



**City of Baker City**

1655 1st Street, Baker City, OR 97814  
(541) 524-2036, Fax (541) 524-2024

# Sidewalk Café Permit

## General Information and Application



## **Welcome!**

This packet contains all the information you need to understand and apply for a Sidewalk Café Permit in the City of Baker City. If you have any questions, please do not hesitate to contact the Community Development Department at 541-524-2036.

### **What is a Sidewalk Café Permit?**

A Sidewalk Café Permit allows the holder of the permit to place tables and chairs within the public sidewalk area adjacent to the building or curbside for use by patrons to whom the business has provided food or beverage, per the City's Ordinance 3355.

### **Who is the Sidewalk Café Permit issued to and where can it be used?**

The Sidewalk Café Permit is issued to the business owner for use by the single business and location named in the application.

### **Who is responsible for Sidewalk Café operations?**

The permit holder bears ultimate responsibility for the operations of the Sidewalk Café.

Violations of the permit can result in suspension and/or revocation of the permit and potential fines. The City Manager has the authority to determine when a violation exists.

### **How much does the Sidewalk Café Permit cost?**

There is currently no charge for a Sidewalk Café Permit.

### **Do I need liability insurance for a Sidewalk Café Permit?**

Before a Sidewalk Café permit can be issued, you must provide the City with evidence of your business' liability insurance. This information can be attached to your application or mailed to the Baker City Community Development Department.

### **When is a Sidewalk Café Permit valid?**

Sidewalk Café Permits are issued on an annual basis. All permits for the operation of a sidewalk café terminate at midnight on December 31 of the year in which the permit is issued, unless application for renewal has been made. Renewal of a permit shall be on forms available through the Community Development Department. Renewal forms must be submitted thirty (30) days prior to expiration of the current permit.

The allowed hours of operation of a sidewalk café shall be 6:00 a.m. to closing time of the primary restaurant/café that sidewalk café is affiliated with.

### **Where can my sidewalk café be located?**

The area permitted for a sidewalk café and its tables and chairs and other associated equipment and furnishings may extend a distance from the outside wall of the restaurant **OR** from the curb only to a point where a minimum width of five (5) feet shall be provided at all times for continuous unobstructed pedestrian traffic on the sidewalk between the sidewalk café area or the nearest obstacle. Safety of both patrons and pedestrians should be considered when making the decision to place the sidewalk café either adjacent to the building or curbside.

### **Do I ever need to remove my furniture?**

Long term storage is prohibited. You may leave your sidewalk café furniture within your designated area overnight from March to November of each year.

### **Am I allowed to secure my furniture?**

Furniture is allowed to be secured within the area of operation. It is preferred that furniture be secured in a fashion that allows for quick removal of the furniture, such as with a cable and lock.

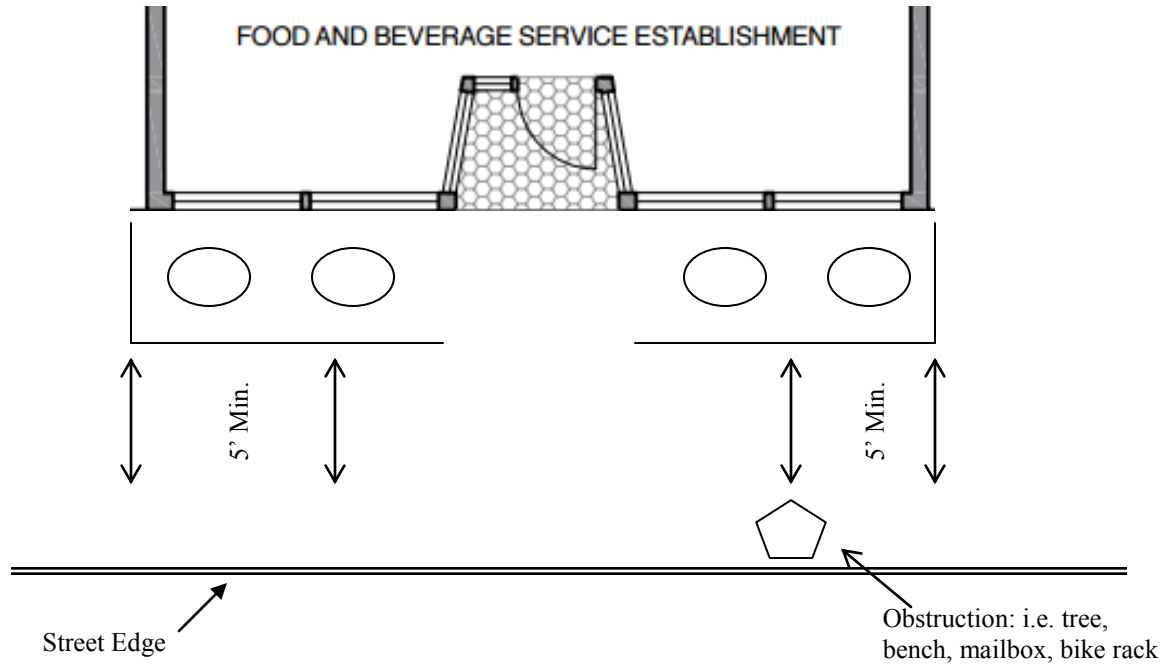
### **How do I apply for a Sidewalk Café Permit and what should I do first?**

First, assess the area in which you plan to have a sidewalk café located. Make sure that it will meet all of the requirements as set forth in Ordinance 3355.

