

SIDEWALK CAFÉ PERMIT **(required for sidewalk café with surrounding enclosure)**

A guide to help you understand the process:

FEES: (cash or check payable to the City of Frederick)

- **New application = \$128.00 Annual fee**
- **Renewal = \$64.00 Annual fee** (No changes from previous year)

What is a Sidewalk Café (with surrounding enclosure) Permit?

- The first step in obtaining a Certificate of Occupancy (Sidewalk Café with surrounding enclosure shall not operate without first receiving a Certificate of Occupancy).

What a Sidewalk Café (with surrounding enclosure) Permit is NOT!

- NOT approval to use/operate a Sidewalk Café with a surrounding enclosure.
- NOT a permit to do any construction, electrical or plumbing work.
- NOT approval from any agency outside the City government (i.e. County, Health Department, County Liquor Board, State Fire Marshal, State Board of Cosmetology, etc.).

When do you need to apply for a Sidewalk Café Permit (with a surrounding enclosure) ?

- When a business wants to operate a Sidewalk Café with a surrounding enclosure within the City limits. Permit shall be issued on an annual basis.

Application Submittal

- Complete Sidewalk Café (with surrounding enclosure) Permit Application in entirety.
- Documentation of Liability Insurance (Copy of Certificate of Insurance with Certificate Holder listed as City of Frederick, 101 N. Court St., Frederick, MD 21701), Carrier, amount of coverage and contact information.
- Provide (5) copies of a scaled sketch required in accordance with City Code Section 22-7 (c) 2.b (5) and (6) showing all pertinent features of the area affected, including property lines, building footprint, sidewalks, street curb lines, lighting, trees, tree wells, planters, parking meters, street signs, and fire hydrants, proposed location of the outdoor café layout and enclosure including any physical changes proposed to the sidewalk such as holes for mounting railings or other enclosure systems.

How does the process work?

1. Application is filed with the Building Department.
NOTE: Process takes approximately 10-15 days pending additional information that may be required of the applicant during review.
2. Copies of the application are distributed to the following entities for review and approval:
 - a. Planning & Zoning – Determines if the proposed business complies with the Land Management Code and assures that the proposed business is located in the proper zoning district.
 - b. Building Plan Review – Reviews for compliance with the State Rehabilitation Code and makes the applicant aware of any other Codes that may be applicable.
 - c. City Engineer – Ensures compliance with any services in the rights-of-way.
 - d. Fire Protection Engineer – Reviews for compliance with the State Rehabilitation Code and Life Safety Code as well as making the applicant aware of any other Codes that may be applicable.
3. Any discrepancies or questions from review by the above entities will be emailed or mailed to the applicant.
4. If there are no additional issues to address and approvals are given by each reviewing entity, a Sidewalk Café (with surrounding enclosure) Permit is issued and notification and/or instructions emailed to applicant to pick up.
5. Applicant/Owner calls for Inspections, as required.
6. A Certificate of Occupancy is issued once inspections have passed.

Are there any inspections required?

YES. Inspections by the *Building Inspector and *Fire Protection Engineer are required for the purpose of addressing Life Safety issues.

- Inspection requests will need to be made between the hours of 12 PM (the day prior) to 7 AM the day of the requested inspection (Mon. – Fri. normal City workdays).
- Once the inspection has been conducted and approved, the Certificate of Occupancy will be mailed to the property owner.

REMEMBER – Do not operate the Sidewalk Café (with surrounding enclosure) until an inspection has been made and this office has issued a Certificate of Occupancy.

We are here to inform and assist you during this process. If any questions or problems arise, please feel free to contact our offices and we will do our best to help you.

Office Staff Contacts:

Permits Coordinator	301-600-3829
Permits Technician	301-600-3813
Building Plans Review	301-600-3816 or 3817
Planning & Zoning	301-600-1499
*Building Inspectors	301-600-3819 or 6272
*Fire Protection Engineer	301-600-3827



The City of Frederick, Maryland
Building Department

140 W. Patrick St., Frederick MD 21701 / 301-600-3812 / FAX 301-600-3826
www.cityoffrederick.com

SIDEWALK CAFE PERMIT APPLICATION
(REQUIRED FOR SIDEWALK CAFES WITH SURROUNDING ENCLOSURES)

FOR OFFICE USE ONLY

App No.: _____

App Type Code: _____

Tax ID #: 02- _____

App Date: _____

SECTION 1 – Complete in its entirety. Application will NOT be accepted unless all spaces are FULLY completed.

This application is for: New Renewal (No changes from previous year)

Address of Sidewalk Café:

Zoning:

Tenant Name:

Applicant	Contact Person:			
	Company Name:			
	Address:			
	Phone #:	FAX #:		
	Cell #:	E-Mail Address:		

REQUIRED DOCUMENTATION AND INFORMATION	DESCRIPTION OF PROPOSED SIDEWALK CAFÉ AND ENCLOSURE:	
	1. Square foot area of proposed Sidewalk Café and enclosure:	
	2. Seating Capacity:	
	3. Hours of Operation: _____ To _____	
	<input type="checkbox"/> Documentation of Liability Insurance (Copy of Certificate of Insurance with Certificate Holder listed as City of Frederick, 101 N. Court St., Frederick, MD 21701, Carrier, amount of coverage and contact information).	
	<input type="checkbox"/> Scaled sketch required in accordance with Section 22-7 (c) 2.b (5) and (6). Showing all pertinent features of the area affected, including property lines, building footprint, sidewalks, street curb lines, lighting, trees, tree wells, planters, parking meters, street signs, and fire hydrants, proposed location of the outdoor cafe layout and enclosure including any physical changes proposed to the sidewalk such as holes for mounting railings or other enclosure systems.	

Applicant/Owner Initial: _____ Date: _____

The City of Frederick, Maryland
Building Department
SIDEWALK CAFE PERMIT APPLICATION
(Page Two)

FOR OFFICE USE ONLY App No.: _____

OWNER/AUTHORIZED AGENT CERTIFICATION: The Owner/Authorized Agent hereby certifies and agrees as follows:

That I am the owner, or an authorized agent by the owner to act in their behalf as the owner's agent to make this Application. That the information given herein is true and correct and that all occupancy under this application will comply with all applicable Federal, State and Local Regulations. That occupancy will be in accordance with and as indicated on the approved site and building plans, review comments, agreements, specifications, etc., unless otherwise approved by the Building Department Manager and that ***all fees are non-refundable and non-transferable***. I further understand and agree that plans will be reviewed, inspections made and occupancy certificates issued; however, I assume ultimate responsibility for compliance of all codes, regulations, etc.

Before any structure to which this Certificate is applicable may be occupied or used for any purpose, a Certificate of Use & Occupancy must be obtained

*PROPERTY OWNER
SIGNATURE:

****PROVIDE NOTARIZED AFFIDAVIT FROM PROPERTY OWNER if signed by anyone other than Property Owner***

Property Owner Name (*Please Print*): _____ Date: _____

Mailing _____ Address: _____

Phone No.: _____ Fax No.: _____

E-mail Address: _____

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SECTION II (For Office Use Only)

Sidewalk Café w/ Surrounding Enclosure – New Application	\$ 128.00	Date Paid	Rec'd by:
Renewal (No changes from previous year)	\$ 64.00	Date Paid	Rec'd by:

SECTION III (For Staff Use Only) - REVIEW COMMENTS (Please write legibly)

Sketch Plan Attached

Reviewed By: _____ APPROVAL DATE: _____

Building (Blue) Planning (Green) Engineering (Salmon) Fire Code Review (Yellow) Other _____ Other _____

Applicant/Owner Initial: _____ Date: _____