



# CITY OF ORLANDO

## Sidewalk Café Permit Application

Date: \_\_\_\_\_

Establishment Address: \_\_\_\_\_

Applicant Name, Address, Phone: \_\_\_\_\_

Property Owner Name, Address, Phone: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

For Primary Contact, do we have current Phone #, FAX # and email address? \_\_\_\_\_

### GENERAL

Will the sidewalk café offer alcoholic beverages for sale, service or consumption?  Yes  No

Number of Tables: \_\_\_\_\_

Café Area: \_\_\_\_\_ sq ft

Eating and Drinking Establishment Name: \_\_\_\_\_

### Submittal Requirements:

- Fully dimensioned site plan, including the location of the sidewalk café tables and chairs.
- Detail drawing of the required railing or barrier.
- Written authorization of the owner of the property allowing the sidewalk café adjacent to the eating and drinking establishment.
- A digital photograph depicting the existing condition of the sidewalk.
- For a sidewalk café up to 5 tables or 200 sq. ft. in size the annual permit fee is \$500.
- For a sidewalk café of 6 tables or more or greater than 200 sq. ft. in size the annual permit fee is \$750.
- Proof of comprehensive liability coverage against personal injury and property damage in the amount of \$500,000.00. A Certificate of Insurance naming the City as an additional insured and requiring that the City be notified 30 days prior to any termination or decrease of coverage.
- Note: A sidewalk café may not impede the free passage of pedestrians or vehicular traffic. No sidewalk café may extend beyond the public sidewalk into the street. All sidewalk cafes shall meet the requirements of Sections 54.27-2 --- 54.27-4 of the Orlando City Code.

\_\_\_\_\_  
Applicant Signature

### Notice to the Applicant:

- The addition of outdoor seats (covered and uncovered) may generate additional Sewer Benefit Fees. Please contact the Permitting Services Division at 407.246.2271 for more information.
- The creation of a sidewalk café may require a Right-of-Way (ROW) encroachment agreement. Please contact the Permitting Services Division at 407.246.2271 for more information.
- Any sidewalk café proposed within the Downtown CRA, shall be reviewed and approved by the Development Review Committee (DRC). Please visit: [http://cityoforlando.net/permits/forms/sidewalk\\_cafe\\_permit.htm](http://cityoforlando.net/permits/forms/sidewalk_cafe_permit.htm) for the DRC application.