EXTENSION OF PREMISE APPLICATION
FOR COOKING AND FOODSERVICE PURPOSES

City of Pittsburgh
Department of Mobility & Infrastructure
611 Second Avenue
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:** _____

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:

_____

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".** (416.27c)
- **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

For City of Pittsburgh Use:

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
ACCEPTANCE FORM

I, _____

Owner / Manager of DBA: _____

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 agree that I am responsible for keeping all visitors, patrons, employees, and equipment, including, without limitation, tables, displays, sandwich boards, cooking appliances, grills, and heaters from occupying or encroaching into the required clear sidewalk space.

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 DOMI _____

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 Food Service 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:_____
DOMI 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 an Extension of Premises for Cooking and Food Service Purposes 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 WHEROF, 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 aquatinted 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 _____