



# COVID-19 Commercial Recovery Outdoor Dining Guidelines



City of  
Philadelphia



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**Tip:**

You'll see a "home" button on each page, click it to come back to the Table of Contents.





# Language Access

ATTENTION: If you speak another language, assistance services are available to you. Call 3-1-1.

ATENCIÓN: Si usted habla español, hay servicios de ayuda disponibles para usted. Llame al 3-1-1.

注意：如果您使用简体中文，可以获得相应的语言协助。致电 3-1-1.

注意：如果您使用繁體中文，可以獲得相應的語言協助。致電 3-1-1.





# Purpose & Background



# Outdoor Cafés & Restaurants

Philadelphia businesses are a vital part of our communities.

Restaurants power our local economy.

City departments and partner agencies are working together to safely expand options to businesses for outdoor seating and dining.

The guidance in this document will be updated periodically.



Image: Whyy.org



# Outdoor Cafés & Restaurants

## Expanded Capacity & Support

As Philadelphia gradually adapts to COVID-19, restaurants will need expanded capacity to maintain 6-foot separation.

Establishments that have existing Sidewalk Café permits may operate as allowed under Mayor Kenney's Safer At Home reopening plan.

Businesses without existing permits are encouraged to apply for new outdoor dining options that are described in this document.

Approval is required for outdoor dining prior to opening.



- Businesses are strongly encouraged to coordinate
- City staff is here to help you:
  - Contact [business@phila.gov](mailto:business@phila.gov) for assistance
  - All businesses are recommended to sign up for [Ready Philadelphia Alerts](#).
  - Complaints should be made via [3-1-1](#)



# Outdoor Dining in Philadelphia

## Response to COVID-19

In 2020 several ordinances were passed by City Council that gave restaurants increased flexibility to provide outdoor dining.

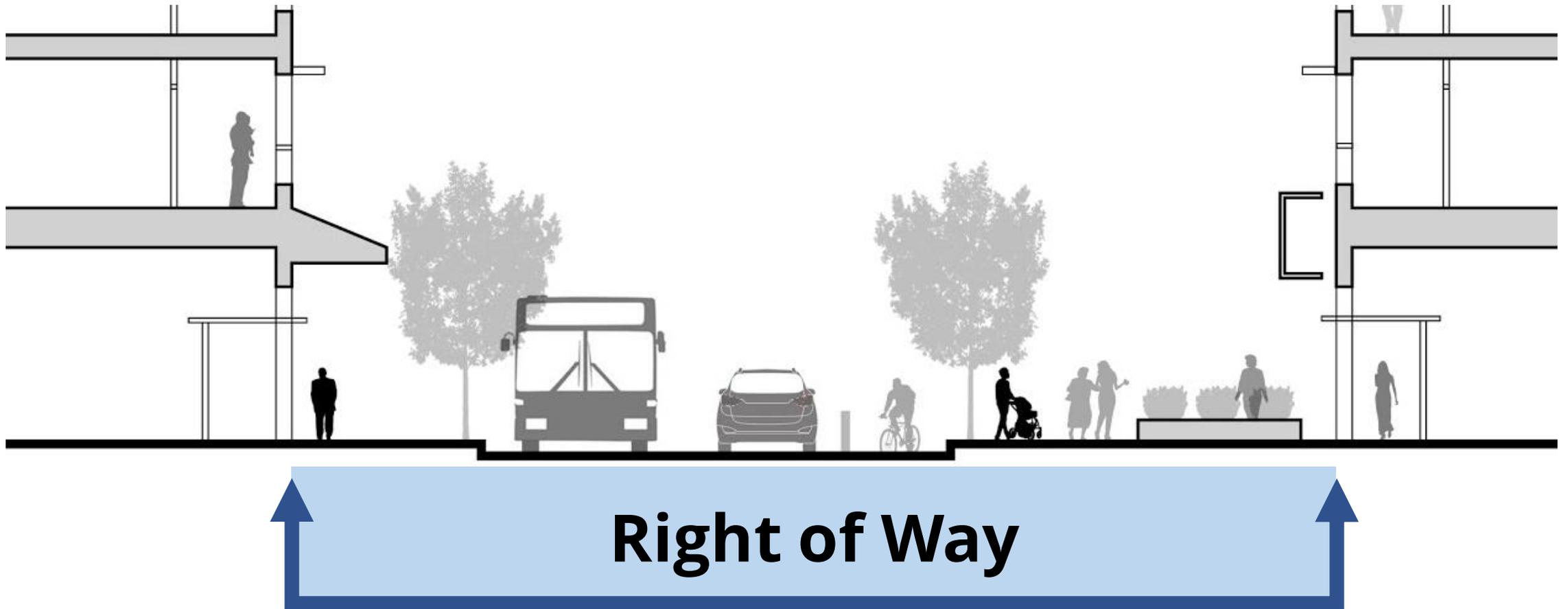
This document outlines some of the options that restaurants have to provide outdoor dining as well as the permits or licenses that are required for each option.

All the approvals outlined in this document are intended to be temporary. Unless otherwise noted, these approvals are valid until December 31, 2021.



# What is the Right of Way?

Throughout this document, the phrase “right of way” will be used. So, what is the right of way…?



Right of Way is considered everything in between property lines, including sidewalks, streets, bike lanes, etc.

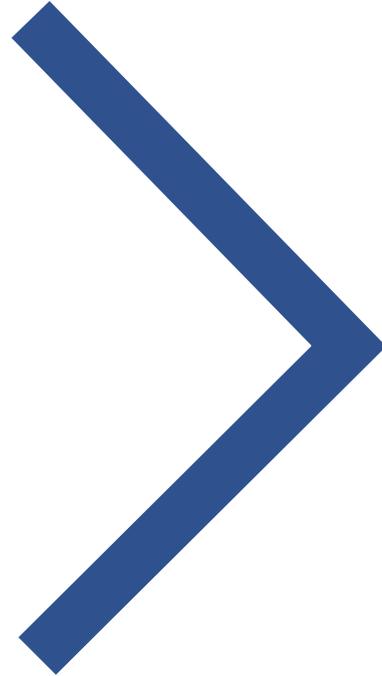


# Snow Removal and Right of Way Management

To maintain functions of city infrastructure, all utility work, any snow removal, and the collection of rubbish/recycling will take precedent over outdoor dining options.



- Snow Removal
- Emergency Access
- Utility Work
- Rubbish and Recycling Collection
- City Approved Special Events



- Streetery
- Street Closure
- Sidewalk Cafe





# Health Guidelines and Other Guidance



# City of Philadelphia Health Guidelines: Outdoor Cafés & Restaurants

Mayor Kenney's [Safer at Home](#) recovery plan provides details about the COVID-19 restrictions that are currently in place.

We have a shared responsibility to keep up progress to combat COVID-19.

Outdoor dining does not represent an opportunity to congregate.

All restaurant operators should familiarize themselves with the [Guidelines for Restaurants and Mobile Food Vendors](#).



## Masks

block the virus from spreading from infected persons by wearing masks and requiring others to wear them



## Barriers

use sneeze guards or plexiglass screens to prevent respiratory droplets expelled by infected persons from reaching others



## Isolate

keep people who might be carrying the virus safely away from others (ideally at home)



## Distance

maintain space between people to reduce the chance that one infected individual will infect others



## Reduce crowds

decrease the number of people that an infected person could pass the virus to if other steps are not successful



## Handwashing

reduce the spread of virus from one person to another from touching contaminated surfaces



## Clean

remove respiratory droplets that may contain virus from surfaces that people may touch



## Communicate

ensure staff, customers, and others taking part in permitted activities understand the safety guidance



# Additional Guidance: Outdoor Cafés & Restaurants

## Pennsylvania

- In addition to the City's requirement, all restaurants are required to follow the [State's restrictions](#).
- PA orders or guidance might be more or less restrictive than the City's. State restrictions supersede Philadelphia's if they are more restrictive than the City's.

## Pennsylvania Liquor Control Board (PLCB)

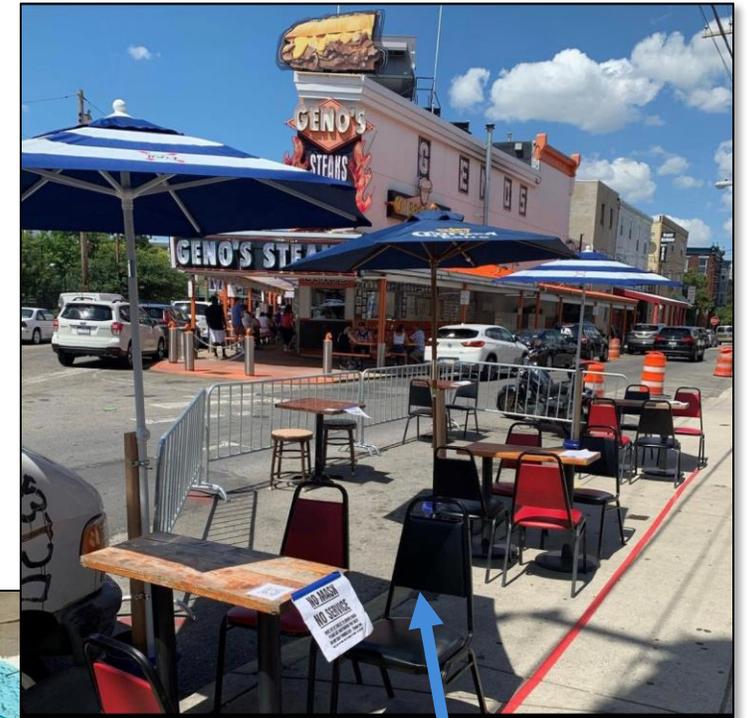
- Restaurants that serve alcohol should also familiarize themselves with the requirements of the [PLCB](#), including [PLCB Advisory Notice 26](#).
- When applying for an emergency extension of licensed premises, current PLCB license-holders may use a Philadelphia license for temporary outdoor dining as the application's required proof of the applicant's right to occupy that location.



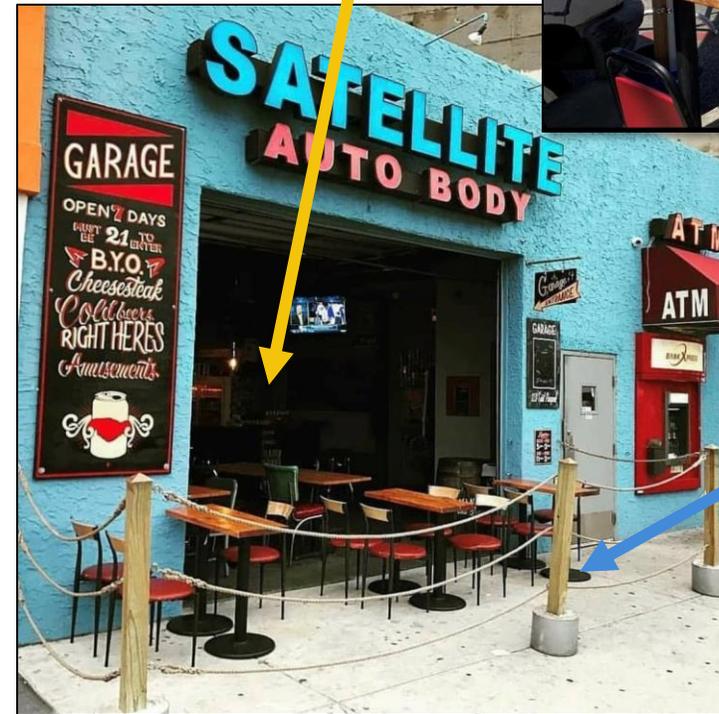
# Indoor vs. Outdoor Outdoor Cafés & Restaurants

## Can I go inside the restaurant?

- Eating inside, even near an open window, is considered indoor dining.



Source: Instagram



Source: Instagram

Outdoor Seating

Indoor Seating





# Temporary Outdoor Dining Options





# Outdoor Dining Options

There are four (4) categories of outdoor dining options.

## 1. Sidewalk Café



- Daily use of sidewalk area in front of business for restaurant seating.
- In certain cases, a café may be extended in front of an adjacent property.

## 2. Streetery



- Street level or platform that converts curbside parking into restaurant seating.
- In certain cases, a café may be extended in front of an adjacent property.

## 3. Temporary Street Closure



- Temporary closure of streets for restaurant seating.
- Street closures can be “full closures” or “partial closures.”

## 4. Temporary Use Permit



- Temporary use of adjacent private lots for restaurant seating.



# Outdoor Dining Options - Summary

See [Global Requirements](#) that apply to all outdoor dining.

## 1. Sidewalk Café



Click [here](#) for more information.

Applications are reviewed in 3 business days

There is no fee associated with this License.

Apply through [eCLIPSE](#)

## 2. Streetery



Click [here](#) for more information.

Most applications are reviewed in 3 business days\*

There is no fee associated with this License.

Apply through [eCLIPSE](#)

\* Additional review time applies if a platform is proposed

## 3. Temporary Street Closure



Click [here](#) for more information.

Multiple restaurants can apply together

There is no fee associated with this Permit.

Apply through [Temporary Street Closure Application](#)

## 4. Temporary Use Permit



Click [here](#) for more information.

Applications are reviewed in 3 business days

\$30 permit fee, due at application

Apply through [eCLIPSE](#)



# Global Requirements of Outdoor Dining



# General Operations

- Operations must comply with Mayor's Orders (if any) on business activity and public gatherings.
- All outdoor dining activity must obtain the proper permits or licenses from the City.
- [Tents and Structures](#) require separate approval. Obtaining a [Temporary Sidewalk Café](#) or [Streeterly License](#), a [Temporary Street Closure](#) or a [Temporary Use Permit](#) does not grant permission to erect a tent or structure.
- All [heating equipment](#) must comply with the [Philadelphia Fire Code](#).
- Propane may not be stored in the right-of-way (including sidewalks), indoors, against a building, or within 5' of a building or property line; even if in a cage.

*All outdoor dining must fulfill these requirements.*



- Each business is permitted to have one portable sign (max. 10 sq. feet in area and max. 5 feet in height).



*All outdoor dining must fulfill these requirements.*

# General Operations (continued)

- No food preparation in the public [right of way](#).
- Seating capacity of interior and exterior dining *combined* may not exceed premise's capacity stated on City-issued [food license](#).
- Appropriate lighting is required at night.
- Tables, chairs, and barriers must be provided by restaurant.
- Structures may not exceed 10 ft in total height as measured from pavement to top of highest roof element.
- Outdoor dining operations can be shut down if found to be a nuisance to neighbors.



# Furniture Requirements

*All outdoor dining must fulfill these requirements.*

- Furniture must be spaced to provide adequate distancing per [Health Requirements](#).
- An ADA accessible pedestrian path, minimum 6 feet in width shall be provided.
- Tables and chairs may not protrude into travel lane for bicycles / motor vehicles.
- All table locations must allow clear access to certain streetscape elements. Minimum distances are:
  - Fire hydrants: 10 feet.
  - Fire Dept. connections: 40 inches.
  - Cellar doors: 2 feet.
  - Transit stops: 15 feet.
- Establishments with *fewer* than 20 tables total must make at least 1 table ADA accessible. Establishments with *more* than 20 tables total must make at least 5% of tables ADA accessible.



# Furniture Requirements (continued)

- Tables and chairs shall not obstruct pedestrian crosswalks or driveways.
- Maintain clearance of 6 feet around corners of all other sidewalk cafes.
- Moveable furniture (tables, chairs, etc.) on streets and sidewalks must be moved inside building or secured to ground when not in use.
- Moveable furniture on streets and sidewalks must be labeled as property of the business.
- Seating and tables must be placed against the wall of the business or as close as possible.
- Planters are permitted but may not be permanently affixed to the public [right of way](#).

*All outdoor dining must fulfill these requirements.*



- Sidewalk seating area may not exceed business frontage without proper approval. See [Temporary Sidewalk Café License Extension](#) and [Temporary Streetery License Extension](#).



*All outdoor dining must fulfill these requirements.*

# Hours of Operation & Occupancy Rules

- Outdoor operations may only be conducted:
  - Between **8 a.m.** and **midnight**.



# Umbrella Requirements

- Umbrellas are permitted to be a maximum of 6 feet in diameter.
- Umbrella must be fire-retardant material.
- Umbrellas shall be used with a weighted base.
- All portions of the umbrella shall remain within the footprint of the approved outdoor dining area.
- Umbrellas shall not extend past barriers, obstruct access to or ventilation of utility covers, or obstruct clear paths.
- Umbrellas should not be used during high winds.
- If outdoor heaters are used, umbrellas may not be located within close proximity to the heaters. Refer to the [Outdoor Heating](#) section of this document for more information.

