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CITY-COUNTY BUILDING

# Street Modification for Outdoor Operations **APPLICATION PROCESS**

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## **1. Review Guidelines and Submit Applications**

### **a. Department of Mobility & Infrastructure (DOMI)**

DOMI is responsible for authorizing the use of public right-of-way (ROW) for sidewalk cafes (defined as designated outdoor seating for a specific business with or without table service) and public/shared seating.

Review the [Street Modifications for Outdoor Operations Guidelines \(Website\)](#). Then, complete the [Application for Right-of-Way Occupancy \(Google Form\)](#). This application can be submitted by a community organization or sponsor on behalf of one or more businesses located on the same street.

At the time of application, you will need to provide:

- Contact information
- Site Plan
- Description of Use

By the time of approval you, you will need to provide:

- Insurance
- Barriers
- Furnishings

## **b. Department of Permits, Licenses and Inspections (PLI)**

A temporary occupancy permit issued by PLI is required for all sidewalk café and public seating within the ROW.

Submit an application through [OneStopPGH](#), for a Temporary Occupancy Permit ("TOP"). A TOP application is required for every application. This application can be submitted by a community organization or sponsor on behalf of one or more businesses located on the same street.

To access the TOP application, visit [OneStopPGH](#), select PLI "Occupancy Only" and then select these options and provides this information:

- Structure type = "Commercial"
- Work type = "Temporary Use"
- Proposed use = describe area and nature of use (example: "sidewalk to be used for café seating and table service")

Note: a Zoning and Development Review (ZDR) is not required.

At the time of application, you will need to provide:

- Contact information
- Site Plan
- Description of Use

## **2. DOMI and PLI Review Applications**

DOMI and PLI will review the applications and conduct a field check, if necessary, to verify the accuracy of the information contained in the applications. DOMI and PLI will contact applicants if any additional information is required or if any modifications of the application are necessary for feasibility.

## **3. Permit Issuance**

PLI will notify the applicant of its decision. If approved, PLI will issue the TOP.

After receiving notice of approval of the TOP, the Applicant will provide proof of the TOP approval to DOMI via email at [erin.clark@pittsburghpa.gov](mailto:erin.clark@pittsburghpa.gov). After receiving proof of the TOP approval, DOMI will notify the applicant of its decision. If approved, DOMI will issue the appropriate permit to occupy or operate in the public right-of-way.

#### **4. Implementation**

After receiving permits from DOMI and PLI, City staff will visit the location to mark the areas where barriers and signage must be placed. If the City is providing any temporary barriers or signage, those materials will be delivered to the location at this time as well.

Once the location is marked and barriers and materials are on site, the Applicant is responsible for installing the signage and barriers in the designated places. At this time, the location is to be set up by the Applicant, but may not legally be in use, until an inspection has been performed and approvals are given.

#### **5. Inspection**

Once the above steps are completed, the Applicant is responsible to request an inspection from both PLI and DOMI through the [OneStopPGH](#) portal, see [this tutorial](#). The inspectors will verify that actual layout, barriers, signage, and furnishings are as approved. Applicant will be required to make any modifications to barriers, signage, or furnishings the inspectors deems necessary.

#### **6. Permit Completion**

After the location passes inspection, DOMI and PLI will provide electronic copies of the permits and the Applicant may begin occupancy and operations.