

## STOREFRONT SEATING – PERMIT RENEWAL DECLARATION FORM

Complete this form if you are renewing the Storefront Seating Permit with **no changes** to the number of seats. If you plan to make changes to the number of seats, you will need to complete and submit a [Storefront Seating - New Application Form](#).

Once completed, upload the form to your [online account](#) under Attachment Type “SA-Business Liability Insurance” and press submit. The City will review your submission, and once approved, the permit for your Storefront Seating will be issued on your online account.

Business Information (please complete)	
Business Address:	
Business Name:	

**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 named 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**