*All outdoor dining must fulfill these requirements.*



*All outdoor dining must fulfill these requirements.*

# Additional Permit & License Requirements

- The operator and any vendors on-site must possess a [Commercial Activity License](#).
- Any entity serving food and/or drink must possess the appropriate [Food Preparation and Serving license](#).
- The operator must have insurance with \$1M liability policy (not a condition of approval for [Temporary Use Permits](#)).
- Trash storage must comply with Section 308 of the Philadelphia Property Maintenance Code; if a dumpster is utilized, a [Dumpster License](#) is required.
- Refer to the [Tents & Other Structures](#) and [Outdoor Heating](#) Section of this document for addition requirements.



- Alcohol – table service allowed for restaurants with existing license and temporary extension of premises permit from [Pennsylvania Liquor Control Board \(PLCB\)](#).





# Temporary Sidewalk Café License



# 1 – Temporary Sidewalk Café License

Daily use of sidewalk for restaurant seating



## Space Requirements

- Must comply with all [Global Requirements](#).
- Sidewalk must be a minimum of **10 feet** wide.
- No tables, chairs, umbrellas etc. are permitted to block the building entrance.
- Seating and tables must be up against the wall of the business or as close as possible.

## Permit & License Requirements:

- A **Temporary Sidewalk Café and Streetery License** is required.
- Both a Temporary Sidewalk Café and Streetery may be applied for on the same application.

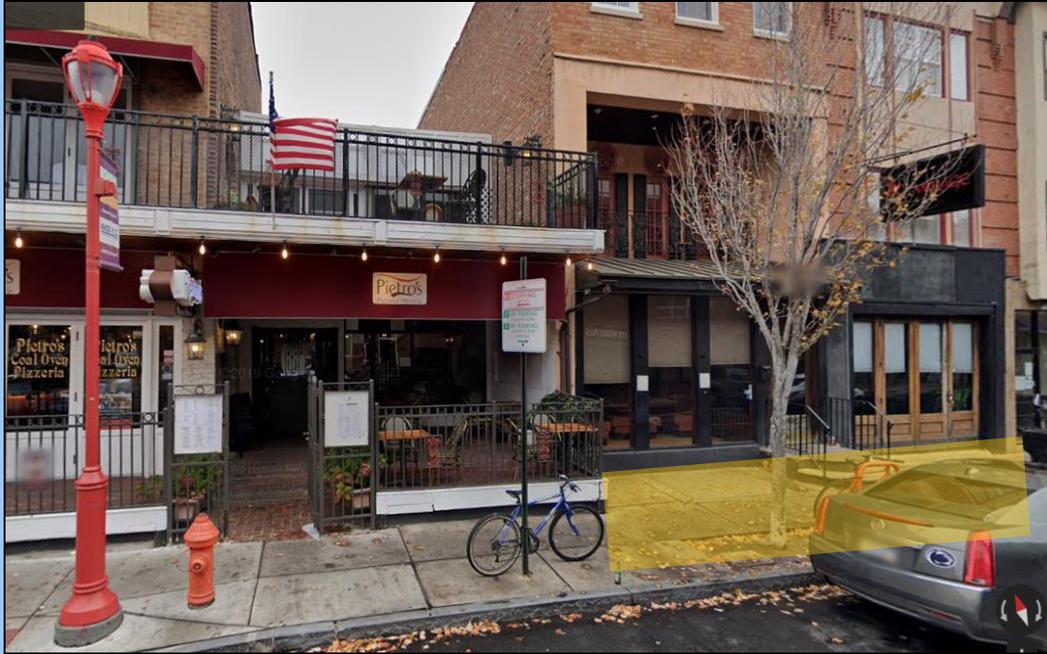
## Processing Time & Fees

- Applications for Temporary Sidewalk Cafes are reviewed in **3 business days**.
- There is **no fee** associated with this License.



# 1 – Temporary Sidewalk Café Extension

Daily use of sidewalk area adjacent to business for restaurant seating



Example extension space to adjacent business

## Space Requirements

- Same as [Temporary Sidewalk Café](#).
- Each property must be directly adjacent to the restaurant. Properties that are separated by a street, alley, shared driveway are not abutting.
- May extend to a maximum of 2 properties, limited to 1 on either side. May *not* extend to 2 properties in a row.
- Permission of the adjacent property owner must be obtained.

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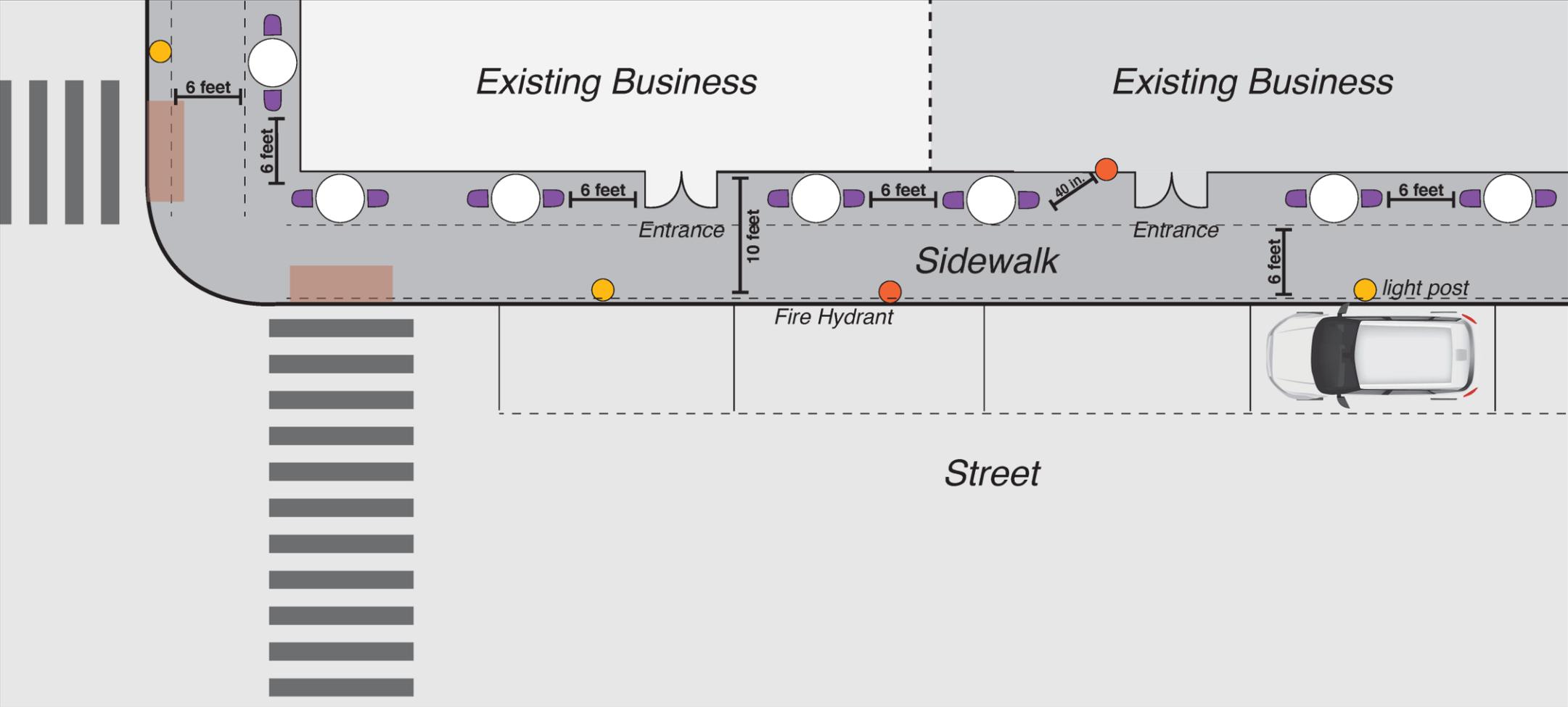
## Approval Process

- The [Authorization of Outdoor Seating Extension](#) must be submitted with the Temporary Sidewalk Café / Streetery License application.
- If Authorization was obtained for 2020, a new authorization form must be submitted for 2021. This can be done by [amending your license](#).



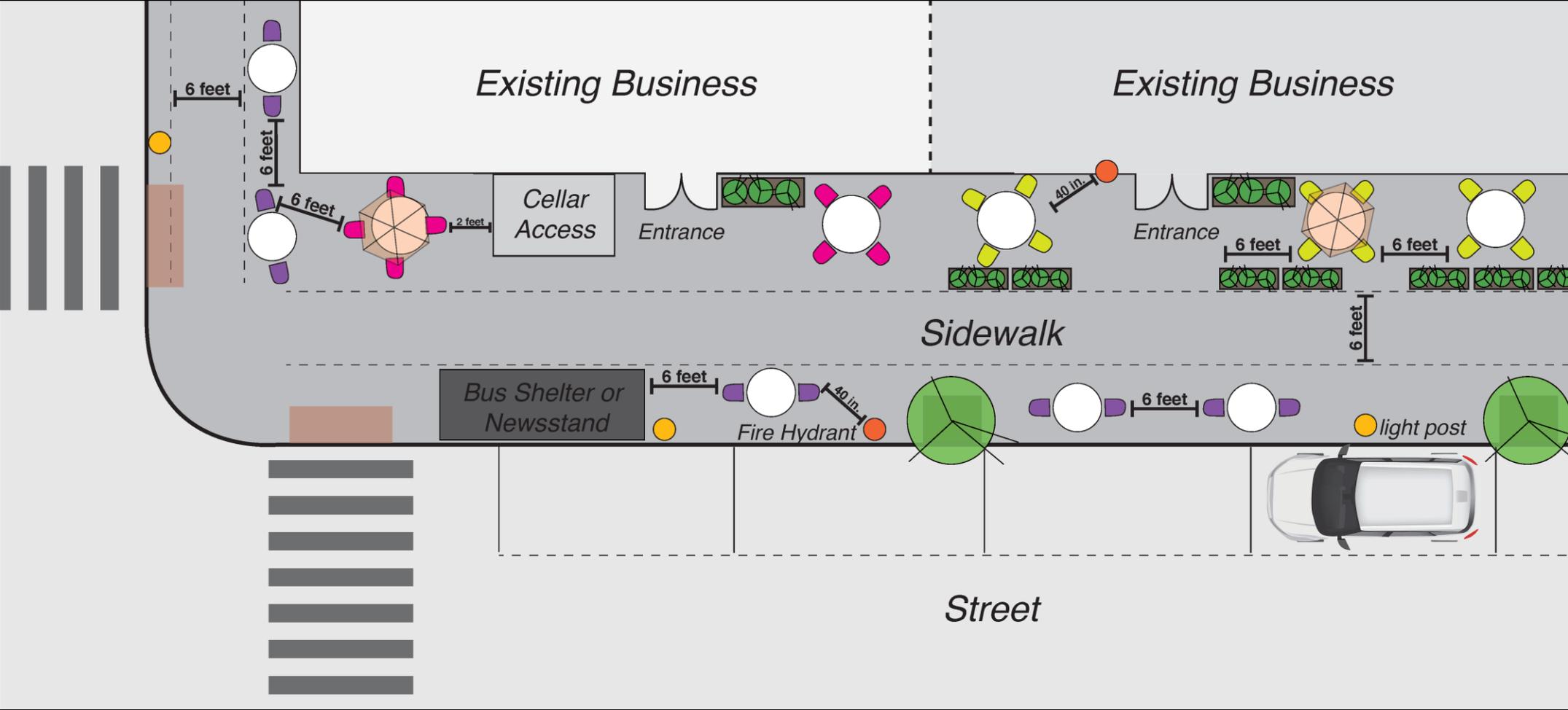
# 1 - Temporary Sidewalk Café Layout - Narrow Sidewalk

The figure below is for illustrative purposes only.



# 1 - Temporary Sidewalk Café Layout - Wide Sidewalk

The figure below is for illustrative purposes only.





# Temporary Streetery License



# 2 – Temporary Streetery License

Daily use of adjacent parking lane for restaurant seating



## Streeteries Locations

- Streeteries are allowed on most Philadelphia streets. However, some streets are excluded. Click [here](#) for more information.
- [Go to Online Map](#)

## Space Requirements

- Must comply with all [Global Requirements](#).
- **Structure height cannot exceed 10 ft** from pavement to highest point of roof. **NOTE:** If you are considering building a structure, **it is highly recommended that you build no higher than 4 ft** to comply with expected changes after 12/31/21.
- The parking lane must be a minimum of 7 ft wide.
- **Create a protective barrier 36-42 inches in height**, such as planters or objects of similar size and weight, to visibly separate seating from the travel lane.
- Place such barriers directly adjacent to each other **and no more than 8 feet from the curb**
- **Do not place seating or barriers within 8 feet of a crosswalk** to provide for safe vehicle turns and avoid crowding.
- Ensure visibility of patrons and barriers at night by clearly marking all barriers with yellow high intensity retro-reflective tape or reflectors.
- Do not place seating within a *No Stopping Anytime* or *No Standing Anytime* zone.
- The seating area must directly adjoin the sidewalk of the restaurant. If there is a bicycle lane or similar separation between the parking lane and the sidewalk, the two do not adjoin. Bicycle lanes may not be used without a [Temporary Street Closure Permit](#).
- Do not provide any lighting that is blinding to passing traffic.



# 2 – Temporary Streeter Extension

Daily use of parking lane in front of adjacent business for restaurant seating

## Space Requirements

- Same as [Temporary Streeter](#).
- Each property must be directly adjacent to the restaurant. Properties that are separated by a street, alley, shared driveway are not abutting.
- May extend to a maximum of 2 properties, limited to 1 on either side. May *not* extend to 2 properties in a row.
- Permission of the adjacent property owner must be obtained.

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## Approval Process

- The [Authorization of Outdoor Seating Extension](#) must be submitted with the Temporary Sidewalk Café / Streeter License application.
- If Authorization was obtained for 2020, a new authorization form must be submitted for 2021. This can be done by [amending your license](#).



Source: Instagram



# 2 – Temporary Streetery License (Street Level)

Converts curbside parking into outdoor dining or take-away food and beverages



## Operations

- Restaurants may leave barriers in place within a metered zone or *No Parking Anytime* zone, provided that that tables and chairs are removed or secured when not in operation.
- Propane heater and tank placement is prohibited *anywhere* within the street, including approved Streetery areas. Propane heaters may be used on sidewalks.

## Space Requirements

- See [Temporary Streetery](#)
- Provide a ramp for ADA compliance, which can be made of non-permanent materials.

## Permit & License Requirements:

- A **Temporary Sidewalk Café and Streetery License** is required.
- A Temporary Sidewalk Café and Streetery may be applied for on one application.

## Processing Time & Fees

- Most applications for Temporary Sidewalk Cafes are reviewed in **3 business days**. Some streets require additional review time. Click [here](#) for more information.
- There is **no fee** associated with this License.



# 2 – Temporary Streetery License (Platform)

Where seating is authorized along a curb, the restaurant may install a platform



## Permit & License Requirements:

- A **Temporary Sidewalk Café and Streetery License** is required.
- A Temporary Sidewalk Café and Streetery may be applied for on one application.

## Platform Requirements

### Platforms must:

- Be flush with curb height to facilitate ADA compliance and prevent the curb from becoming a tripping hazard.
- Allow drainage to underpass seating.

### Platforms shall not:

- Exceed 7 ft in width or 10 ft in height from pavement to highest point on roof. *This is a temporary allowance, therefore It is strongly recommended to not build higher than 4 ft.*
- Have more than a 2 inch gap between planks of platform.
- Block rainwater drainage getting to the curb or flowing along the curb.
- Obstruct access to or ventilation of utility covers.

## Processing Time & Fees

Most reviews will be completed within **3 business days**. Some streets require additional review time. Click [here](#) for more information.

Expedited approval for the following designs:

- Platform is based on past custom Philadelphia approved parklets.
- Platform is based on parklets approved in peer cities (e.g. [LA DOT](#)).
- Platform is manufactured by pre-approved vendor specifications.

There is **no fee** associated with this License.





