

## STOREFRONT SEATING – NEW APPLICATION FORM

Instructions for submitting a new application form:

1. Create an [online account](#).
2. Complete Sections A and B below and submit this form to [patios@vancouver.ca](mailto:patios@vancouver.ca) using the subject line "Storefront Seating Application - [Your business address]".
3. The City will review your submission, and once approved, the permit for your Storefront Seating will be issued on your [online account](#).

### SECTION A: APPLICANT INFORMATION

Business Information	
Business Address:	
Business Name:	
Occupancy Type (restaurant, pub, etc.):	
Business License Type (DRR, LTF, etc.):	
# of Washrooms for Customers:	
# of Washrooms for Staff Only:	

Applicant Information	
Applicant Name:	
Mailing Address:	
Phone Number:	
Email: (same email used for online account)	

Verified Owner Information	
Verified Owner Name:	
Mailing Address:	
Phone Number:	
Email:	

Occupant Load Information (provide as many as you are able):	
a. As shown in your previous building permit or occupancy permit (DB/BP/OC):	
b. As given on your liquor license:	
c. As shown on your occupant load permit (FI):	
d. Number of existing indoor patron seats: (Mandatory – do not include outdoor seats)	

Number of Seats
<p><b>If you are a non-food and beverage business:</b></p> <ul style="list-style-type: none"> <li>The number of seats will depend on the space available along your business frontage.</li> </ul> <p><b>If you are a food and beverage business:</b></p> <p>You are eligible to add seats (increase your occupant load) to your storefront seating based on the number of existing customer washrooms in your business:</p> <ul style="list-style-type: none"> <li>If you have <b>1 customer washroom</b>, you may be eligible to add up to 10 seats determined by the supportable space along your frontage.</li> <li>If you have <b>2 or more customer washrooms</b>, the number of seats will depend on the space available along your business frontage.</li> <li>If you have <b>no customer washrooms</b>, you are not eligible to add seats but may transfer indoor seating outside.</li> <li>If you are a <b>Limited Service Food Establishment (LTF)</b>, you may transfer indoor seating outside but at no point can you have more than 16 seats in total between your interior and exterior.</li> </ul>

Proposed Seats	
How many seats will you <b>add</b> to your storefront?	
If applicable, How many existing indoor seats are you planning to <b>transfer</b> to the storefront seating area (permitted up to 50%)?	

## SECTION B: DECLARATION FORM

**You will not have to upload or submit individual documents.** By checking off the following boxes, you confirm and declare that you are meeting the program requirements to operate a Storefront Seating area.

### **Program Requirements**

- I have a valid City of Vancouver **Business License**.
- I have valid **insurance coverage** with the following requirements:
  - Names the City of Vancouver, its officials, officers, employees, servants and agents as an additional insured.
  - The name insured on the insurance policy matches the business name on the City of Vancouver Business License.
  - The minimum limit of liability per occurrence must be \$2,000,000.
  - The maximum deductible of \$5,000.

### **Storefront Seating Guidelines**

Review the [Storefront Seating Design Guidelines](#) and declare that you understand and will comply with the following program guidelines:

- I will maintain a minimum 2.4m sidewalk clearance from the Storefront Seating area.
- I understand that only a single row of furniture is allowed (sets of tables with 2 chairs or single row of chairs or benches).
- I will ensure all furniture is placed against the building and must stay within the property lines of the business.
- I understand umbrellas, standalone heaters, televisions, and accessories are not permitted.
- I understand that Storefront Seating for non-food businesses is only intended for customer seating and not as an extension of the indoor services.
- I understand that Storefront Seating is only permitted on the sidewalk during hours when the business is open and must be removed at the end of each business day. Furniture must be removed no later than 11pm or as indicated on the business license or this SA permit.
- I understand that there is no liquor service or consumption; if I have a liquor license, I will post a sign at the exit that liquor is not permitted in Storefront Seating area.

- I understand that drilling, bolting, anchoring or using glue on the roadway or sidewalk is prohibited in all circumstances.
- I have reviewed and will comply with the Terms & Conditions of this permit.
  
- I understand that failure to comply with the above conditions and/or City By-Laws may result in fines, unit or goods impoundment, suspension and/or cancellation of permit.
- I hereby certify that the information entered above is true and accurate.

**Print Name**

**Business Address**

**Signature**

**Date**