



**Sidewalk cafés.** A great way to increase business capacity, encourage visitors and add vitality to our downtown. Sidewalk cafes function as an extension to an existing restaurant’s seating area and are permitted during regular operating business hours of the host establishment.

The intent of the City’s OPEN(Air) Pilot Program is to increase capacity for businesses so that they can continue to operate during under COVID-19 restrictions, whilst ensuring public safety and continued adherence to state guidelines. A permit for a Sidewalk Café through the pilot program can accommodate temporary structures such as tables, chairs, shade coverings, and planters that can easily be removed. The Pilot Program ends on October 31, 2020.

**PERMITTING CHECKLIST**



- ROW Permit Application
- Site Plan
- Certificate of Liability Insurance (City of Puyallup as additional insured with CG2012 attachment)
- Proof of ownership and proof of signature authority

**HOW DO I GET STARTED?**

1. Review site location to determine if a sidewalk café is appropriate.
2. **Consider your site plan:** Dimensions of dining area location, sidewalk or other area to be used, proposed type of seating, proposed markings/barricades used, proposed signage. *See requirements on page 2.*
3. If extending liquor service outdoors; business is responsible for complying with all City and State laws and ordinances, including those established by the Washington State Liquor and Cannabis Board (WSLCB).
4. Business is responsible for meeting the requirements of the Tacoma Pierce County Health Department (TPCHD). Contact: [food@tpchd.org](mailto:food@tpchd.org) or (253) 798-4711.
5. Consider contacting City staff prior to applying if you have questions. P: (253) 864-4165 / E: [permitcenter@ci.puyallup.wa.us](mailto:permitcenter@ci.puyallup.wa.us)

**REVIEW PROCESS STEPS**

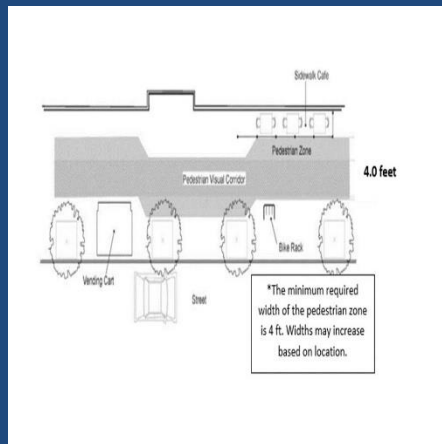
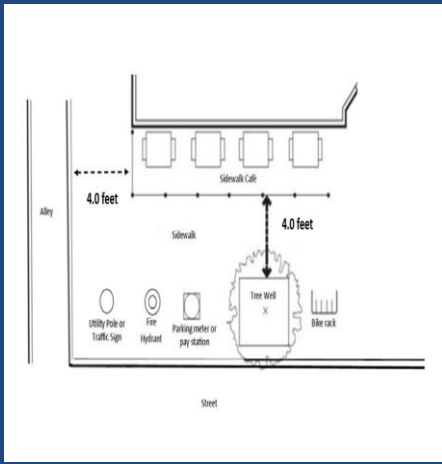
1. Apply for a temporary ROW permit [here](#). **Note that all permit fees have been waived.** Completed applications can be emailed to: [permitcenter@ci.puyallup.wa.us](mailto:permitcenter@ci.puyallup.wa.us)
2. Submit required documents with application.
3. All Sidewalk Café permit requests will be reviewed and approved by City staff and a temporary permit will be issued.

**GENERAL GUIDELINES**

- ✓ Permits expire after October 31, 2020
- ✓ All permit fees have been waived for Sidewalk cafes during the Pilot Program.



**NOTE:** This tip sheet does not substitute for codes and regulations. The applicant is responsible for complying with all codes and regulations as relevant to their business and permit type. **Rev. 1 / June 30, 2020**



- ✓ Cafes to operate during regular business hours of host establishment and must include temporary structures only.
- ✓ Must directly abut restaurant, adjacent to property (frontage or side).
- ✓ Sidewalk cafes cannot block access to Fire Dept Connections, sewer, water, gas valves, or exits from other buildings.
- ✓ Seating must be placed 6 ft apart to align with social distancing requirements. The café floor cannot be covered with carpet, turf or other surface cover. Open flame heaters prohibited.
- ✓ Cafes must leave sufficient unobstructed sidewalk width for comfortable passage of pedestrians. Pedestrian pathways should be in a straight line and no less than 4 feet in width, not counting the width of the curb.
- ✓ The Manual on Uniform Traffic Control Devices requires the minimum height from bottom of signs (awnings/canopies/umbrellas) to be 7 feet. The required clear area must be maintained without obstruction.
- ✓ Must comply with noise standards set by [PMC 6.16.050](#)
- ✓ Business owners must hold a valid business license.
- ✓ Maintain a valid liability insurance policy with the City of Puyallup named as the additional insured throughout life of the permit. Informational flier for insurance provider [here](#).
- ✓ If liquor is being served to Sidewalk café customers, the business owner is responsible for holding a valid WA State liquor license and comply with all requirements established by the WA State Liquor Control Board (Contact: 360-664-1600).
- ✓ Sidewalk café must comply with Title III of the ADA.
- ✓ All public use permits are of a temporary nature and can be revoked by the City of Puyallup.



## SITE PLAN REQUIREMENTS

In order to review your application in a timely manner, it is important that special attention to the development of a site plan is given. Please use the following checklist:

- Label the property address, business name, street names and include a north arrow.
- Show and label all existing sidewalk obstructions (e.g., fire hydrants, trees, street furniture, streetlights, bike racks, utility covers and poles).
- Show proposed sidewalk café layout: Number of tables/chairs, umbrellas or other coverings, railings and utility connections to host establishment.
- Provide accurate dimensions of pedestrian pathway from sidewalk café to the curb.
- Customer and table distancing shall adhere to State's Safe Start program guidelines.
- If your business is proposing a barrier of some sort (railing, planters, stanchions), please show the style of barrier.



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City of Puyallup • Permitting Services • [www.ci.puyallup.wa.us/325/Permit-Support-Services](http://www.ci.puyallup.wa.us/325/Permit-Support-Services) or 253.864.4165