

NEW SIDEWALK CAFÉ APPLICATION

1. Before starting an application, please visit Planning and Zoning located on the second floor of City Hall. They will inform you of the cost per seat. This will help you to adjust costs, prior to submitting plans for your sidewalk café. This cost per seat will also re-appear again during your plumbing inspection, which will require you to visit Miami-Dade sewer and with Allocation letter from Public Works.
2. To submit an application for a Sidewalk Café Permit you must have a Citizen Self Service (CSS) account. If you do not have a CAP account you may register at www.MBSelfservice.com. With the Sidewalk Café Application, you must submit the following.
 - a. \$159.00 Sidewalk Café Application Fee
 - b. Business Tax Receipt (BTR)
 - c. A valid Certificate of Insurance, which include general liability, liquor liability and workers compensation signed by Risk Management Department. If you have less than four employees, please submit a notarized letter that states workers compensation is not needed.
 - d. 24"X36" signed and sealed detailed plans of sidewalk café area. Please note pedestrian clearance 12 LF on Lincoln Road and 5 LF on other city streets. You must on plan detailed measurements of tables and seats, umbrellas, planters, hostess stands and menu boards.

Please include picture of furniture on plan. You must also include a legend that shows total number of tables and seats (both inside and outside separately), umbrellas, hostess stand and menu boards. You are only allowed 1 menu board and 1 specials menu board. You must also include an internal floor plan of restaurant that shows restroom location (including fixtures), number of seats and total square footage. If you will include umbrellas in your sidewalk café area, please submit **Umbrella Certification**.

e. Fats, Oils and Grease Discharge Control Annual Operating Permit (GDO)

3. The sidewalk café application will be reviewed by each department electronically. Each department will enter approval in ENERGOV after reviewing required plans.
4. Once the plans have been approved by all departments, Sidewalk Café Operator will pay final Sidewalk Café – Permit Fee. Once fee is paid in full, Public Works and Fire Prevention will perform a final on-site inspection. When the inspection is signed off, Public Works will issue a Sidewalk Café Permit.

SIDEWALK CAFÉ PLANS CHECK LIST

- Current fiscal year Business Tax Receipt (BTR) that specifies restaurant with at least one seat inside.
- A valid Certificate of Insurance, which include general liability, liquor liability and workers compensation.
- Signed and sealed 24"X36" plans
- Internal floor plan of restaurant that shows restroom location (including fixtures), number of seats and total square footage
- Legend that shows number of seats, tables, umbrellas, and total square footage of sidewalk café. Proposed location of all sidewalk café furniture.
- All seats on plan must face north and south away from pedestrian path if operating on Washington Avenue, Ocean Drive, Collins Avenue, Alton Road, etc. Sidewalk cafes operating on Lincoln Road, seats must face east and west away from pedestrian path.
- Location of doorways, steps, trees, landscaping areas, fountains, parking meters, fire hydrants, bus shelters,

directory/kiosks, public benches, trash receptacles and other public fixtures, furnishing and obstructions.

- Photograph, drawings or manufacture's brochures of tables, chairs, umbrellas (with flame retardant certificate). Umbrella minimum clearance 6'8". Restaurant name on umbrella must not exceed 6" in height.
- One menu board and one specials board are to be placed on plan. Must show exact placement location of boards on plan.
- Meet all ADA requirements.
- Pedestrian clearance of 12' must be shown on Lincoln Road. All other streets, pedestrian clearance of 5' must be shown.