

**EXTENSION OF PREMISE APPLICATION**  
**FOR COOKING AND FOODSERVICE PURPOSES**

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

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*Fax or Email this Completed Request along with all Attachments to  
Ben Carlise [ben.carlise@pittsburghpa.gov](mailto: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: \_\_\_\_\_

Reason for the Extension: \_\_\_\_\_  
\_\_\_\_\_

(DBA) Business Name: \_\_\_\_\_

Days and Times of Operation: \_\_\_\_\_

Sidewalk Width: \_\_\_\_\_ Width of Extension \_\_\_\_\_

Sidewalk Length: \_\_\_\_\_ Length of Extension \_\_\_\_\_

List existing Street Furniture etc. described below that is adjacent to the business property:

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The Director may consider the width of the sidewalk; the proximity and location of existing street furniture, including but not limited to: signposts, lamp posts, parking meters, bus shelters, benches, phone booths, and newspaper vending devices; the presence of bus stops, truck loading zones, and taxi stands; pedestrian and vehicular traffic patterns; and other factors he/she deems relevant. City Code 416.16(f2)

**ATTACH THE FOLLOWING:**

- Property Owner pre-printed endorsement letter.
- Insurance Certificate: Must name City of Pittsburgh as an additional insured.
- Pictures of the store frontage showing the sidewalk (front, left, & right).
- \$250 undated check payable to "Treasurer, City of Pittsburgh".
- Sketch showing site plan on sidewalk including proximity to existing street furniture.
- Completed pre-printed Acceptance Form.
- Notarized pre-printed consent form of abutting property owners left & right.

**DO NOT WRITE BELOW THIS LINE**

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For City of Pittsburgh Use:

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**EXTENSION OF PREMESIS APPLICATION**

- APPROVED: A copy of the Approved Application will be forwarded to: Council District \_\_\_\_\_
- DISAPPROVED FOR THE FOLLOWING REASON(S):
- Falsification of Information.
- Current restrictions prohibit extension at this location.
- Other: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

*EXTENSION OF PREMISES  
FOR COOKING AND FOOD SERVICE PURPOSES  
CITY OF PITTSBURGH*

**PROPERTY OWNER ENDORSEMENT**

*Permission to set up and operate an Extension of Premises for cooking and food service purposes*

I, \_\_\_\_\_  
PRINT NAME

as owner of the property located at:

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY / ZIP

Do hereby endorse, authorize, and grant permission to my tenant to set up and operate an Extension of Premises for cooking and foodservice purposes 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 the Pittsburgh City Code of Ordinances.

Signature of Property Owner \_\_\_\_\_  
SIGNATURE DATE

RECEIVED: \_\_\_\_\_  
DPW INITIAL DATE

*To the Council of the City of Pittsburgh*

Gentlemen:

We, the undersigned, being all of the property owners in interest and number, abutting left and/or right upon the property line of applicant...:

**Lot & Block & Address of APPLICANT property:** \_\_\_\_\_  
(Please Print)

Lot & Block & Address of abutting property RIGHT: \_\_\_\_\_

Lot & Block & Address of abutting property LEFT: \_\_\_\_\_

...respectfully petition Your Honorable body for the passage of a resolution or your individual approval in your council district to allow the applicant to encroach on the above listed right-of-way and in consideration of the premises, and for the purposes of inducing the corporate authorities of said City to enact a resolution or approval for said purpose, we do hereby stipulate, covenant and agree to release and forever discharge, said City from any and all claims for damages whatsoever which we, or either of us, may, might, or could have claim, for any reason, of the encroachment of said public right-of-way between said terminal points; and we further agree to indemnify, save harmless and defend said City from any claims and from the payment of any damages whatsoever resulting to any property owned by us, or by any persons whatsoever, abutting or non-abutting, for or by reason of said encroachment.

We further waive the right to ask for the appointment of Viewers to ascertain and assess any damages caused by such encroachment, and in the event of any Viewers' proceeding being made necessary for or by reason of the passage of such resolution or approval, we do hereby jointly and severally agree and bind ourselves, our heirs, executors, administrators, successors and assigns to pay or cause to be paid to the Treasurer of said City all the costs and expenses incurred therein, the costs in court, the cost of advertising, handbills and any other expense incurred in such Viewers' proceedings, and that said amount shall be forthwith paid upon the City Solicitor certifying to the City Treasurer the amount of said costs.

IN WITNESS WHEREOF, We have hereunto set our hands and seals as of the

\_\_\_\_\_ Day of \_\_\_\_\_, A.D. 20 \_\_\_\_\_.

Witness

Property Owners: *(Please Sign & Print L&B)*

\_\_\_\_\_

\_\_\_\_\_ (seal)  
Applicant: Signature & Lot & Block

\_\_\_\_\_

\_\_\_\_\_ (seal)  
Abutting 1 RIGHT SIDE OF APPLICANT: Signature & Lot & Block

\_\_\_\_\_

\_\_\_\_\_ (seal)  
Abutting 2 LEFT SIDE OF APPLICANT: Signature & Lot & Block

City of Pittsburgh

Personally came \_\_\_\_\_ who being duly sworn says that he is personally acquainted with the owners of the property fronting or abutting upon the within described highway, and that he is one of the owners thereon, and that he knows said petition is signed by all of said owners, and that the signatures of said petition are the proper and genuine signatures of said owners.

Sworn and subscribed before me this \_\_\_\_\_ of \_\_\_\_\_, 20 \_\_\_\_\_

**EXTENSION OF PREMISES  
ACCEPTANCE FORM**

I, \_\_\_\_\_

Owner / Manager of \_\_\_\_\_

*Agree that I and my employees will abide by all the conditions, standards, rules, and regulations set forth in the application requirements for an Extension of Premises for Cooking and Foodservice purposes as stated in the Pittsburgh City Code of Ordinances. 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 Extension of Premises.*

*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 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 an Extension of Premises for Cooking and Foodservice Purposes 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 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 an Extension of Premises. I will have the required insurance policy, naming the City of Pittsburgh as an additional insured in force at all times during the operation of the Extension of Premises.*

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

Signature \_\_\_\_\_

*Owner / Manager*

Date \_\_\_\_\_

For DPW \_\_\_\_\_