# 2 – Temporary Streetery License - Acceptable Materials

Must use vertical partition (e.g. cones, barrels, gates, bike corrals) spaced min. 8 feet apart

## Barrier Requirements:

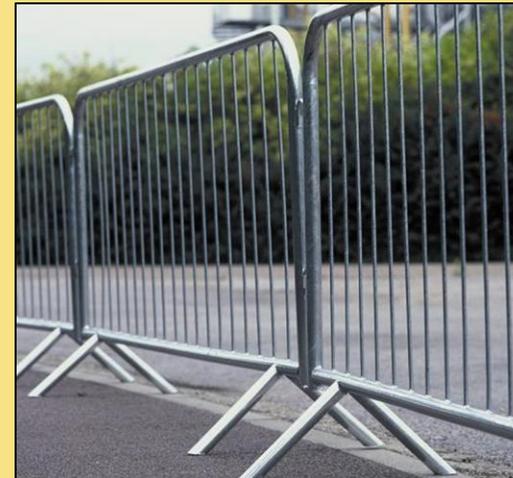
- Must be 36-42 inches in height (excluding plantings) to preserve visibility for motorists and provide protection for patrons.
- Barriers must be located without encroaching into the travel-lane or sidewalk.
- Barrier type and location are subject to approval by the Streets Department.
- Additional construction may require other permits or approvals. Refer to the [Tents & Other Structures](#) for more information.



## Acceptable Materials:

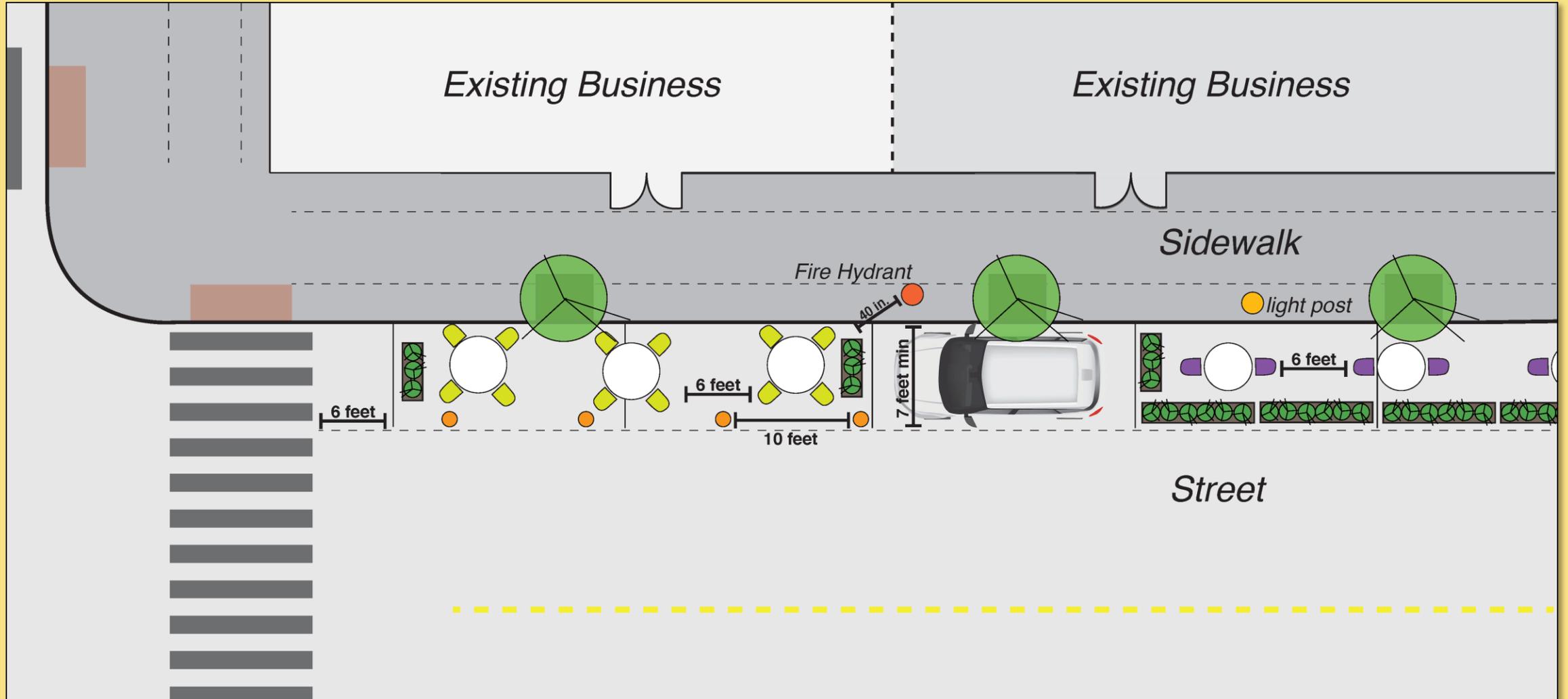
- Water-filled trash cans \* (minimum 50 gallons)
- Plastic planter
- Construction barrels
- Cones
- Pedestrian fencing / gates
- Sawhorses
- Jersey barriers

\* When temperatures fall below freezing, water should be brined or replaced with loose fill like sand.



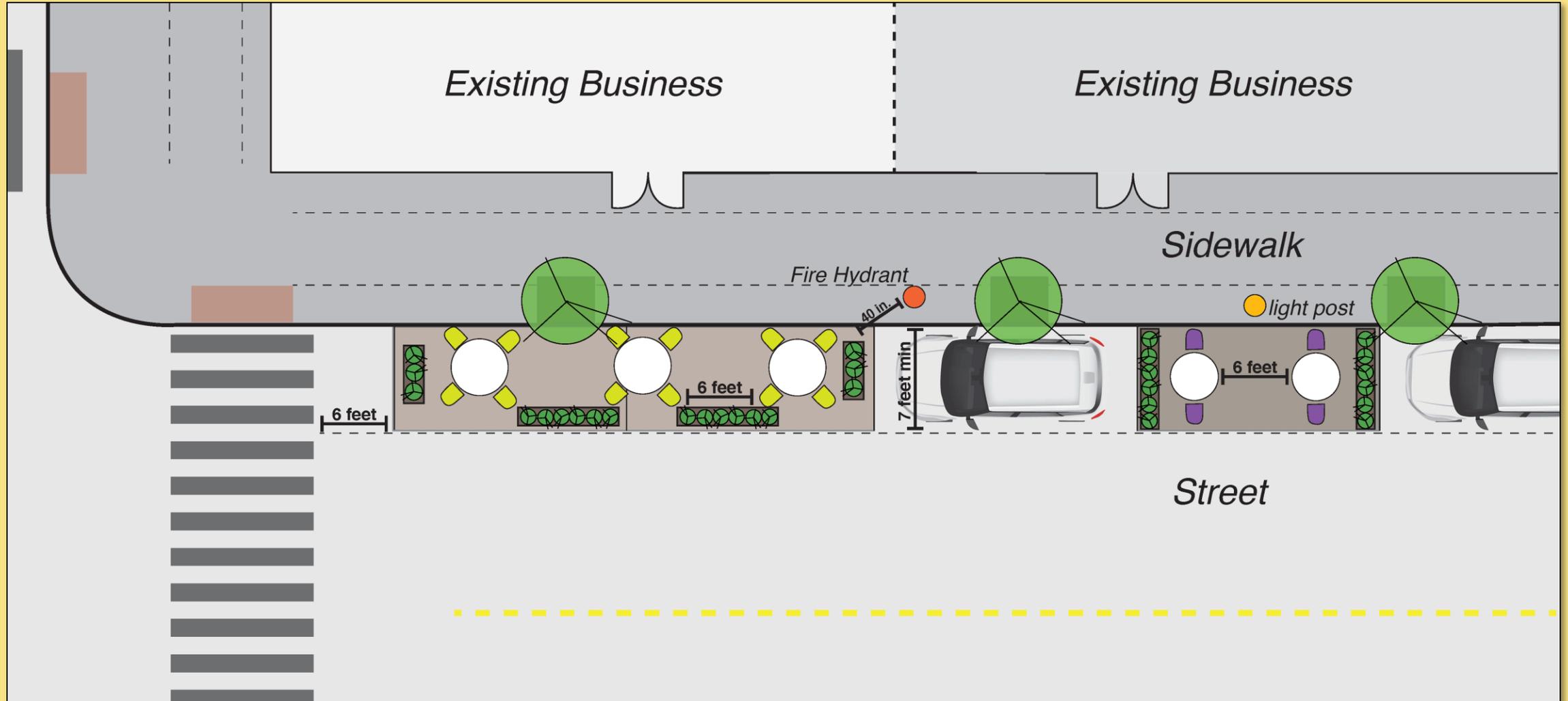
## 2 - Temporary Streetery License Layout (Street Level)

The figure below is for illustrative purposes only.



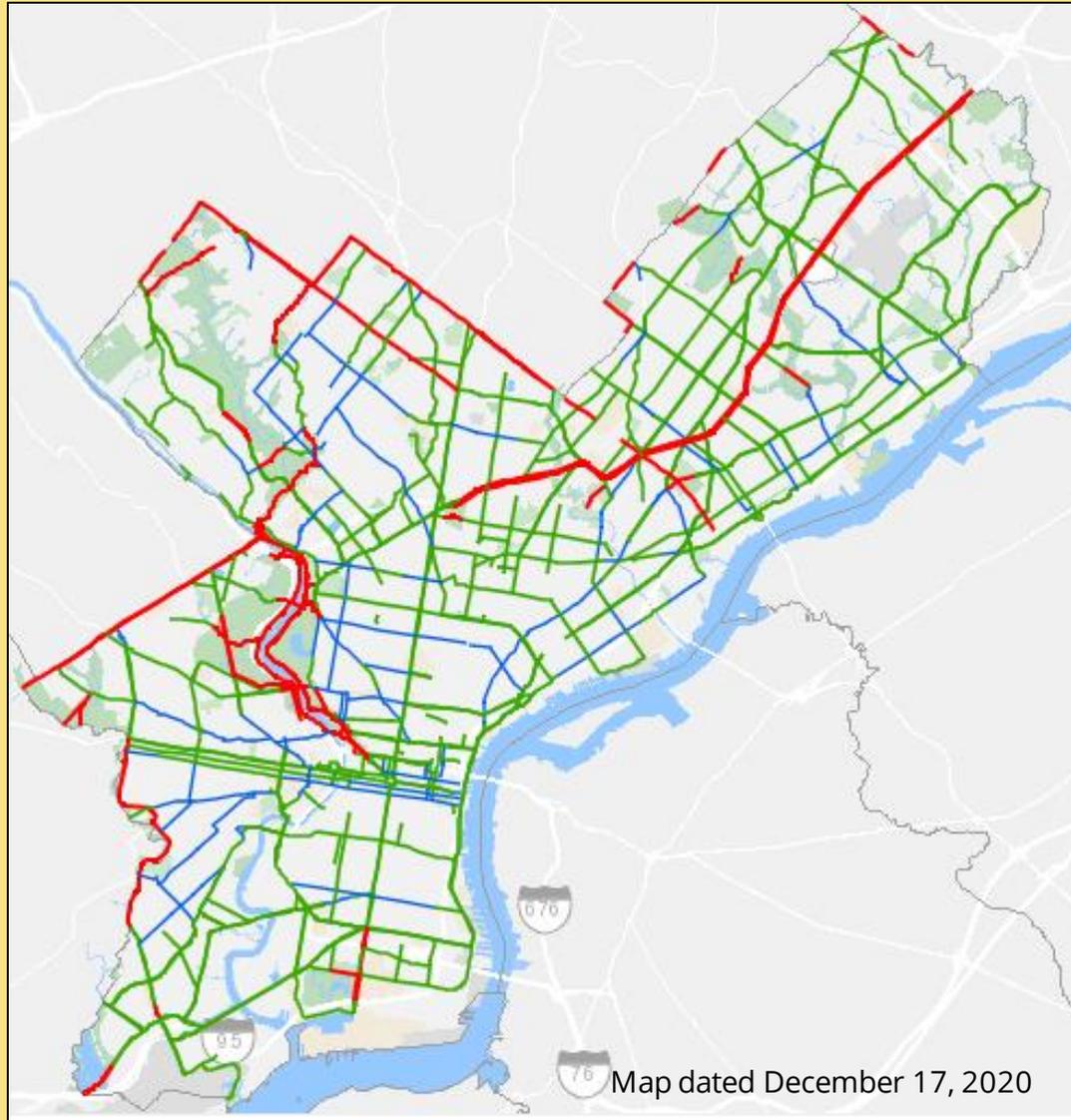
## 2 - Temporary Streetery License Layout (Platform)

The figure below is for illustrative purposes only.



# 2 - Temporary Streetery - Prohibited Locations

Converts curbside parking into outdoor dining or take-away food and beverages



## Legend

### Streetery Review

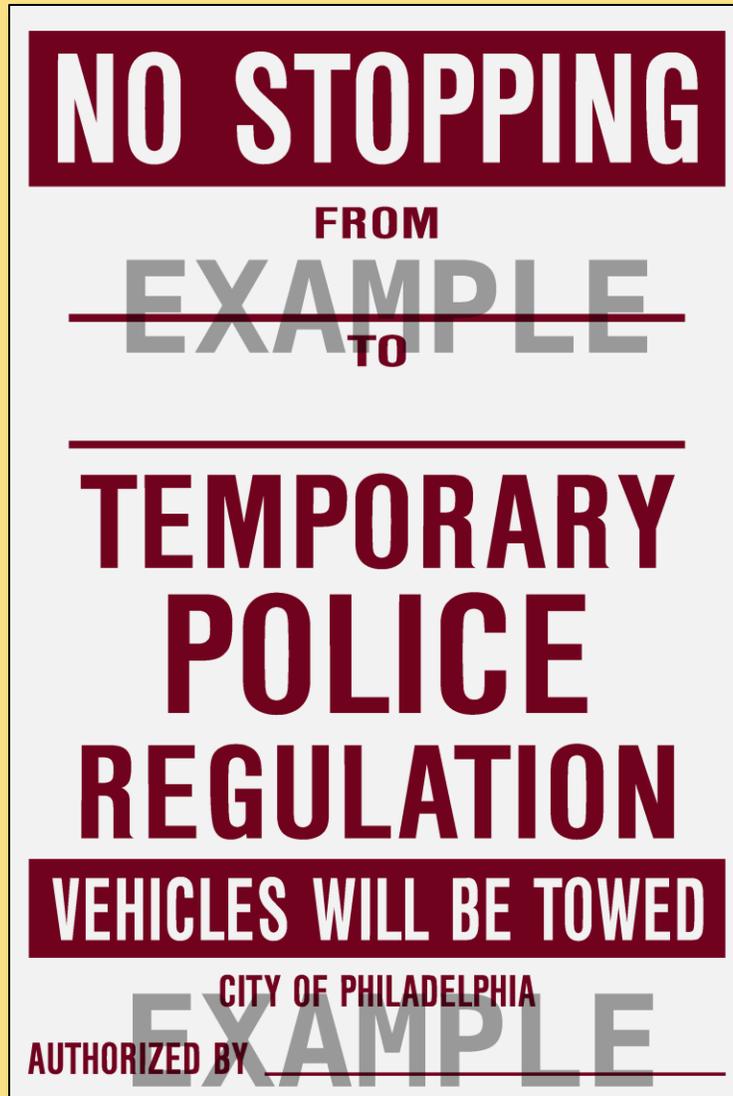
- Additional review required to ensure compliance with PennDOT guidance
- Detail review (will take more than 3 days)
- Prohibited

Streeteries are allowed on most Philadelphia streets; however, some are **excluded (red)**, some require **extended review (green)** (more than 3 days), and some require **coordination with PennDOT review (blue)**.

[Go to Online Map](#)



## 2 – Temporary Streetery License - Example Parking Sign



Approved establishments will receive a parking sign. Establishments should attach the Streetery registration to the back of the parking sign.





# Temporary Street Closure



# 3 - Temporary Street Closure

Scheduled full closure of blocks for restaurant seating



## Permit & License Requirements:

- [Temporary Street Closure Permit](#) required. Application should be email to [streetclosure@phila.gov](mailto:streetclosure@phila.gov).

## Fees

- **No fee** for registration

## Participation

- Priority given to a coordinating/sponsor organization representing multiple establishments with capacity to manage the closure. Individual restaurants may be permitted in some cases.
- Sponsor organizations must plan for and manage all on-site operations and logistics.
- Periodic attendance from a closure sponsor at regular virtual City briefings is required.
- Closures on State Routes will require additional approval by PennDOT. The City will coordinate this process, but approval is subject to the discretion of the Commonwealth.
- Must manage use of bathrooms and avoid crowding during rain or severe weather.

