



## Outdoor Dining & Retail at a Glance

Department of Mobility and Infrastructure  
April 21, 2023

### At a Glance

- A business owner must apply for an Outdoor Dining & Retail License to use the public right-of-way (the sidewalk or parking lane) for their business operations. The fee for an Outdoor Dining & Retail License is \$150.
- Outdoor Dining & Retail Licenses must be renewed annually, including an annual site inspection.
- Applicants proposing semi-permanent structures, such as platforms, as part of the Outdoor Dining & Retail activity must also submit Minor Encroachment Permit. A separate permit application and professional drawings are required for this review. This is a one-time application.
- Any structures, including tents, proposed as part of the Outdoor Dining & Retail License must be reviewed by the Department of Permits, Licenses, and Inspections (PLI) and comply with applicable building code requirements. Stamped drawings may be required for this review.
- Approvals from Allegheny County Health Department (ACHD) and Pennsylvania Liquor Control Board (PLCB), or others, may still be required

### Required Applications/Documents

The following documents are required as part of the DOMI Outdoor Dining & Retail License Application (additional documents may be requested at the reviewer's discretion):

- Signed [terms and conditions](#)
- Site Plan
  - Applicants will be required to submit a site plan with dimensions indicating the location of the installation and placement of materials. Architectural or engineering drawings are encouraged but not required. Hand drawings are acceptable when drawn to scale and meet all other site plan requirements listed below.
    - Site plans should be scaled to show surroundings located within ten (10) feet of the outer edge of the proposed use;
    - Existing storefront location(s), width(s), and location(s) of entry/exit door(s) (including generally unused emergency exits);
    - Dimensions of the Outdoor Dining & Retail activity;
    - Layout and dimensions of tables, barrier system, and/ or other furnishings;
    - Existing sidewalk, parking lane, and travel lane widths as appropriate;
    - Location of any transit stops within 30' of the furthest extent of the outdoor dining or retail activity; and,
    - Location of any obstructions such as utility poles (light/power/traffic signal), fire hydrants, parking meters, street signs, street trees, bike racks, etc.
- Three color photos of the proposed outdoor dining and retail area.
  - One photo showing the proposed area face on

- Two photos from opposite 45-degree angles
- Google Street View screenshots are acceptable as long as the images were taken within the past year
- A Certificate of Insurance from the proprietor's insurance company, naming the City as additional insured. The certificate of insurance shall be occurrence-based and not claims-based.

The following information should be included in the application's work description:

- Business name
- Daily and weekly hours of operation of the business and proposed hours of operation of the outdoor dining or retail activity.
- Proposed number of tables and chairs.

Additional information may be required based on the scope of the application:

- If the applicant is not the property owner, written authorization from the property owner must be submitted as part of the application.
- If the applicant seeks to utilize the right-of-way abutting adjacent properties, proof of permission to utilize the right-of-way of the adjacent property owner must be provided at the time the application is submitted.

### **Outdoor Dining Platforms**

If semi-permanent structures, such as platforms, are proposed as part of the Outdoor Dining & Retail activity, a Minor Encroachment Permit is required in addition to the Outdoor Dining & Retail License.

The following documents are required as part of a Minor Encroachment Permit for platforms, railings, and related infrastructure. Additional document may be requested at DOMI's discretion):

- Applicant and business name and address
- Signed terms and conditions
- A Certificate of Insurance from the proprietor's insurance company, naming the City as additional insured. The certificate of insurance shall be occurrence-based and not claims-based.
- Site plan with information referenced above drawn by a professional (engineer, architect, urban designer, etc)
- Manufacturers specifications for platforms, barriers, and other related infrastructure
- Letters or emails from corresponding utility companies stating approval
  - PWSA requires a separate application:
    - <https://www.pgh2o.com/developers-contractors-vendors/permits/utility-letter-request>

## **Review Process**

All Outdoor Dining & Retail licenses and associated Minor Encroachment Permits will be reviewed by DOMI for compliance with the [Outdoor Dining & Retail Guidelines](#). Applicants are encouraged to review the full guidelines prior to submitting an application.