

**CITY OF WEST PALM BEACH  
ENGINEERING SERVICES DEPARTMENT  
401 CLEMATIS STREET  
WEST PALM BEACH, FLORIDA 33401  
(561) 494-1040 - (561) 494-1116 FAX**

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**NON-REFUNDABLE FEE OF \$150.00 IS REQUIRED AT TIME OF APPLICATION. PAYMENT OF THE APPLICATION FEE DOES NOT GUARANTEE APPROVAL.**

**Application Process (PLEASE READ CAREFULLY)**

In order to obtain a Sidewalk Café Permit, this application must be completed, signed and the required documents must be submitted to the Development Services Department (first floor of City Hall).

- 1) A copy of a **City of West Palm Beach Occupational License** to operate the restaurant that is adjacent to the proposed Sidewalk Café. **[MANDATORY]**
  
- 2) A copy of an original **Certificate of Insurance** with the following coverage, limits, and requirements:  
**[MANDATORY]**
  - (A) Commercial general liability in the amount of \$1,000,000 per occurrence for bodily injury and property damage. Sidewalk Cafés serving alcoholic beverages must provide alcoholic-license liability insurance in the amount of \$1,000,000 per occurrence for bodily injury and property damage. The City must be named as an additional insured party on said policy(s) and an endorsement must be issued as part of the policy reflecting the requirement.
  - B) Worker’s Compensation and employer’s liability as required by the State of Florida.
  - C) All policies must be issued by companies authorized to do business in the State of Florida and rated B+:VI or better, per Best’s Key Rating Guide, latest edition.
  - D) The City must receive thirty (30) days written notice prior to any cancellation, non-renewal or material change in the coverage provided.
  
- 3) Copy of **liquor license** including extension to serve alcohol on a sidewalk. **[MANDATORY]**
  
- 4) **Two copies** of a drawing (drawn to scale or dimensioned) showing the following:  
**[MANDATORY]**
  - A) The layout and dimensions of the existing sidewalk area and adjacent private property.
  - (B) Existing fire hydrants, utility and above-ground fixtures.
  - (C) Tree guard railings and fixed tree planters.
  - (D) Proposed location, size and number of tables, chairs, steps, planters and umbrellas.
  - E) Location of doorways, trees, parking meters, bus stops and shelters, sidewalk benches, trash receptacles and any other sidewalk obstructions, either existing or proposed, within the pedestrian area.
  
- 5) Photographs, drawings or manufacturers’ brochure fully describing the appearance of all proposed tables, chairs, umbrellas, menu boards or specials boards, or other objects relating to the Sidewalk Café.  
**\*[CONDITIONAL]**
  
- 6) A notarized affidavit from the owners of the properties in front of which the proposed Sidewalk Café will be located consenting to the operation of the Sidewalk Café at the proposed location.  
**\*[CONDITIONAL]**

One (1) copy of the approved plans must be stored on-site and made available to City Code Enforcement Officers upon request. The application is not approved until the **Engineering Services Department** issues the Sidewalk Café Permit. All outstanding amounts due to the City must be paid prior to issuance of the permit. **Please do not begin operation of a Sidewalk Café until a permit has been issued or it will be deemed a violation of the City Code.**

**\*[CONDITIONAL] = Not required for RENEWAL if exactly the same as previous year.**

RESTAURANT NAME \_\_\_\_\_

RESTAURANT ADDRESS \_\_\_\_\_

BUSINESS PHONE NO. \_\_\_\_\_ BUSINESS FAX NO. \_\_\_\_\_

APPLICANT'S NAME \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_ HOME PHONE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

\*OWNER'S NAME IF DIFFERENT FROM APPLICANT  
\_\_\_\_\_

TOTAL NUMBER OF OUTSIDE CHAIRS \_\_\_\_\_ TABLES \_\_\_\_\_ SQUARE FEET \_\_\_\_\_

Application is hereby made for the Sidewalk Café permit described hereon. The undersigned has reviewed this application and all information contained herein is true and correct. I understand that this is an application only and submission thereof does not authorize me to begin operation of the Sidewalk Café. I may begin operation only after a permit has been issued. I acknowledge that the application fee is non-refundable. I understand that the application, attachments and fees become part of the Official Records of the Engineering Services Department and are not returnable. I also acknowledge that the payment of the application fee does not guarantee approval. Any questions regarding this process shall be directed to the Engineering Services Department. I have read "City Code Chapter 78, Article X, Sidewalk Cafes" and understand the regulations pertaining to sidewalk cafes.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_



FOR OFFICIAL USE ONLY:

Total Square Feet \_\_\_\_\_ Permit No. \_\_\_\_\_

Alcohol License \_\_\_\_\_

\* If the Applicant is not the Owner of the restaurant, the application must be accompanied by an affidavit from the Owner consenting to the operation of a Sidewalk Café.

Use this form to sketch the outside table and chair layout. Include light poles, fire hydrant, parking meters, trees and planters and any other permanent structures on the sidewalk. Add entrance to building, dimensions from front of building to curb, table location, distance between tables and distance from structures also provide a north arrow.

FRONT OF BUILDING

