

EXTENSION OF PREMISES APPLICATION

City of Pittsburgh
Department of Mobility & Infrastructure
611 Second Avenue
Pittsburgh, PA 15219
412-255-2529

*Email this Completed Request along with all Attachments to
domipermits@pittsburghpa.gov*

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: _____

PLEASE PROVIDE WIDTH AND LENGTH OF SIDEWALK BELOW:

Sidewalk Width: _____ Width of Extension _____

Sidewalk Length: _____ Length of Extension _____

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: Dept. of Mobility & Infrastructure
- Insurance Certificate: Must name City of Pittsburgh as an additional insured
- Pictures of the store frontage showing the sidewalk (front, left, & right).
- \$25 Check payable to "Treasurer, City of Pittsburgh" (416.16d)
- Sketch showing Site Plan of Extension Set-Up

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):
- Incomplete Application
- Falsification of Information.
- Current restrictions prohibit extension at this location.
- Other: _____

APPROVED BY: _____ DATE: _____

ACCEPTANCE FORM
Operating an Extension of Premises

I, _____
PRINT NAME

Owner / Manager of _____
PRINT 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 as stated in the City of Pittsburgh 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 permit.

I agree that I am responsible for keeping all visitors, patrons, employees, and equipment, including, without limitation, tables, displays, sandwich boards, 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 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 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 a sidewalk cafe. I will have the required insurance policy, naming the City of Pittsburgh as an additional insured, in force at all times during the operation.

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

Signature: _____ Date: _____
Owner / Manager

For DOMI _____

*EXTENSION OF PREMISES
CITY OF PITTSBURGH*

PROPERTY OWNER ENDORSEMENT

Permission to set up and operate an Extension of Premises for public display of goods

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 public display of goods 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

EXTENSION OF PREMISES RULES & REGULATIONS

Purpose:

The purpose of the Extension of Premises Permit is to encourage businesses such as novelty shops, clothing stores, boutiques, bookstores, art galleries, florists and the like to expand their space onto their sidewalks and to create a pedestrian-friendly environment for visitors and residents alike to stroll the streets and enjoy the variety of merchandise available. Or to simply sit and relax and enjoy the friendly business activity created in the neighborhood around them. At the same time, the extension of premises shall be neat, orderly, attractive and clean and shall never impede pedestrian or wheelchair traffic along the sidewalk.

(This permit is NOT applicable to establishments serving food or beverages).

Rules & Regulations:

Extension of Premises expressly prohibits sales transactions of any kind on the sidewalk. No money is to be exchanged outside of the premises. This violation constitutes immediate forfeiture of the permit for one (1) full year.

Extension of Premises is for temporary display only, and not intended for permanent encroachments of any kind.

Extension of Premises is for the use of the occupier of the premises directly abutting the business address store frontage. It is not for other businesses or vendors and is non-transferable.

Extension of Premises does not include the serving of food and/or beverages which is addressed in the Pittsburgh Code of Ordinances governing sidewalk cafes (Please refer to Chapters 416.18 through 416.23 and 911.04.A.68). *Restaurant table service is strictly prohibited.*

Extension of Premises furniture or fixtures shall not be permanently attached to the structure of the building or sidewalk.

Extension of Premises shall not include cooking, serving and selling food on the sidewalk which is governed by the Pittsburgh Code of Ordinances Title 7, Chapter 719 - Vendors and Peddlers, and Title 4, Chapter 416.27 - Extension of Premises for Cooking and Food Services.

The Extension of Premises display shall not contain perishables unless wrapped and sealed.

Extension of Premises shall not include the presence of cooking or heating appliances in operation on the sidewalk. This is governed under a different permit in the Pittsburgh Code of Ordinances, 416.27 Extension of Premises for Cooking and Food Services.

Extension of Premises furniture means only such furniture as shelves or tables for display purposes. Seating area is acceptable but does not include upholstered furniture. Tables & chairs may be used as long as there is no waiter service, orders taken, or money transactions occurring outside. Tables & chairs may be substituted with one (1) bench not to exceed five (5') feet in length. Tables & Chairs are not permitted for any establishment serving food or beverages ie: Pizza Shops, Sandwich Shops, and Coffee Shops. *A Sidewalk Café permit is needed for establishments whose sole purpose is food or beverage sales.*

Extension of Premises must leave enough room for unimpeded pedestrian passage. Sidewalks up to ten (10') feet in width shall leave a minimum of five (5') feet of sidewalk clear of obstructions to allow unimpeded pedestrian and disabled pedestrian traffic. Sidewalks over ten (10') feet in width shall leave a minimum of seven (7') feet of sidewalk clear of obstructions to allow unimpeded pedestrian and disabled pedestrian traffic. No obstruction shall be placed within thirty (30") inches of the face of any curb, or within five (5') feet of any fire exit, fire hydrant, or building corner.

All Extension of Premises wares and furniture shall be stored inside the premises at the end of the business day and removed from the sidewalk no later than 10PM.

The Extension of Premises permit shall be placed in plain view within the premises preferably in the business' front window.

Penalty: *Failure to comply with the provisions of Pittsburgh Code of Ordinances, Title Four, Article I, regarding use of the public right of way or with these regulations shall result in revocation of the Extension of Premises permit in addition to other applicable enforcement measures of Article I of Title Four of the Pittsburgh Code of Ordinances.*