



Application for Sidewalk Café Permit

City of Baker City
Baker City Police Department
1768 Auburn Avenue
Baker City, OR 97814
541-524-2014

PERMIT FEE: \$50.00 Annually

Café Permit Number: _____

APPLICATION TYPE	
<input type="checkbox"/> NEW Application	<input type="checkbox"/> RENEWAL application with no change in previous site plan (provide copy of site plan).

BUSINESS INFORMATION		
Applicant's Name:		
Business Name:		
Physical Address:		
City:	State:	Zip:
Phone Number:	Email:	
Mailing Address:		
<input type="checkbox"/> Same as above		
City:	State:	Zip:

PROPERTY OWNER AND CONTACT INFORMATION	
Property Owner:	
Contact Name:	
Phone Number:	Email:

LIQUOR SALES	
<input type="checkbox"/> Yes If yes, please attach your OLCC license to this application.	<input type="checkbox"/> No

INSURANCE INFORMATION
A certificate of insurance covering the period of the outdoor operations is required . The business must have comprehensive general liability insurance and other appropriate coverage for these types of business activities in the amount of one million (\$1,000,000) per occurrence and five hundred thousand (\$500,000) per person. The City is to be named as an additional insured on the face of the certificate with the insurance company. This certificate must be attached to the application before approval.

DESIGN
Please provide a detailed drawing of the proposed site (see attached). Be sure to include the following in your drawing; the 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.



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DRAWING OF PROPOSED SITE

[Empty area for drawing of proposed site]

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

Applicant signature: _____

Date: _____

FOR CITY USE ONLY
Department Review and Routing

Date Received:		Fee Paid:	
1. Police Dept.:	<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove	
2. Fire Dept.:	<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove	
3. Public Works:	<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove	
City Manager Approval:			
_____		_____	
<i>Signature</i>		<i>Date</i>	