

# Outdoor Dining Permit Checklist

## Prior to Submission

Prepare exhibit of proposed space. (Suggestion: print out a Google Maps aerial of your desired location and draw space there.) If you have questions about what is permitted, please visit: <http://fcgov.com/business> The exhibit must include desired location & size, dimensions (include distances between items listed below):

- Number of Tables and Chairs
- Railing and Fencing
- Patio/Shade Coverings
- Other Temporary Fixtures (Lighting, Heaters, Storage, etc.)
- Electrical routing & information
- Any Desired Bar Area(s)
- Number of Parking spaces being used
- Pedestrian Circulation

- If you are proposing an extension on private property, you **MUST** obtain property owner permission. A property owner email and phone number will be collected during submission.
- If you are wanting to serve alcohol on premise, you **MUST** obtain a "Modification of License" to your liquor license. The forms can be found here: <https://www.fcgov.com/cityclerk/liquor>

## Submission

Fill out permit here: <http://fcgov.com/outdoordiningapplication>

## After Submission

The City will review your permit application. You may be contacted to provide additional information should that be needed. If you are going to be setting up in the right of way (sidewalks/parking spaces), you will be contacted to coordinate delivery of barricades to block off the approved parking spaces.

- Before your permit is approved, you will be contacted to begin set up of your space. **(IMPORTANT: Do NOT set up your space before you are contacted. Once space is set up, it CANNOT be used until final permit issuance.)**
- Send pictures of set up space to [engineering@fcgov.com](mailto:engineering@fcgov.com) Pictures are to include:
  - Pedestrian circulation (ADA compliance)
  - Table/chair set up
  - Electrical routing
  - Entire set up in relation to primary building
  - FDC (fire department connection) location (only be applicable to sprinklered buildings)

## Approval

Your final approved permit will be emailed to the email provided on the application. If you had indicated that you were applying for a modification to your liquor license, a copy of the permit will be emailed to the City Clerk's office on your behalf.