



Sidewalk Café Application

Name of Business: _____

Applicant/Business Owner: _____

Café Address: _____

Preferred Contact Address: _____

Phone: _____

Café Location Description (including street name(s) the café will be fronting): _____

Existing food service establishment permit: Yes No

Liquor to be sold or consumed on premises: Yes No

Liquor served or consumed in Sidewalk Café: Yes No

Sidewalk Width (building to back of curb): _____(feet)

Sidewalk Café Dimensions: _____ ft. x _____ ft. (L x W)

Remaining Sidewalk Width (café boundary to obstruction such as tree, meter, bike rack, etc. minimum 4' required): _____(feet)

Number of Table/Seats (include standing service areas): _____ Tables/ _____ Seats

Number of existing restroom fixtures (toilets): _____

Maximum allowed occupancy inside business (per Certificate of Occupancy): _____

Months of Operation: _____

Days of Operation (i.e. Monday-Saturday): _____

Hours of Operation (i.e. 11:00am-9:00PM): _____

Will the café be on a deck or elevated surface? Yes No

If yes:

Square footage of deck: _____ sq. ft.

(Decks greater than 120 sqft. will require a separate building permit)

Highest elevation of walking surface from sidewalk surface: _____ inches



Application Requirements:

- Site plan included, minimum 8 ½ x 11 inch to include:
Dimensions required:
 - Building/business frontage
Sidewalk dimensions:
 - Back of curb to building
 - Back of curb to café area
 - Distance from obstructions (i.e. tree wells, parking meters, light posts, signs, bike racks, etc.) near the sidewalk café area (minimum 4 feet required)
 - Street trees shown with distance to café area (if applicable)
 - Size and placement of tables (minimum 15 square feet per person/seat)
 - ADA ramps shown (if applicable)
 - Street furniture shown (i.e. benches, newspaper boxes, etc.) (if applicable)
 - Loading zones and driveway approaches shown (if applicable)
 - Alley (if adjacent)
- Signed and dated copy of the *Hold Harmless and Indemnity Agreement*, pursuant to Spokane Municipal Code 12.15.050 (see page three of this application)
- Proof of commercial general liability insurance coverage in the amount of \$500,000 naming the City of Spokane, 808 W Spokane Falls Blvd, Spokane WA 99201, as additionally insured (Certification of Insurance)
- Application and Review Fees
An online payment link for the sidewalk café license fee will be emailed from the Permit Team. Please see [Business & Development Resources - City of Spokane, Washington](#) for the most current Development Services Fee Schedule.

Signature: _____

Printed Name: _____

Title: _____

By signing this application, you agree to the following Spokane Municipal Codes:
[08.02.0220](#), [12.15](#)

*Please email, mail, or drop off all completed paperwork and plans to the address located at the bottom of this application. Payments in the form of check or money order can be mailed to the physical address at the bottom of the application. **Please note on memo line: “Sidewalk Café Application – (Name of Business on application)”**

NOTE: This license must be renewed **annually**. _____ (Initial)

Modifications of sidewalk café which extend beyond the original approved plan shall require a new review and an additional review fee. _____ (Initial)



Hold Harmless and Indemnity Agreement

For consideration of permission by the City of Spokane to the undersigned Permittee(s) to operate a sidewalk café at _____ to be open from _____ to _____, (month/year) between the hours of _____ and _____, the undersigned Permittee(s) agree(s) to indemnify and hold harmless the City of Spokane, its officers, agents, and employees, from any and all liability, claims, actions, judgments, damages, or injuries of every kind and nature whatsoever, by or to any and all persons or property which damage or injury arises out of the above described sidewalk café, whether the liability, claims, actions, judgments, damages or injuries are caused by, or arise out of the negligence of the City of Spokane, its officers, agents, and employees.

The Permittee(s) further agree(s) to:

- **Wave all claims** against the City of Spokane, its officers, agents, or employees on account of any loss, damage, or injury from whatever cause which may occur to the Permittee(s) or their property, arising from the sidewalk café
- **Reimburse** the City of Spokane for any damage done to City property as a result of the operation of the sidewalk café.
- **Defend** the City of Spokane, its officers, agents, and employees against any claims or actions brought in connection with the sidewalk café, whether such claims or actions are rightfully or wrongfully brought or filed.

In the event a claim is brought, or an action is filed, the Permittee(s) agree that the City of Spokane may retain attorneys of its own choosing to appear and defend the City, its officers, agents, or employees, and such defense shall be and the expense of the Permittee(s).

Dated this _____ day of _____, _____.

Permittee(s):

Café Name: _____

Café Address: _____

Owner Signature: _____

City of Spokane

By: _____

Development Service Center

Approved as to Form