## Application Process

- Applications should be submitted by an organization or entity representing multiple establishments.
- Applications should be submitted by end of day Thursday each week for consideration by a review panel the following Monday. Applicants recommended by the panel will be notified and invited to a briefing session that Tuesday, where they will receive verbal notice of intent to approve or deny; permits for approved applications will be issued by Thursday.
- Each of the participating restaurants must agree to the terms of the program, and provide 2 points of contact.
- Applicant is responsible for notifying any residents or non-participating businesses on that street.
- Permits are issued short-term (1- to 2-week periods), continued [renewal](#) is required.



# 3 - Temporary Street Closure

Scheduled full closure of blocks for restaurant seating



## Temporary Street Closure Renewal

Permitted applicants seeking to **renew** for each successive week must email [streetery@phila.gov](mailto:streetery@phila.gov) by 10 am on Tuesday with the prior issued permit attached, along with clear bullet points for the requested start and end dates and times, and any proposed changes from the previous permitted closure.

## Space Requirements

- Must comply with all [Global Requirements](#).
- Delineation must be used to indicate the area under individual restaurant management, using visual aids including chalk, cones or even tape. *No open street festival format allowed.*
- Pedestrian thoroughway must be maintained with allowance for distancing. Preferred model is a 10 ft wide continuous aisle down the center of the street.
- Outdoor [handwashing stations](#) are required for each closure area.
- Must maintain minimum 10 ft access for emergency vehicles.

## Operations

- Restaurants/organizations may be required to monitor and maintain a maximum occupancy within the closure zone.
- Pocket areas that could invite crowding should be made as inaccessible as possible by using that space for staging or storage or cordoning it off.
- If a closure is left in place overnight, trash and recycling containers must be rolled to end of street for pickup, or other sanitation plan that allows uninterrupted service for participating restaurants, other businesses, and residents alike.
- Propane heaters and tanks are not permitted in the cartway.



# 3 - Temporary Partial Street Closure

Scheduled closure of a travel lane or full-block parking lane for restaurant seating



## Permit & License Requirements:

- [Temporary Street Closure Permit](#) required. Application should be email to [streetclosure@phila.gov](mailto:streetclosure@phila.gov).

## Fees

- **No fee** for registration

## Processing Time & Fees

- Applications will be reviewed to close a vehicular travel lane and/or a parking lane along multiple businesses' frontages.
- Applications should be submitted by an organization or entity representing multiple establishments.
- Applicants should use the [Temporary Street Closure Application](#). On the application, the applicant should indicate intention to maintain traffic flow.

## Operations

- Closure must not affect *Accessible Parking* (handicap parking) spaces.
- ADA access must be provided to outdoor dining area, even if an individual participating establishment does not meet ADA requirements.
- Dining space must be delineated from vehicular travel using the same [acceptable materials](#) as for a Streetery.
- Delineation must be used to indicate the area under individual restaurant management (no open street festival format allowed).
- Diners may not be added to a table once party is seated.
- Maintain access for emergency vehicles.
- Propane heaters and tanks are prohibited



# Example Handwashing Stations



# 3 - Parking Lane Pedestrian Access Route

Converts curbside parking into pedestrian walkway



## Pedestrian Access Route Review Locations

Access routes are allowed on most Philadelphia streets; however, some are excluded.

[Go to Online Map](#)

## Space Requirements

- Must use [vertical partition](#) (e.g. cones, barrels, gates, planters) spaced minimum 1 foot apart.
- Clearance between curb and travel lane must be minimum 7 feet.
- No [vertical partition](#) or furniture may protrude into travel lane.
- Access route may extend in the parking lane along the principal frontage of business AND along principal frontage of adjacent businesses (with [Authorization of Outdoor Seating Extension](#)).
- No *Accessible Parking* (handicap parking) spaces may be used for access route.

## Permit & License Requirements:

- [Temporary Street Closure Permit](#) required.

## Fees

- **No fee** for registration.

# 3 - Parking Lane Ped. Access Route - Acceptable Materials

Must use continuous vertical partition (e.g. cones, barrels, gates, bike corrals) spaced max. 1 foot apart

## Acceptable Materials:

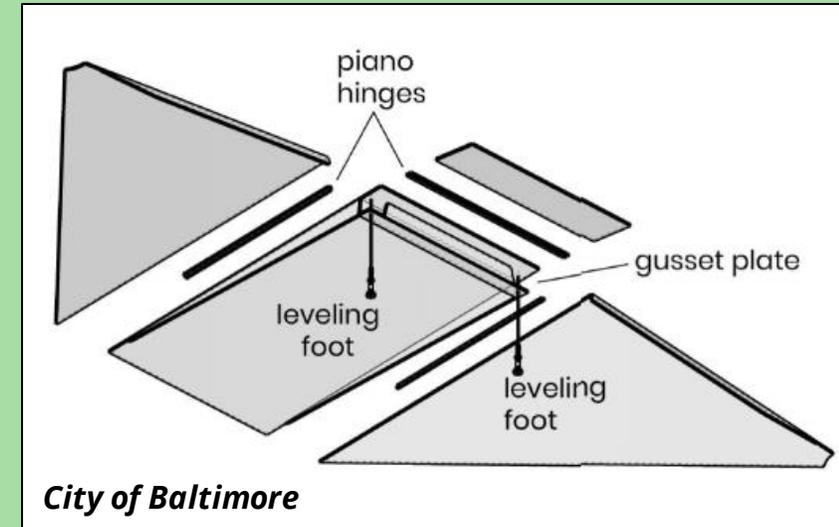
- Water-filled trash cans \* (minimum 50 gallons)
- Plastic planter
- Construction barrels
- Cones
- Pedestrian fencing / Gates
- Sawhorses
- Jersey barriers

\* When temperatures fall below freezing, water should be brined or replaced with loose fill like sand.



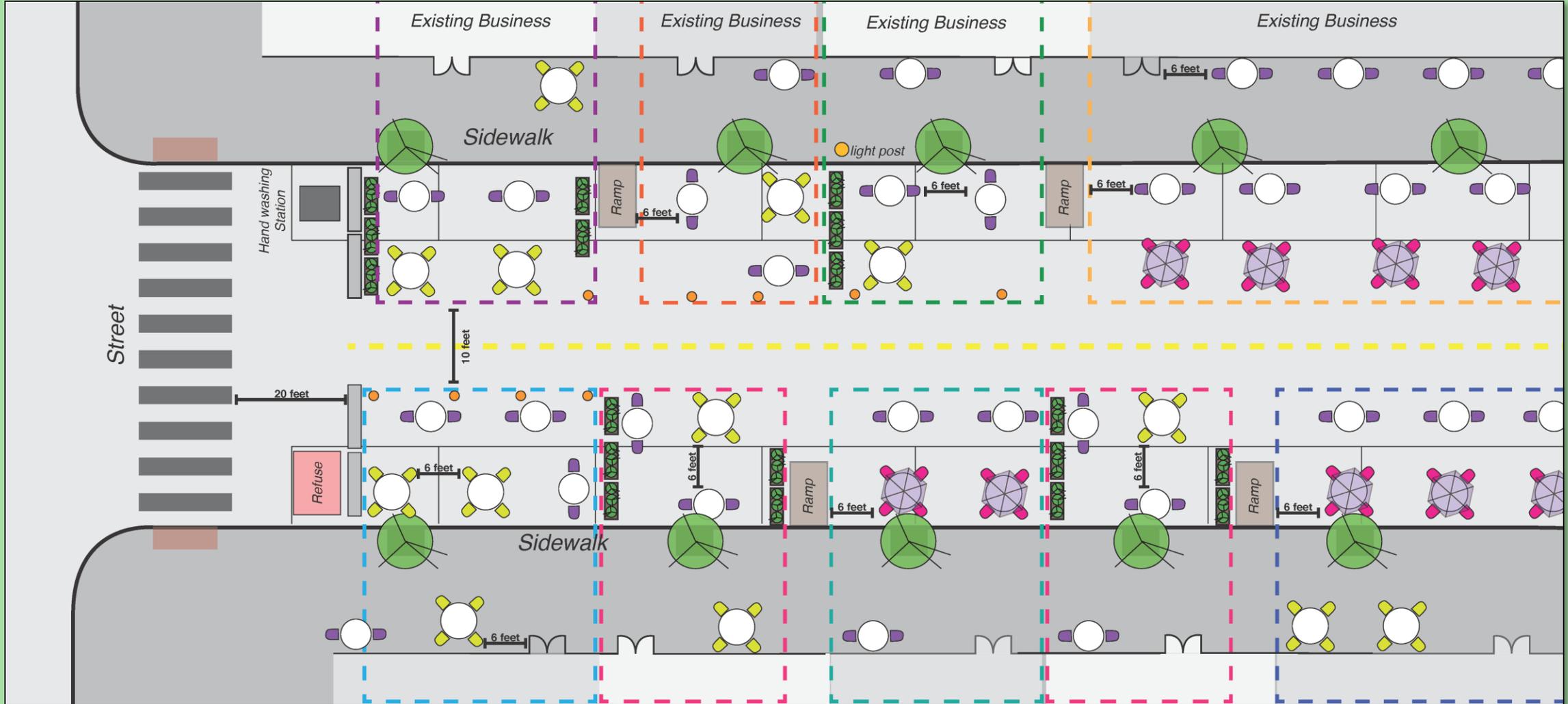
## Acceptable Ramp Materials:

- Wood/metal
- Pre-fabricated ramp
- Handrail, if possible
- Ramp needs to meet 1:12 slope maximum



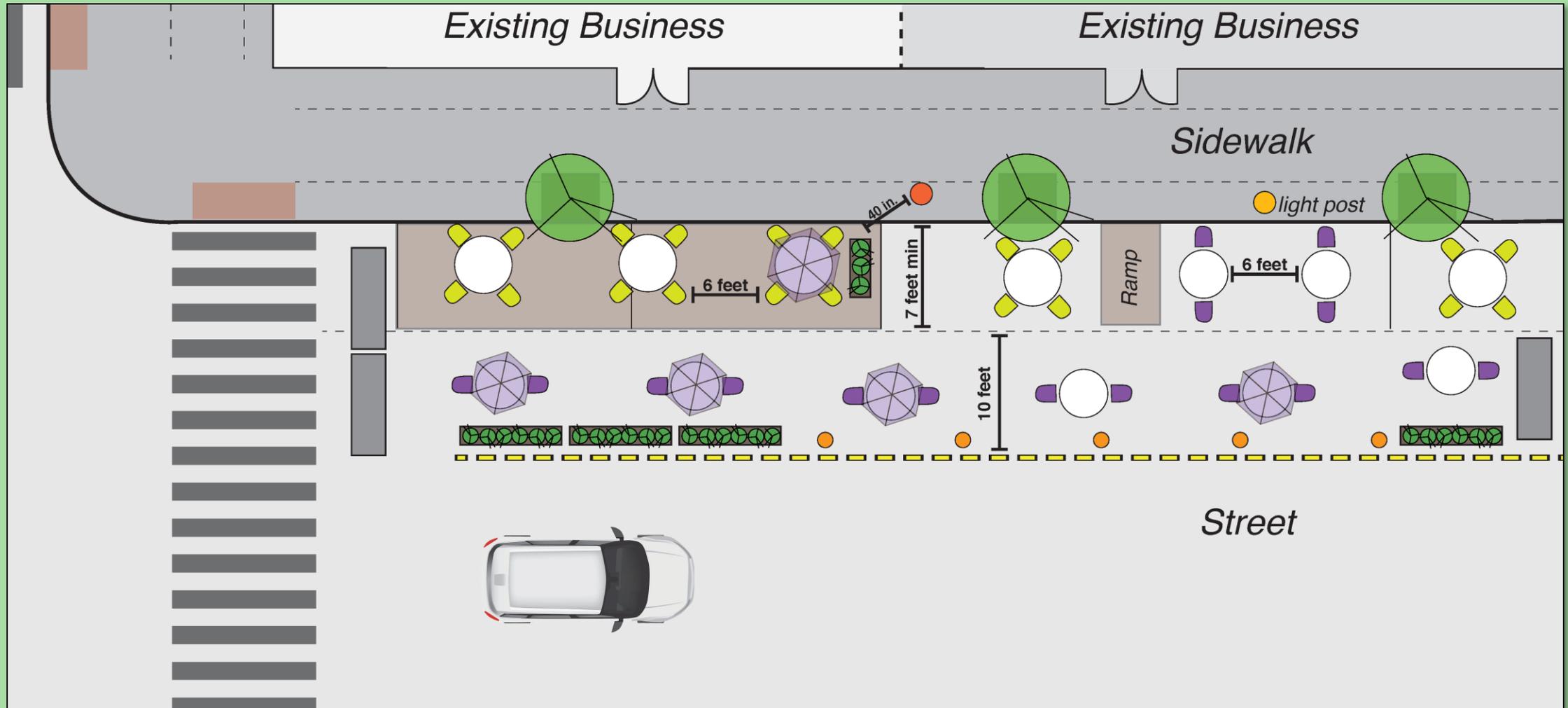
# 3 - Temporary Street Closure - Layout

The figure below is for illustrative purposes only.



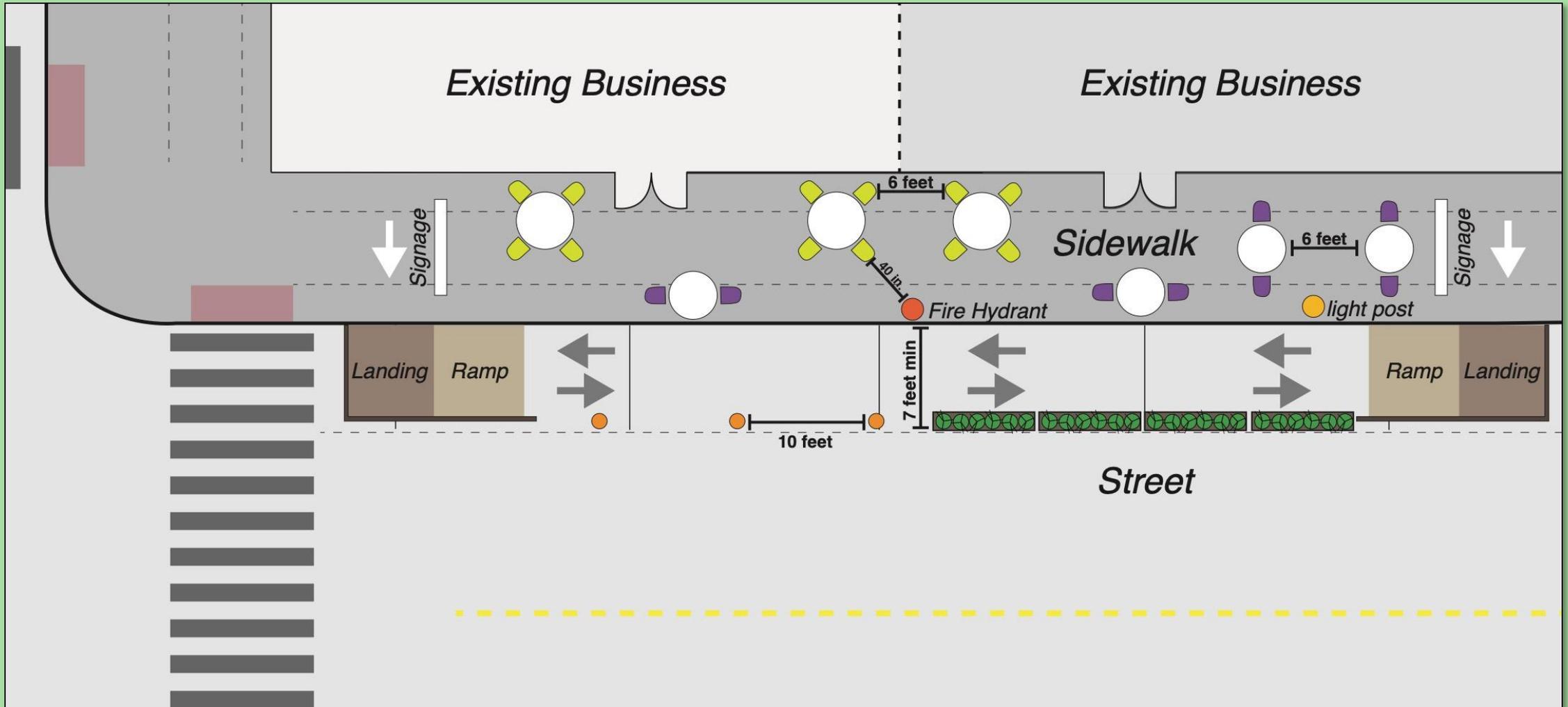
# 3 - Temporary Partial Street Closure - Layout

The figure below is for illustrative purposes only.



