



**City of Richmond Sidewalk Café Permit Application
Initial Application Form**
900 E. Broad Street Room 110
Richmond, VA 23219
(804) 646-4169

Sidewalk Café Permit Number: SC

Date Issued:

To Be Completed by Applicant:

Food or Beverage Service Establishment Address:

Sidewalk Café Operator:

**Property Owner:
(if other than Operator)**

Telephone # (Work):

Telephone # (Work):

Telephone # (Home or Cell):

Telephone # (Home or Cell):

E-mail Address:

E-mail Address:

Fax Number:

Fax Number:

I hereby certify that all information or documentation contained on or included with this sidewalk café permit application is true and accurate.

I hereby certify that all city fees and taxes relative to the food or beverage service establishment owed to the City of Richmond have been paid at the time of application.

I understand that any misrepresentation or falsification of the information or documentation contained on or included with this permit application may result in revocation of the permit and that such revocation shall not be appealable.

Operator's Signature / Date

Owner's Signature / Date

For Office Use Only

Zoning District:

Initial Application Submittals:

Scaled/dimensioned layout plan
Site conditions/features-10 ft. radius
Number of existing water closets/lavatories
Outdoor seating capacity

Photographs/graphic representations furniture
Photographs-sidewalk café site/10 ft. radius
Proof of indemnification/insurance

Permit Application Fee / Outdoor Seating / Certificate of Occupancy

Sidewalk Café permit application fee:\$150

Sidewalk Café permit: Total Outdoor seating allowed:

Current Certificate of Occupancy Permit Number:

Initial Sidewalk Café Permit Application Approval

Director of Planning and Development Review / Date

Director of Public Works / Date

Date Paid:

Amount Paid:

Receipt #