to meet Building Code requirements in effect at the time of annual renewal.
- (e) If awnings are proposed, they shall be adequately secured and retractable. If umbrellas are proposed, they are to be included in the submitted site plan, and must meet ADA standards for encroachment into the public right-of-way, that is, umbrellas must be totally within the sidewalk café area and the edges and prongs must leave the path of travel clear and unobstructed.
- (f) Sidewalk cafés shall be at the same elevation as the public sidewalk. Paint, carpeting, artificial turf, or other floor coverings of any kind shall not be permitted at any time in the sidewalk café area.
- (g) No signage shall be allowed in any sidewalk café, or on the adjacent sidewalk, with the exception that small lighted menu boards may be permitted.
- (h) Sidewalk café uses shall be subject to Pittsburgh Zoning Code standards, as stated at Pittsburgh City Code section 911.04.A.68.

Cafe 'Burgh
 3 Mocha Drive
 Pittsburgh, PA 15201
 Parcel No. 1-A-1



Mocha Drive

John Doe, Architect
 Contact Information
SAMPLE

Scale: 1/8" = 1'-0"

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 Pittsburgh City Code of Ordinances, 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. Cafés 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. (412-255-2529).

WHAT DO I NEED WHEN I APPLY FOR THIS PERMIT?

- Site plan drawn to scale and stamped by a registered architect or engineer. (*Exempt for café's with less than 3 tables*).
- Photograph of the café frontage (front/left/right).
- Building owner endorsement letter.
- A letter addressed to the Director of Public Works requesting permission to set up a café.
- 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.
- Undated check payable to Treasurer, City of Pittsburgh for \$150 plus \$1 per café sq. footage.

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.

CITY OF PITTSBURGH, DEPARTMENT OF PUBLIC WORKS

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.

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.
- The barrier should be high quality. Rope & Stanchion preferred. 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.

CITY OF PITTSBURGH, DEPARTMENT OF PUBLIC WORKS

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 (*No stamp is necessary for café's with less than 3 tables*) 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.

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.*

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

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 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...412-255-2529.