# 3 - Parking Lane Pedestrian Access Route Layout

The figure below is for illustrative purposes only.





# Temporary Use Permit



# 4 – Temporary Use Permit

Temporary closure of privately owned lot for outdoor dining, retail or personal services



## Requirements

- Must comply with all [Global Requirements](#).
- Eating and drinking establishments, retail sales and personal services may operate on a lot if permitted in the base zoning district, notwithstanding any requirements for parking.
- Tents may be erected without separate zoning approval, but a [tent permit](#) is required if the tent is over 400 square feet or heated.
- Separate [construction permits](#) are required for any structures occupied by the public.
- Amplified music and performance acts are not allowed.

## Permit & License Requirements:

- [A Temporary Use Permit](#) is required.

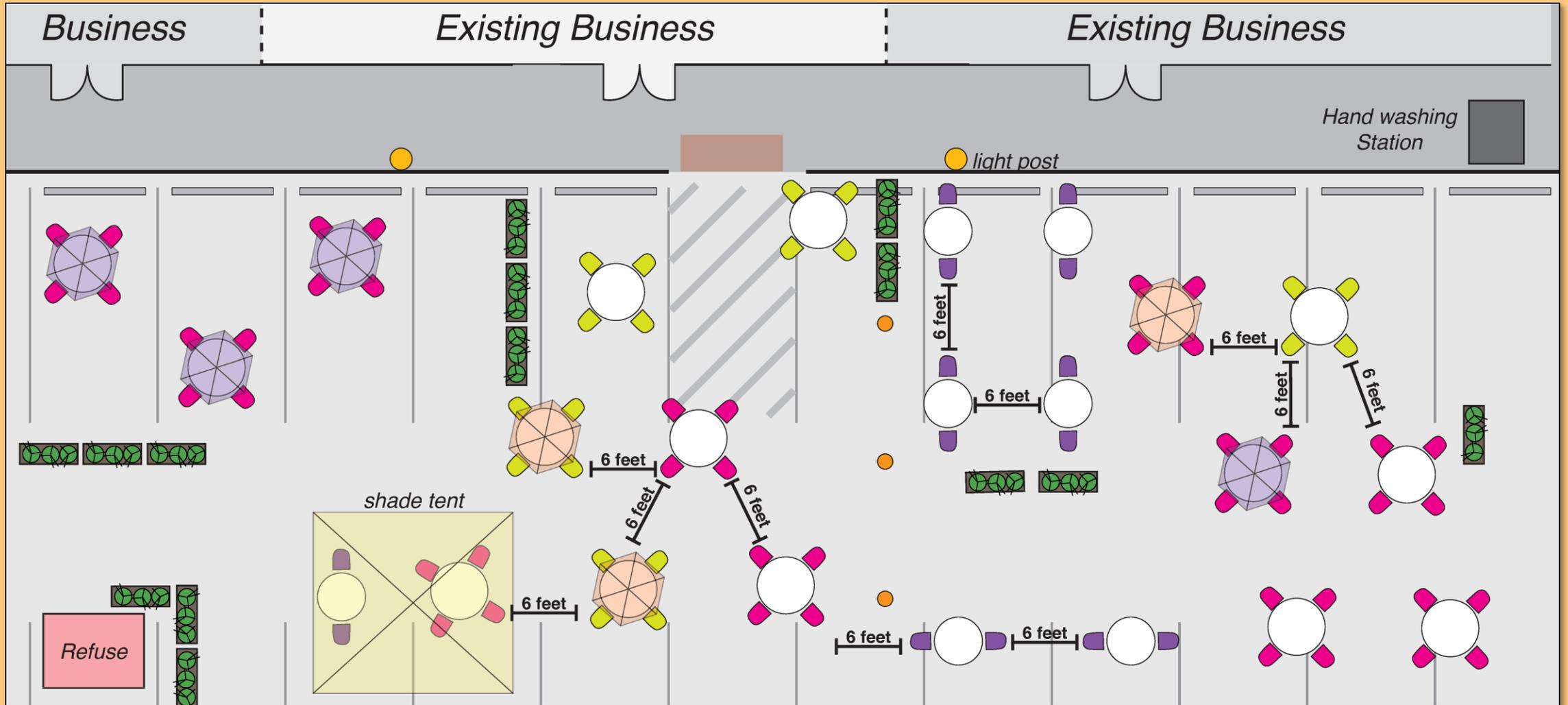
## Processing Time & Fees

- Applications for Temporary Use Permits are reviewed in **3 business days**.
- **\$30 permit fee**, due at time of application.



# 4 - Temporary Use Permit

The figure below is for illustrative purposes only.





# Tents & Other Structures



# Approval for Temporary Tents & Other Structures

## Approval Process for Tents and Other Structures

- All necessary permits and approvals must be obtained **before** adding a tent or other structure to your outdoor dining setup.
- See the [flowchart](#) to determine which approvals are required.
- **Note: failure to obtain the proper permits may lead to a violation being issued, fines being imposed, and/or a cease of outdoor dining operations.**
- If you have already obtained a [Temporary Sidewalk Café License](#) or [Temporary Streetery License](#), there is one more step to take after obtaining a tent permit or building permit. After obtaining the required permits, you will need to [amend your license](#) to document the scope of your approval.
- A platform associated with a [Temporary Streetery](#) is considered a structure, even if there is no overhead covering.
- Note: All tents and other structures in the [right of way](#) will be reviewed by the Streets Department. In most cases this review is done “behind the scenes.” You will not be required to submit an application or plans directly to the Streets Department.



# Temporary Tents & Other Structures

## Additional Requirements for Temporary Shelters (tent, canopy, structure, etc.):

- If new electrical connections or HVAC equipment is proposed, additional [electrical](#) or [mechanical](#) permits are required.
- The City is not responsible for any damage to structure in the [right of way](#) during a winter weather event or any other activity.
- Emergency access (Fire, Police, Ambulance) allowance of 10 feet minimum must be maintained on the street. Shelters that create pinch points will not be permitted.
- Clear access to public utilities, manholes, building entrances, crosswalks, and transit stops must be maintained.
- Height of structures cannot exceed 10 ft from pavement to highest point of roof. **NOTE:** If you are considering building a structure, **it is highly recommended that you build no higher than 4 ft** to comply with expected changes after 12/31/21
- Tents and other structures may NOT attach to utilities, traffic/street lighting poles, signs or street furniture.
- Tents and other structures are prohibited within 15 feet of a fire hydrant.
- Tents and other structures may not exceed business frontage without written permission from neighbors and City approval of [extension](#).
- A 6-foot-wide clear path for pedestrians must be maintained.
- Tents to be left in place must be secured by 2 pounds per square foot of area applied at each corner.
- Unsecured tents must be broken down and stored each night.
- Tents must be secured against strong wind.

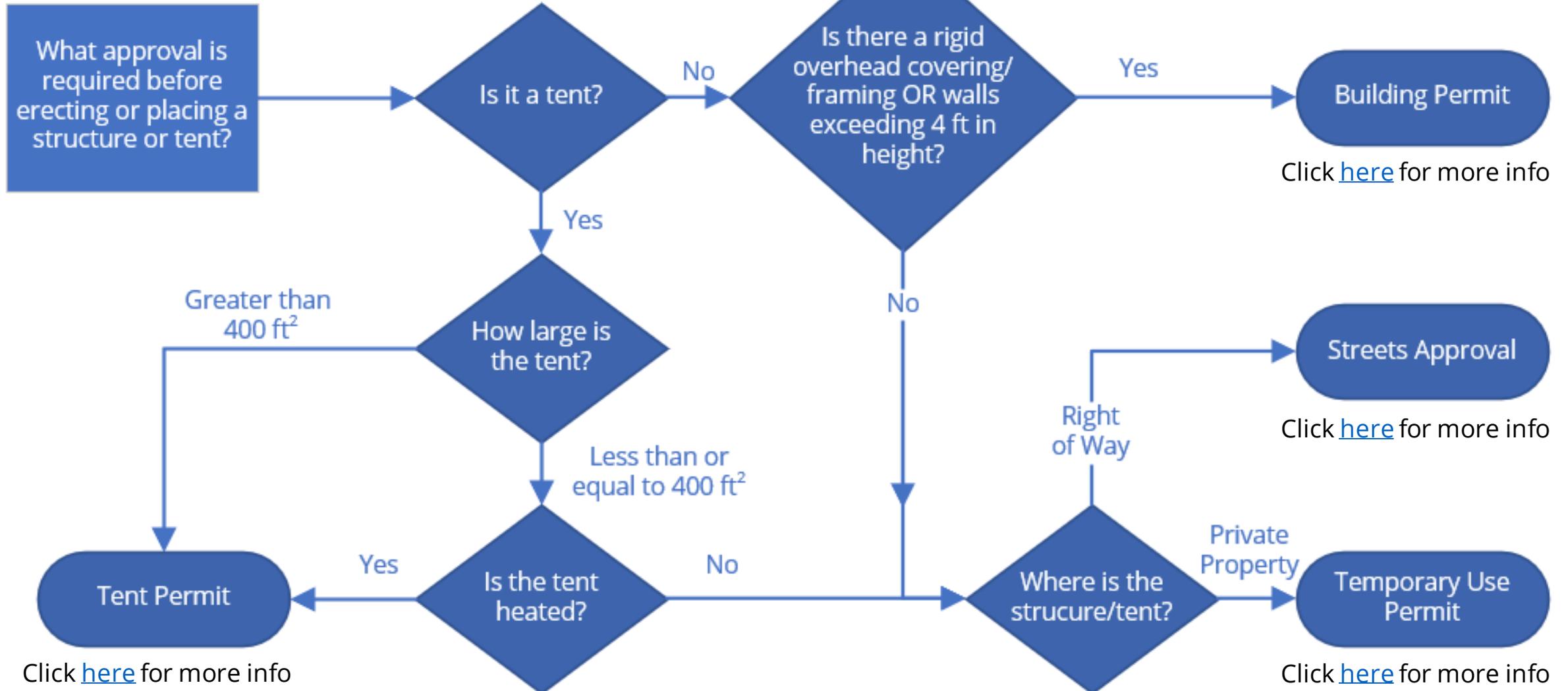


If you still have questions, ask before you build!  
Contact [business@phila.gov](mailto:business@phila.gov)





# Which Approval(s) do I need to place or erect a Tent or Other Structure?



Click [here](#) for more info

# Examples of Tents & Other Structures

Click on each photo to see which permit(s)/ approval(s) are needed.



# Which Approval(s) Do I Need? (Example #1)

## Description:

- Not a tent
- No rigid overhead covering or framing
- No walls over 4 feet in height
- Located in the [right of way](#)

## Permit(s) / Approval(s):

- Based on the [flowchart](#), a [Streets Approval](#) is required.



# Which Approval(s) Do I Need? (Example #2)

## Description:

- Not a tent
- No rigid overhead covering or framing
- No walls over 4 feet in height
- Located in the [right of way](#)

## Permit(s) / Approval(s):

- Based on the [flowchart](#), a [Streets Approval](#) is required.



# Which Approval(s) Do I Need? (Example #3)

Description:

- Tent less than or equal to 400 ft<sup>2</sup>
- Located on private property

Permit(s) / Approval(s):

- Based on the [flowchart](#), a [Temporary Use Permit](#) is required.



# Which Approval(s) Do I Need? (Example #4)

## Description:

- Tent less than or equal to 400 ft<sup>2</sup>
- Tent is not heated
- Located in the [right of way](#)

## Permit(s) / Approval(s):

- Based on the [flowchart](#), a [Streets Approval](#) is required.



# Which Approval(s) Do I Need? (Example #5)

## Description:

- Tent larger than 400 ft<sup>2</sup>
- Tent is not heated
- Located in the [right of way](#)

## Permit(s) / Approval(s):

- Based on the [flowchart](#), a [Tent Permit](#) is required.
- Since the structure is in the [right of way](#), the Tent Permit application will also be reviewed by the Streets Department.



# Which Approval(s) Do I Need? (Example #6)

## Description:

- Tent larger than 400 ft<sup>2</sup>
- Tent is heated
- Located on private property

## Permit(s) / Approval(s):

- Based on the [flowchart](#), a [Tent Permit](#) is required.



# Which Approval(s) Do I Need? (Example #7)

## Description:

- Rigid overhead covering or walls over 4 feet in height
- Located in the [right of way](#)

## Permit(s) / Approval(s):

- Based on the [flowchart](#), a [Building Permit](#) is required.
- Since the structure is in the [right of way](#) the Building Permit application will also be reviewed by the Streets Department.



# Which Approval(s) Do I Need? (Example #8)

## Description:

- Rigid overhead covering or walls over 4 feet in height
- Located on private property

## Permit(s) / Approval(s):

- Based on the [flowchart](#), a [Building Permit](#) is required.





# Outdoor Heating



# Heating – **Not Permitted**

## Types of Heating that are Prohibited:

- Solid fuel (open flames) and kerosene are prohibited in the [right of way](#).
  - Solid Fuel (wood, coal, etc.) / Open Burning\* ([Philadelphia Fire Code 307](#))
  - Kerosene ([Philadelphia Fire Code - 603.4](#))
  - Propane is prohibited between the curblines (ie Streeteries and other parking lane setups)
  - Propane *may not* be stored in the right of way (including sidewalks), indoors, against a building, or within 5 ft of a building or property line, even if in a cage.

**\*NOTE:** Fire pits with mesh coverings are still considered to be open flames and are prohibited.



Source: Instagram



# Heating – Permitted Outside of Shelter

**Propane and Natural Gas are Permitted Outside of Shelter (except in the cartway):**



Propane and Natural Gas ([Philadelphia Fire Code - 603.4.2](#))

- Minimum **5 feet** from building and all combustibles (i.e. tents, canopies, etc.).
- **Propane and propane heaters are prohibited in the cartway.**
- Equipment must be listed and labeled for outdoor use.
- Equipment must comply with other provisions of 603.4.2 (tipping switch, guard).
- Secure propane fuel tanks whenever in use on the sidewalk.
- Ensure propane heater exhaust has ample means to ventilate.
- Propane may not be stored in the right of way (including sidewalks), indoors, against a building, or within 5 ft of a building or property line, even if in a cage.



# Heating – Permitted Outside of Shelter



Source: NYT

## Electric Heating is Permitted Outside of Shelter:

Electric ([Philadelphia Fire Code - 604.10](#))

- Minimum **3 feet** from combustibles (i.e. tents, canopies, etc.).
- All equipment must be listed and labeled for outdoor use.
- [Electrical permit](#) required for any new connections.
- Extension cords may not be used for permanent wiring, may not be subject to environmental damage, and should only be used for portable appliances.
- Cords must be secured to prevent tripping hazards.



# Heating – Permitted Within Shelter

## Types of Heating Permitted within Shelters:

- There are heating systems that may be safely utilized (i.e. forced air ducted systems).
- A [tent permit](#) shall be required, regardless of size, to allow for review and inspection of heating system.
- If your winter set-up includes new electrical connections or HVAC equipment, additional [electrical](#) or [mechanical](#) permits are required.
- Propane and propane heaters are not permitted.



Source: Instagram



# Heating “Do’s”



## Requirements:

- Comply with [Philadelphia Fire Code](#).
- Obtain and use UL listed heating devices only. Use devices according to the manufacture’s specification.
- Secure and “tamper-proof” all set-ups **every day**.

## Recommendations:

- Read and understand manufacturer's instructions on safe installation and operation.
- Contact manufacture for additional support as needed.
- Request professional inspection whenever in doubt .
- Designate a “Watch” to ensure fire safety is maintained.
- Check your set up every day.



# Heating “Don’ts”



*Propane heaters used within a tent and less than 5 feet from combustible materials is prohibited.*

*Source: Instagram*

## Recommendations:

- Propane may not be stored in the right of way (including sidewalks), indoors, against a building, or within 5 ft of a building or property line, even if in a cage.
- Propane and propane heaters are not permitted in the cartway.
- Do not exceed circuit amperage with electric connections.
- Never assume “flame-retardant” materials are non-combustible.
- No private gas lines are allowed to extend into [right of way](#).
- Do not deviate over time. Once a safe heating set up is established, it should be maintained, particularly after safe conditions have been verified by inspection.





# How to Apply or Amend your Approval



# Temporary Sidewalk Café License

## How to Apply:

- Application can be submitted through [eCLIPSE](#).