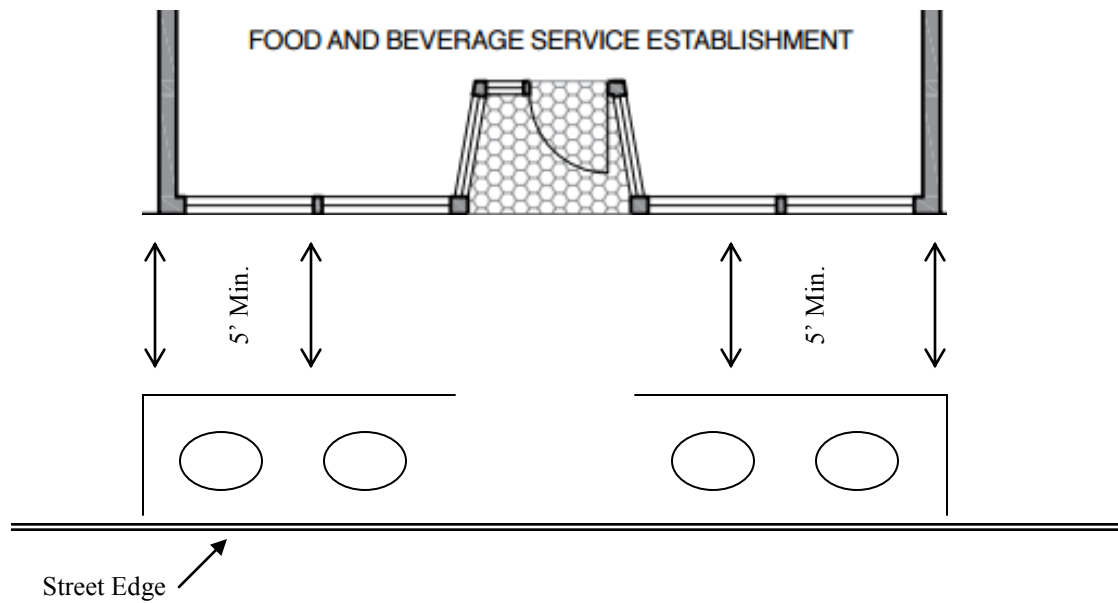
Second, begin your application process by either filling out the enclosed forms in this guideline, downloading them online at [www.bakercity.com](http://www.bakercity.com), or visiting our offices at 1655 1st Street, Room 207, Baker City, OR 97814.

Please do not hesitate to contact our offices should you have any questions. We can be reached at 541-524-2036.

### Example of a Sidewalk Café adjacent to building



### Example of a Sidewalk Café curbside





# Baker City

1655 1st Street, Baker City, OR 97814  
(541) 524-2036, Fax (541) 524-2024

### FOR OFFICIAL CITY USE ONLY

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

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

Permit Issued: Yes \_\_\_\_\_ No \_\_\_\_\_

Notification Sent to Applicant: \_\_\_\_\_

## SIDEWALK CAFÉ APPLICATION

### APPLICANT INFORMATION \*\*\*this individual will serve as the Permit Holder\*\*\*

Applicant Name: *First:* \_\_\_\_\_ *Middle Initial:* \_\_\_\_\_ *Last:* \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

### BUSINESS INFORMATION

Business Name/DBA \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

### LANDOWNER INFORMATION

Applicant Name: *First:* \_\_\_\_\_ *Middle Initial:* \_\_\_\_\_ *Last:* \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

### LIQUOR INFORMATION

Liquor Sales:  Yes  No

If yes, please attach a copy of OLCC license to this application.

Please provide a detailed drawing of the proposed site (see attached). Be sure to include the following in your drawing: existing façade; the points of ingress and egress; and the proposed location of the tables, chairs, serving equipment, planters, awnings, lighting, delimiting ropes or chains, fencing and other facilities to be included in the café operation. The detailed drawing must indicate the location of the existing public improvements including the following: fire hydrants, streetlights, traffic signals, street signs, trees, planting boxes, bike racks, and other public or private obstructions.

The undersigned Applicant understands that processing of this application will be handled in accordance with City ordinance and the procedure for requesting a permit. It is further understood that acceptance of this application in no way obligates the City to permit the subject area.

Applicant Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_



**Baker City Community Development**

1655 1st Street, Baker City, OR 97814

(541) 524-2036, Fax (541) 524-2024

**SIDEWALK CAFÉ APPLICATION—Drawing of Proposed Site**