## Webservice:

- Click [here](#) to view the service page of the Temporary Sidewalks Café License.

## How to Guide:

- Click [here](#) to view the *How to Guide* to walk you through the application process. The Guide can be found under the “Online Licensing” Section.

## Additional Info:

- A Temporary Sidewalk Café and Temporary Streetery can be applied for simultaneously on the same application.
- A license can be closed by contacting [311](#).



# Temporary Sidewalk Café License Application

## Sections 1 and 2:

- Sections 1 and 2 should be completed for ALL applications.

## Section 3:

- Section 3 should only be completed if a Temporary Sidewalk Café License is proposed.

## Section 4:

- Section 4 should only be completed if a Temporary Streetery License is proposed.

## Section 5:

- Section 5 should only be completed if you are proposing to extend your license in front of the adjacent property(ies). If you are proposing to extend your seating area, the [Owner's Authorization Form](#) should also be submitted.

## Section 6:

- Section 6 should be completed if any structure, tent or platform is proposed. This section will outline is additional permits or plans must be submitted.



### Application for Outdoor Seating in the Right-Of-Way

Complete and submit this application for a new temporary Sidewalk Café, a temporary extension of a Sidewalk Café or a new Streetery

This application is for (Check all that apply):  Temp Sidewalk Café and/or Temp Sidewalk Café Extension  Streetery

#### Applicant Information

Identify the name and license information of the business applying for a temporary Sidewalk Café License, a temporary extension of a Sidewalk Café License or a new Streetery.

1

Name of Licensee \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Commercial Activity License Number \_\_\_\_\_ Food Prep and Serving License Number \_\_\_\_\_

#### Operation Details

Section 2 must be completed for all applications.

2

A. I have read and comply with [Health's Reopening Guidance](#)  Yes  No

B. I have read and comply with the [Outdoor Dining Guidelines](#)  Yes  No

C. Will the Sidewalk Café and/or Streetery extend in front of abutting properties?  Yes  No

- If "Yes", Section 5 of the application must be completed.
- If "Yes", Section 6 of the application must be completed.

D. Is construction proposed as part of the Sidewalk Café and/or Streetery (e.g. tent, platform, custom built structure)?  Yes  No

E. Business owner maintains general liability insurance policy, minimum \$1,000,000  Yes  No

F. Paved surface and adjacent sidewalk are in good repair  Yes  No

G. Arrangement of Tables and Chairs (check to confirm compliance):

- An ADA accessible pedestrian path, minimum 6 feet in width is provided  Yes  No
- Tables and chairs do not protrude into travel lane for bicycles / motor vehicles  Yes  No
- All tables are located a minimum of 10 feet from fire hydrants  Yes  No
- All tables are located a minimum of 40 inches from Fire Dept connections  Yes  No
- All tables are located a minimum of 2 feet from cellar doors  Yes  No
- All tables are located a minimum of 15 feet from a transit stop  Yes  No
- Tables and chairs do not obstruct pedestrian crosswalks or driveways  Yes  No

#### Details for Sidewalk Cafés

Section 3 must be completed for sidewalk cafés.

3

A. Sidewalk width (minimum 10 feet required) \_\_\_\_\_ feet

B. Arrangement of Tables and Chairs (check to confirm compliance):

- No tables obstruct building entrance  Yes  No

#### Details for Streeteries

Section 4 must be completed for streeteries (i.e. tables & chairs in parking lane).

4

A. Name(s) of Street(s) (not on the [prohibited list](#)) \_\_\_\_\_

B. Width of parking lane (minimum 7 feet required) \_\_\_\_\_ feet

C. Will adequate lighting be provided?  Yes  No

D. Type of Barrier(s), check all that apply:  Water Filled Trash Cans  Construction Barrels  Cones, min 36 inches high  Saw Horses  Gates

E. Arrangement of Tables and Chairs (check to confirm compliance):

#### Extension Information

Complete Section 5 only if you answered "Yes" to Section 2, Question C.

5

Address(es) of Abutting Property(ies): \_\_\_\_\_

I have obtained written permission from the abutting property owner(s) to extend my sidewalk café and/or Streetery into the right of way in front of their property. I have included the [Owner's Authorization Form](#) with this application.

#### Additional Approvals

Complete Section 6 only if you answered "Yes" to Section 2, Question D.

If a separate permit is required for the approval, that permit must be obtained prior to submitting this application.

6

If a **TENT** is proposed, identify which of the following best describes the tent:

Description	Additional Approvals / Submission Requirements
<input type="checkbox"/> 400 ft <sup>2</sup> or less in area, unheated	The application must be accompanied by plans (site plan, architectural details and details of crash worthy barriers, if applicable)
<input type="checkbox"/> Larger than 400 ft <sup>2</sup> in area, unheated	Requires a <a href="#">tent permit</a> issued by L&I. A copy of that tent permit shall be submitted with this application.
<input type="checkbox"/> Heated Tent, regardless of size	

If any **OTHER STRUCTURE** is proposed, identify which of the following best describes the structure (check all that apply):

Description	Additional Approvals / Submission Requirements
<input type="checkbox"/> Rigid, overhead covering	A <a href="#">building permit</a> issued by L&I is required. A copy of that building permit shall be submitted with this application.
<input type="checkbox"/> Walls over 4 feet in height	
<input type="checkbox"/> Other, including platform (see below)	The application must be accompanied by plans (site plan, architectural details and details of crash worthy barriers, if applicable)

If you selected "Other" describe the proposed construction: \_\_\_\_\_

#### Declaration & Signature

All provisions of the Philadelphia code and ordinances will be complied with, whether specified herein or not. hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I further certify that I am authorized by the owner to make the foregoing application, and that, before I accept my license for which this application is made, the owner shall be aware of all conditions of the license. I understand that if I knowingly make any false statements herein, I am subject to such penalties as may be prescribed by law or ordinance.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Temporary Streetery License

## How to Apply:

- Application can be submitted through [eCLIPSE](#).

## Webservice:

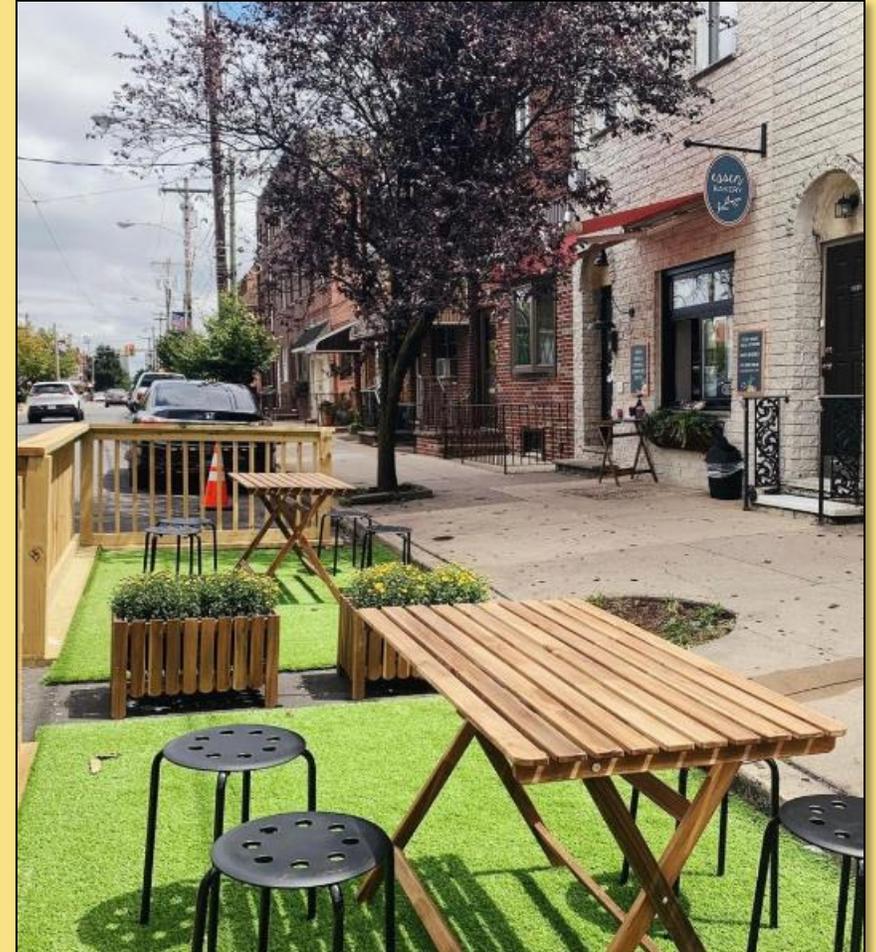
- Click [here](#) to view the service page of the Streetery License.

## How to Guide:

- Click [here](#) to view the *How to Guide* to walk you through the application process. The Guide can be found under the “Online Licensing” Section.

## Additional Info:

- A Temporary Sidewalk Café and Temporary Streetery can be applied for simultaneously on the same application.
- A license can be closed by contacting [311](#).



Source: Instagram



# Temporary Streetery License Application

## Sections 1 and 2:

- Sections 1 and 2 should be completed for ALL applications.

## Section 3:

- Section 3 should only be completed if a Temporary Sidewalk Café License is proposed.

## Section 4:

- Section 4 should only be completed if a Temporary Streetery License is proposed.

## Section 5:

- Section 5 should only be completed if you are proposing to extend your license in front of the adjacent property(ies). If you are proposing to extend your seating area, the [Owner's Authorization Form](#) should also be submitted.

## Section 6:

- Section 6 should be completed if any structure, tent or platform is proposed. This section will outline is additional permits or plans must be submitted.



### Application for Outdoor Seating in the Right-Of-Way

Complete and submit this application for a new temporary Sidewalk Café, a temporary extension of a Sidewalk Café License or a new Streetery

This application is for (Check all that apply):  Temp Sidewalk Café and/or Temp Sidewalk Café Extension  Streetery

#### Applicant Information

Identify the name and license information of the business applying for a temporary Sidewalk Café License, a temporary extension of a Sidewalk Café License or a new Streetery.

1

Name of Licensee \_\_\_\_\_  
 Business Name \_\_\_\_\_  
 Business Address \_\_\_\_\_  
 Commercial Activity License Number \_\_\_\_\_ Food Prep and Serving License Number \_\_\_\_\_

#### Operation Details

Section 2 must be completed for all applications.

2

A. I have read and comply with [Health's Reopening Guidance](#)  Yes  No  
 B. I have read and comply with the [Outdoor Dining Guidelines](#)  Yes  No  
 C. Will the Sidewalk Café and/or Streetery extend in front of abutting properties?  Yes  No  
 • If 'Yes', Section 5 of the application must be completed.  
 D. Is construction proposed as part of the Sidewalk Café and/or Streetery (e.g. tent, platform, custom built structure)?  Yes  No  
 • If 'Yes', Section 6 of the application must be completed.  
 E. Business owner maintains general liability insurance policy, minimum \$1,000,000  Yes  No  
 F. Paved surface and adjacent sidewalk are in good repair  Yes  No  
 G. Arrangement of Tables and Chairs (check to confirm compliance):  
 • An ADA accessible pedestrian path, minimum 6 feet in width is provided  Yes  No  
 • Tables and chairs do not protrude into travel lane for bicycles / motor vehicles  Yes  No  
 • All tables are located a minimum of 10 feet from fire hydrants  Yes  No  
 • All tables are located a minimum of 40 inches from Fire Dept connections  Yes  No  
 • All tables are located a minimum of 2 feet from cellar doors  Yes  No  
 • All tables are located a minimum of 15 feet from a transit stop  Yes  No  
 • Tables and chairs do not obstruct pedestrian crosswalks or driveways  Yes  No

#### Details for Sidewalk Cafés

Section 3 must be completed for sidewalk cafés.

3

A. Sidewalk width (minimum 10 feet required) \_\_\_\_\_ feet  
 B. Arrangement of Tables and Chairs (check to confirm compliance):  
 • No tables obstruct building entrance  Yes  No

#### Details for Streeteries

Section 4 must be completed for streeteries (i.e. tables & chairs in parking lane).

4

A. Name(s) of Street(s) (not on the [prohibited list](#)) \_\_\_\_\_  
 B. Width of parking lane (minimum 7 feet required) \_\_\_\_\_ feet  
 C. Will adequate lighting be provided?  Yes  No  
 D. Type of Barrier(s), check all that apply:  Water Filled Trash Cans  Construction Barrels  Gates  Cones, min 36 inches high  Saw Horses  
 E. Arrangement of Tables and Chairs (check to confirm compliance):

#### Extension Information

Complete Section 5 only if you answered "Yes" to Section 2, Question C.

5

Address(es) of Abutting Property(ies): \_\_\_\_\_  
 I have obtained written permission from the abutting property owner(s) to extend my sidewalk café and/or Streetery onto the right of way in front of their property. I have included the [Owner's Authorization Form](#) with this application.

#### Additional Approvals

Complete Section 6 only if you answered "Yes" to Section 2, Question D.

If a separate permit is required for the approval, that permit must be obtained prior to submitting this application.

6

If a TENT is proposed, identify which of the following best describes the tent:

Description	Additional Approvals / Submission Requirements
<input type="checkbox"/> 400 ft <sup>2</sup> or less in area, unheated	The application must be accompanied by plans (site plan, architectural details and details of crash worthy barriers, if applicable)
<input type="checkbox"/> Larger than 400 ft <sup>2</sup> in area, unheated	Requires a <a href="#">tent permit</a> issued by L&I. A copy of that tent permit shall be submitted with this application.
<input type="checkbox"/> Heated Tent, regardless of size	

If any OTHER STRUCTURE is proposed, identify which of the following best describes the structure (check all that apply):

Description	Additional Approvals / Submission Requirements
<input type="checkbox"/> Rigid, overhead covering	A <a href="#">building permit</a> issued by L&I is required. A copy of that building permit shall be submitted with this application.
<input type="checkbox"/> Walls over 4 feet in height	
<input type="checkbox"/> Other, including platform (see below)	The application must be accompanied by plans (site plan, architectural details and details of crash worthy barriers, if applicable)

If you selected "Other" describe the proposed construction: \_\_\_\_\_

#### Declaration & Signature

All provisions of the Philadelphia code and ordinances will be complied with, whether specified herein or not. hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I further certify that I am authorized by the owner to make the foregoing application, and that, before I accept my license for which this application is made, the owner shall be aware of all conditions of the license. I understand that if I knowingly make any false statements herein, I am subject to such penalties as may be prescribed by law or ordinance.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Full or Partial Street Closure

## How to Apply:

- Complete the [Temporary Street Closure Application](#).
- Application should be emailed to [streetclosure@phila.gov](mailto:streetclosure@phila.gov).
- Renewal application should be emailed to [streetery@phila.gov](mailto:streetery@phila.gov).

## Additional Info:

- Applications submitted by end of day Thursday each week will be considered by a review panel the following Monday. Applicants recommended by the panel will be notified and invited to a briefing session that Tuesday, where they will receive verbal notice of intent to approve or deny; permits for approved applications will be issued by Thursday.



# Temporary Use Permit

## How to Apply:

- Application can be submitted through [eCLIPSE](#).
- Customers have the option of [making an appointment](#) with a permitting representative at the Municipal Services Building.

## Webservice:

- Click [here](#) to view the service page for Temporary Use Permits.

## How to Guide:

- Click [here](#) to view the *How to Guide* to walk you through the application process. The Guide can be found under the “Online Permitting” Section.

## Additional Info:

- In addition to restaurant uses, this permit can be used for retail and personal service uses.



# Tent Permit

## How to Apply:

- Application can be submitted through [eCLIPSE](#).

## Webservice:

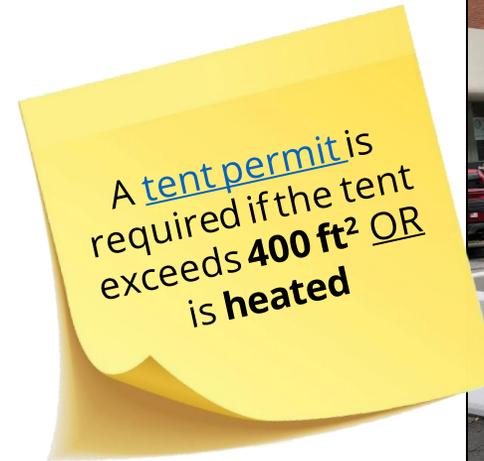
- Click [here](#) to view the service page for Tent Permits.

## Plan Review Requirements:

The application must be submitted with plans that include:

- Size and location
- Tent exits
- Proposed occupant load
- Arrangement of the seating and locations
- Type of heating and electrical equipment
- Anchoring, if applicable

The application must also submit documentation that shows tents, membrane structure, and their accessories meet the flame propagation performance criteria of NFPA 701.



## One Last Step...

- If you already have a [Temporary Sidewalk Café License](#) or [Temporary Streetery License](#), after obtaining the tent permit, you will need to [amend your license](#) to document the scope of your approval.

Note: Tent permits are valid for no more than 6 months. If the tent is to be erected for longer, a new permit is required.



# Building Permit

## How to Apply:

- Application can be submitted through [eCLIPSE](#).
- Applications should be submitted as Commercial Alterations or Commercial Addition (NOT New Construction or Shelter Platform).
- When applying, the applicant should identify if the structure is built in the [right of way](#) to trigger the Streets Department review.

## Webservice:

- Click [here](#) to view the service page for Building Permits.



## Plan Review Requirements:

The application must be submitted with plans that provide enough information to confirm compliant with all applicable Building Codes.

- A site plan should indicate the size and location of the structure.
- A framing plan and anchoring detail should be included.
- Details of all building materials and roof/wall coverings should be included.

Note: A zoning permit is not required for structures in the [right of way](#).

## One Last Step...

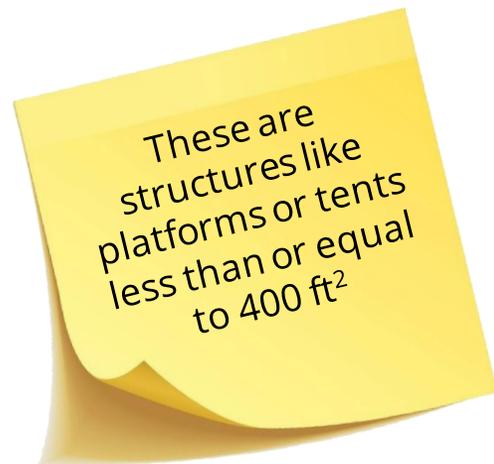
- If you already have a [Temporary Sidewalk Café License](#) or [Temporary Streetery License](#), after obtaining the tent permit, you will need to [amend your license](#) to document the scope of your approval.



# Structures in the Right of Way that do not require a Tent or Building Permit

## How to Apply:

- When applying for a Temporary Sidewalk Café or Streetery License or when amending a license, plans should be submitted. Plans should include a site plan, architectural details and details of crash worthy barriers. These plans will be reviewed by the Streets Department.
- The approval or denial will be documented as part of the license in the City's records.



# Amending or Closing a Temporary Sidewalk Café or Streetery License

## How to Amend an Existing License:

- To make changes to an existing registration, submit the online [amendment to outdoor dining](#) form to document changes. These changes can include the addition of a structure, the extension in front of an adjacent property or other registration changes.
- The approval or denial will be documented as part of the license in the City's records.
- A license can be closed by contacting [311](#).



# Renewing a Temporary Approval

## How to Renew:

- Under a new law, Temporary Sidewalk Café / Streetery Licenses are now valid through **December 31, 2021**.
- Restaurants do not have to submit another application or renew their license. However, **if your license includes the extension in front of an adjacent property**, an additional form must be submitted to L&I to document that the approval is permitted to continue into 2021. The [Authorization of Outdoor Seating Extension](#) form must be completed and submitted through [L&I's website](#).





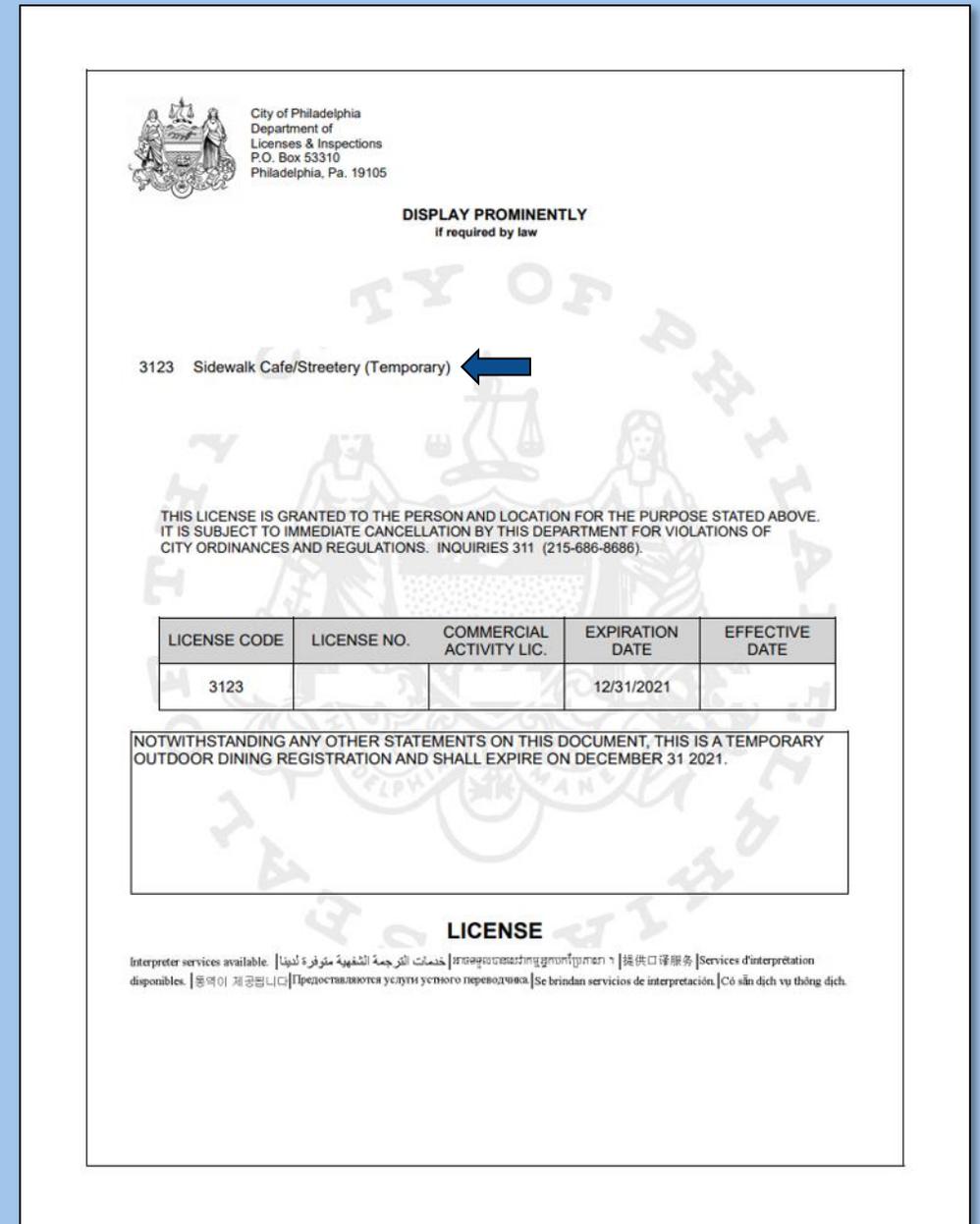
# Understanding Your Approvals



# Temporary Sidewalk Café License

## License:

- Any restaurant that is approved for a [Temporary Sidewalk Café License](#) OR [Temporary Streetery License](#) will receive a license that looks like the one shown here.
- This license will always read “3123 Sidewalk Café/Streetery (Temporary)” at the top. Obtaining this license does NOT necessarily mean that you have been approved for both a [Temporary Sidewalk Café](#) and [Temporary Streetery](#).
- This license must be displayed on the site at all times.
- Obtaining a license for a [Temporary Sidewalk Café License](#) or [Temporary Streetery License](#) grants you permission to place tables, chairs, barriers, etc. on the sidewalk or parking lane, respectively. This approval does not grant permission to place or erect a [tent or structure](#).



# Temporary Sidewalk Café License

## Understanding the Approval:

- The same day that the licenses is approved, you will receive an email from L&I with an Outdoor Dining Decision Form attached. This form will outline:
  - What you applied for,
  - What aspects of the application were approved,
  - What aspects of the application were denied, if any,
  - How to appeal the denial, and
  - Limitations and Conditions of the license
- Please note, the license for a [Temporary Sidewalk Café](#) and the license for a [Temporary Streetery](#) are identical. It is crucial that you read and understand the email that you receive to know exactly what you have been approved for.
- If you are not sure what was approved, reply to the email that you receive with questions or contact [business@phila.gov](mailto:business@phila.gov) for assistance.
- On the Outdoor Dining Decision Form shown here, the applicant applied for a Sidewalk Café and a Streetery. The Sidewalk Café was approved but the Streetery was denied.



### Outdoor Dining Decision Form

This form is to be completed by the L&I office to identify the decision of the sidewalk café and/or Streetery request.

---

**Business Contact Information & Application Scope**

Provide the name and address of the business, L&I job number, and scope of application.

**1**

Business Name: \_\_\_\_\_

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

L&I Job #: \_\_\_\_\_

The scope of the application includes (check all that apply):

Sidewalk Café  Streetery  Extension  Tent  Other Structure

---

**Decision**

Section 2 outlines which aspects of the application were approved, and which were denied.

**2**

The following components have been **APPROVED** (check all that apply):

Sidewalk Café  Streetery  Extension  Tent  Other Structure

Address(es) of APPROVED extension: \_\_\_\_\_

The following components have been **DENIED** (check all that apply):

Sidewalk Café  Streetery  Extension  Tent  Other Structure

Address(es) of DENIED extension: \_\_\_\_\_

**Reason(s) for denial:**

The sidewalk adjacent to the food establishment is less than 10 feet in width.

The proposed streetery is located on a prohibited street.

The proposed streetery encroaches on a travel lane for motor vehicles and / or bicycles, loading zone or other space that is not designated for parking.

The proposed streetery encroaches on an accessible parking space.

The proposed extension does not front a lot immediately abutting the food establishment.

Other: \_\_\_\_\_

---

**Appeal Rights**

**3**

**YOU HAVE THE RIGHT TO APPEAL THIS DENIAL WITHIN 30 DAYS OF NOTICE.**

To file an appeal, you must submit the approved form to the Boards Administration unit located on the 11<sup>th</sup> floor of the Municipal Services building, 1401 JFK Blvd, Philadelphia, PA. The form can be downloaded from the appeal tab at [www.phila.gov](http://www.phila.gov) or obtained from the Boards Administration unit.

**IF YOU DO NOT TIMELY FILE AN APPEAL THEN YOU WAIVE YOUR RIGHT TO LATER CHALLENGE ANY PART OF THIS NOTICE.** This includes interpretation of code provisions or physical conditions.

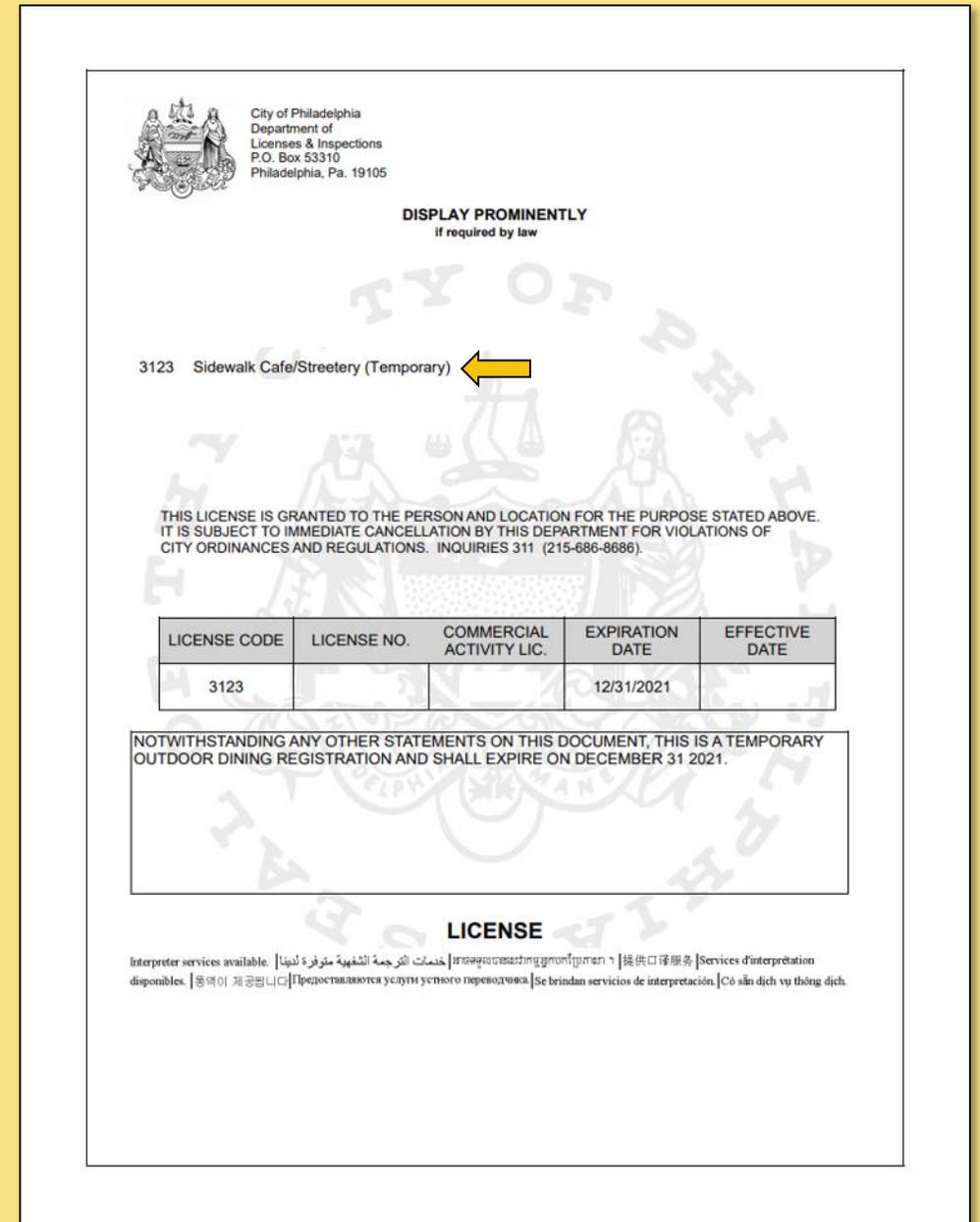
IF YOU HAVE ANY LEGAL QUESTIONS, YOU SHOULD CONSULT WITH AN ATTORNEY. If you do not have an attorney, you can contact the Philadelphia Bar Association Referral and Information Line at 215-238-6333 or for a list of legal aid service providers go to <http://palegalaid.net/legal-aid-providers-in-pa>.

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# Temporary Streetery License

## License:

- Any restaurant that is approved for a [Temporary Sidewalk Café License](#) OR [Temporary Streetery License](#) will receive a license that looks like the one shown here.
- This license will always read “3123 Sidewalk Café/Streetery (Temporary)” at the top. Obtaining this license does NOT necessarily mean that you have been approved for both a [Temporary Sidewalk Café](#) and [Temporary Streetery](#).
- This license must be displayed on the site at all times.
- Obtaining a license for a [Temporary Sidewalk Café License](#) or [Temporary Streetery License](#) grants you permission to place tables, chairs, barriers, etc. on the sidewalk or parking lane, respectively. This approval does not grant permission to place or erect a [tent or structure](#).



# Temporary Streetery License

## Understanding the Approval:

- The same day that the licenses is approved, you will receive an email from L&I with an Outdoor Dining Decision Form attached. This form will outline:
  - What you applied for,
  - What aspects of the application were approved,
  - What aspects of the application were denied, if any,
  - How to appeal the denial, and
  - Limitations and Conditions of the license
- Please note, the license for a [Temporary Sidewalk Café](#) and the license for a [Temporary Streetery](#) are identical. It is crucial that you read and understand the email that you receive to know exactly what you have been approved for.
- If you are not sure what was approved, reply to the email that you receive with questions or contact [business@phila.gov](mailto:business@phila.gov) for assistance.
- On the Outdoor Dining Decision Form shown here, the applicant applied for a Sidewalk Café and a Streetery. The Sidewalk Café was approved but the Streetery was denied.



### Outdoor Dining Decision Form

This form is to be completed by the L&I office to identify the decision of the sidewalk café and/or Streetery request.

---

**Business Contact Information & Application Scope**

Provide the name and address of the business, L&I job number, and scope of application.

**1**

Business Name: \_\_\_\_\_

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

L&I Job #: \_\_\_\_\_

The scope of the application includes (check all that apply):

Sidewalk Café  Streetery  Extension  Tent  Other Structure

---

**Decision**

Section 2 outlines which aspects of the application were approved, and which were denied.

**2**

The following components have been **APPROVED** (check all that apply):

Sidewalk Café  Streetery  Extension  Tent  Other Structure

Address(es) of APPROVED extension: \_\_\_\_\_

The following components have been **DENIED** (check all that apply):

Sidewalk Café  Streetery  Extension  Tent  Other Structure

Address(es) of DENIED extension: \_\_\_\_\_

**Reason(s) for denial:**

The sidewalk adjacent to the food establishment is less than 10 feet in width.

The proposed streetery is located on a prohibited street.

The proposed streetery encroaches on a travel lane for motor vehicles and / or bicycles, loading zone or other space that is not designated for parking.

The proposed streetery encroaches on an accessible parking space.

The proposed extension does not front a lot immediately abutting the food establishment.

Other: \_\_\_\_\_

---

**Appeal Rights**

**3**

**YOU HAVE THE RIGHT TO APPEAL THIS DENIAL WITHIN 30 DAYS OF NOTICE.**

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# Full or Partial Street Closure

## Permit:

- This permit must be displayed on the site at all times.
- **Understanding the Approval:**
- This approval does not grant permission to place or erect a [tent or structure](#).



**City of Philadelphia**

Department of Streets  
Highway Division - Right-of-Way Unit  
940 Municipal Services Building  
1401 John F. Kennedy Boulevard

**Carlton Williams**  
Streets Commissioner

**PERMIT NO:**

**PERMIT TYPE:** EQUIPMENT PLACEMENT

**PROJECT TYPE(S):**  
- OTHER EVENT

**DETAILED DESCRIPTION OF CLOSURE:**  
PERMISSION IS HEREBY GRANTED TO CLOSE SOUTH CAMAC STREET, BETWEEN MANNING STREET AND LOCUST STREET FOR OUTDOOR DINING.

**GENERAL LOCATION LIST:**

OCCUPANCY TYPE	ON STREET	FROM INTERSECTION	TO INTERSECTION
FULL CLOSURE			

**ENCROACHMENTS ON THE RIGHT OF WAY:**  
- OTHER

**DATES:** 5/4/2021 TO 5/18/2021

**TIMES:** TUESDAY, MAY 4TH 2:00 PM - TUESDAY, MAY 18TH 11:59 PM

**PURPOSE:** OUTDOOR DINING - TEMPORARY STREET CLOSURE PILOT

**COMMENTS:**

- MUST COMPLY WITH ALL RESPECTIVE COVID-19 OUTDOOR DINING GUIDELINES.
- MUST COMPLY WITH ALL ADA AND COMPLETE STREETS ACCESSIBILITY GUIDELINES.
- MUST MAINTAIN CLEAR ACCESS TO ALL UTILITIES.
- MAJOR CROSS STREETS INTERSECTING ROUTE MUST REMAIN OPEN TO ALL TRAFFIC.
- APPLICANT MUST NOTIFY SEPTA OF ANY IMPACT TO THE TRANSIT ROUTE.
- NO LIVE MUSIC WITH THIS PERMIT AND/OR OUTDOOR DINING PERMIT.
- CITY APPROVED EVENT PERMIT IS REQUIRED FOR LIVE MUSIC.
- STREET IS TO BE OPEN TO PUBLIC ACCESS ALL OTHER TIMES.
- MUST MAINTAIN A 6' PEDESTRIAN WALKING ZONE AT ALL TIMES
- MUST OPEN STREET TO FULL WIDTH AT THE CONCLUSION OF WORK.
- MUST MAINTAIN GOOD HOUSEKEEPING AT ALL TIMES DURING AND AFTER EVENT/WORK SITE FOR PEDESTRIAN AND VEHICULAR TRAFFIC
- MUST PROVIDE & MAINTAIN ACCESS FOR EMERGENCY VEHICLES AT ALL TIMES, I.E. POLICE, FIRE, ETC..
- RESPONSIBLE FOR NOTIFYING ALL BUSINESSES, HOSPITALS, RESIDENTS, ETC OF IMPENDING CLOSURE

**REFERENCES:**  
- NONE

**MUST KEEP PERMIT ON SITE AT ALL TIMES TO SHOW ANY AGENT FROM THE CITY OF PHILADELPHIA UPON DEMAND**

*DURING THIS SUBJECT CLOSURE, YOU AGREE TO MAINTAIN REGULATION P/ADOT BARRICADES(IE APPLICABLE) AT THE EXTREMITIES OF THE CONSTRUCTION AREA. PROVIDE WATCHMEN WHERE NECESSARY, DIRECT TRAFFIC INCLUDING NOTIFICATION SIGNS AND DANGER SIGNALS. BE SUBJECT TO THE REGULATIONS OF THE HIGHWAY DIVISION IN ACCORDANCE WITH THE DEPARTMENT OF STREETS, LICENSES AND INSPECTIONS, POLICE, FIRE, P/ADOT, AND ANY OTHER DEPARTMENT THAT MAY BE CONCERNED. IN ACCEPTING THIS PERMIT, YOU FURTHER AGREE TO BE RESPONSIBLE FOR ALL INJURIES TO PERSONS AND/OR DAMAGES TO PROPERTY THAT MAY BE CAUSED BY THE STREET CLOSURE, AND TO HOLD THE CITY OF PHILADELPHIA HARMLESS IN THE EVENT OF AN ACCIDENT OR MISHAP. UPON EXPIRATION OF THIS PERMIT, THE BARRICADES, SIGNS, ETC., MUST BE REMOVED, AND THE STREET LEFT IN A CLEAN AND SAFE CONDITION.*



Authorized Signature  
**Steve Lorenz**  
Chief Highway Engineer

CC:  
BRIDGES  
HIGHWAY DIVISION  
SEPTA

CAPT. CATALINI  
LINDA BRADLEY  
SWEEP

FIRE DEPARTMENT  
MDO SPECIAL EVENT  
TRAFFIC DIVISION

GARRY HOWELL, SANIT  
PPA  
01ST COUNCILMANIC



# Temporary Use Permit

## Permit:

- Any property that is approved for a [temporary use](#) will receive a permit that looks like the one shown here.
- The Type of Work will be listed as “Temporary Use” and the Approved Use(s) will be listed on the permit.
- This permit must be displayed on the site at all times.

## Understanding the Approval:

- This permit allows these businesses to extend their operations onto privately-owned outdoor spaces (e.g., their parking lot or a nearby vacant lot).
- This approval does not allow the business to operate in the [right of way](#).
- This approval does not grant permission to place or erect a [tent or structure](#).

- Exception: A tent that is unheated AND less than or equal to 400 ft<sup>2</sup> can be erected with this permit.

Department of Licenses and Inspections  
CITY OF PHILADELPHIA

### Zoning Permit

Permit Number ZP-2020-003867

LOCATION OF WORK	PERMIT FEE \$30.00	DATE ISSUED
	ZBA CALENDAR	ZBA DECISION DATE
	ZONING DISTRICTS	

PERMIT HOLDER

APPLICANT

TYPE OF WORK  
Temporary Use

APPROVED DEVELOPMENT

APPROVED USE(S)  
Eating and Drinking Establishments - Sit-Down Restaurant

THIS PERMIT IS SUBJECT TO THE FOLLOWING PROVISIO(S) AS ESTABLISHED BY THE ZONING BOARD OF ADJUSTMENT (ZBA)

**CONDITIONS AND LIMITATIONS:**

- Permits, including Zoning Permits **not** involving development, shall expire if the authorized work or Use is not commenced within, or if work is suspended or abandoned for period of **six (6) months from the date of issuance** with the following exceptions:
  - **30-days or 10-days** for Permits related to Unsafe or Imminently Dangerous properties respectively.
  - **3-years** from issuance or date of decision by ZBA for Zoning Permits involving development.
  - **60-days** for Plumbing, Electrical or Fire Suppression Rough-In Approvals.
  - Any Permit issued for construction or demolition is valid for no more than **five (5) years**.
- All provisions of the Philadelphia Code must be complied with, whether specified herein or not. This permit does NOT constitute approval of any Violation of such Code.

Post a copy of this permit in a conspicuous location along each frontage.  
Permit must be posted within 5 days of issuance.

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# Tent Permit

## Permit:

- Any applicant that is approved to place a [tent](#) will receive a permit that looks like the one shown here.
- This permit must be displayed on the site at all times.

## Understanding the Approval:

- Tent Permits are valid for a maximum of 180 days. If the tent will be erected for longer than 180 days, a new permit must be obtained.
- This approval does not grant approval for the use of the [right of way](#) or a private lot for outdoor dining.
- This approval does not grant permission to erect [structures](#) such as platforms or rigid overhead coverings.

Department of Licenses and Inspections  
CITY OF PHILADELPHIA

### Notice of Operations Permit ←

Permit Number

LOCATION OF WORK	PERMIT FEE	DATE ISSUED
	EVENT START DATE	EVENT END DATE
	DISTRICT	

PERMIT HOLDER

INSTALLER / OPERATOR

TYPE OF WORK  
Temporary Tents and Canopies ←

APPROVED SCOPE OF WORK

**POST A TRUE COPY OF THIS NOTICE IN A CONSPICUOUS LOCATION ON THE PREMISES**  
Permits must be posted for the entire time work approved herein is performed. Zoning Permits shall be posted along each street frontage of the site for not less than (30) calendar days after the date of issuance. Failure to comply will result in the issuance of a Ticket by the

**TO ANONYMOUSLY REPORT UNSAFE CONDITIONS AT THIS WORK SITE, CALL 311 or 911.**



# Building Permit

## Permit:

- Any applicant that is approved to erect a [structure](#) will receive a permit that looks like the one shown here.
- This permit must be displayed on the site at all times.

## Understanding the Approval:

- This approval does not grant approval for the use of the [right of way](#) or a private lot for outdoor dining.
- This approval does not grant permission to place [tents](#).

Department of Licenses and Inspections  
CITY OF PHILADELPHIA

### Notice of Commercial Building Permit

Permit Number

LOCATION OF WORK	PERMIT FEE	DATE ISSUED
	WORK AREA (SQ. FT.)	ESTIMATED COST
DISTRICT		

PERMIT HOLDER

CONTRACTOR

TYPE OF WORK  
Addition and/or Alteration

APPROVED SCOPE OF WORK  
FOR THE ERECTION OF A TEMPORARY STRUCTURE IN THE RIGHT OF WAY FOR USE AS RESTAURANT SEATING. SEPARATE PERMIT(S) REQUIRED IF NEW ELECTRICAL CONNECTIONS OR HVAC EQUIPMENT IS PROPOSED.

UPON ISSUANCE OF THIS PERMIT, THE RESTAURANT'S TEMPORARY SIDEWALK CAFE/STREETERY LICENSE MUST BE AMENDED TO DOCUMENT THE APPROVAL OF THE STRUCTURE. PLEASE SUBMIT THIS PERMIT TO <https://form.jotform.com/20310377242045>

**i** POST A TRUE COPY OF THIS NOTICE IN A CONSPICUOUS LOCATION ON THE PREMISES  
Permits must be posted for the entire time work approved herein is performed. Zoning Permits shall be posted along each street frontage of the site for not less than (30) calendar days after the date of issuance. Failure to comply will result in the issuance of a Ticket by the

**!** TO ANONYMOUSLY REPORT UNSAFE CONDITIONS AT THIS WORK SITE, CALL 311 or 911.



# Structures in the Right of Way that do not require a Tent or Building Permit

## Approval:

- If a restaurant is approved for the placement of a platform or small (less than 400 ft<sup>2</sup>), unheated tent in the [right of way](#), this will be documented as part of their [Temporary Sidewalk Café](#) or [Streeterly License](#).

## Understanding the Approval:

- The same day that the approval is granted, you will receive an email from L&I with an Outdoor Dining Decision Form attached.
- If you are not sure about what was approved, reply to the email that you receive with questions or contact [business@phila.gov](mailto:business@phila.gov) for assistance.
- On the Outdoor Dining Decision Form shown here, the applicant applied for a Sidewalk Café, a Streeterly and a tent. All aspects of the application were approved.



### Outdoor Dining Decision Form

This form is to be completed by the L&I office to identify the decision of the sidewalk café and/or Streeterly request.

---

**Business Contact Information & Application Scope**

Provide the name and address of the business, L&I job number, and scope of application.

**1**

Business Name: \_\_\_\_\_

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

L&I Job #: \_\_\_\_\_

The scope of the application includes (check all that apply):

Sidewalk Café  
  Streeterly  
  Extension  
  Tent  
  Other Structure

---

**Decision**

Section 2 outlines which aspects of the application were approved, and which were denied.

**2**

The following components have been **APPROVED** (check all that apply):

Sidewalk Café  
  Streeterly  
  Extension  
  Tent  
  Other Structure

Address(s) of APPROVED extension: \_\_\_\_\_

The following components have been **DENIED** (check all that apply):

Sidewalk Café  
  Streeterly  
  Extension  
  Tent  
  Other Structure

Address(s) of DENIED extension: \_\_\_\_\_

**Reason(s) for denial:**

The sidewalk adjacent to the food establishment is less than 10 feet in width.  
 The proposed streeterly is located on a prohibited street.  
 The proposed streeterly encroaches on a travel lane for motor vehicles and / or bicycles, loading zone or other space that is not designated for parking.  
 The proposed streeterly encroaches on an accessible parking space.  
 The proposed extension does not front a lot immediately abutting the food establishment.  
 Other: \_\_\_\_\_

---

**Appeal Rights**

**3**

**YOU HAVE THE RIGHT TO APPEAL THIS DENIAL WITHIN 30 DAYS OF NOTICE.**

To file an appeal, you must submit the approved form to the Boards Administration unit located on the 11<sup>th</sup> floor of the Municipal Services building, 1401 JFK Blvd. Philadelphia, PA. The form can be downloaded from the appeal tab at [www.phila.gov](http://www.phila.gov) or obtained from the Boards Administration unit.

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# Agreements & Waivers



# Agreements & Waivers

*Applies to all outdoor dining options referenced in this document.*

- Submitting an application is an acknowledgement that the applicant understands and agrees to all provisions of these regulations, The Philadelphia Code, and other applicable law.
- Operation of a temporary sidewalk café, streetery, or extension after December 31, 2020 constitutes agreement to the provisions of the regulation, including all requirements and waivers.
- Any licensee who does not agree to the terms of the regulation must cease their dining operations in the right-of-way and close out the establishment's license.
- All activities under the outdoor dining license must adhere to all applicable provisions of The Philadelphia Code, any other applicable City regulations, and all business activity, health, and/or safety order requirements issued by the Mayor, Health Commissioner, and/or the Board of Health and/or the Commonwealth.
- The applicant/licensee agrees to defend, indemnify, protect, and hold harmless the City and its officers, agents, and employees from and against any and all suits, demands, claims, loss, damage, charges, or expense, whether direct or indirect, to which they may be subjected by reason of any damage, loss, or injury to persons or property caused by or resulting from the use of the right-of-way dining space, any structures or objects placed in that space, or any wrongful or negligent act by the licensee, its employees, and/or contractor.



# Agreements & Waivers Continued

*Applies to all outdoor dining options referenced in this document.*

- To maintain the functions of city infrastructure, all utility work, any snow removal, and the collection of trash and/or recycling take precedent over right-of-way dining options. The City may, temporarily or permanently, revise, terminate, or suspend right-of-way use prior to December 31, 2021 with reasonable notice for these reasons or others, where it is in the best interest of the City or for the health, safety, or welfare of the public. You may be asked to remove your right-of-way setup.
- The regulation can be terminated by the Managing Director's Office by issuance of an emergency regulation upon a determination that there is no longer a need for an expansion of dining in the right-of-way.
- No authorization granted under or subject to these regulations, including any permitted modifications to a structure or lot, shall constitute a permanent use approval.
- Failure to follow any of the requirements of the regulation shall constitute a violation of the Philadelphia Code and may lead to fines as set forth in law, a cease operations order, suspension or revocation of the Temporary Sidewalk Café/Streeterly License or Extension, and any other remedy available at law.





## Questions Regarding Outdoor Dining?

Contact [business@phila.gov](mailto:business@phila.gov) for assistance

Complaints should be made via 3-1-1

Text COVIDPHL to 888-777 to receive COVID-19 updates to your phone.



City of  
**Philadelphia**

