



# Sidewalk Café Renewal Application

**Permit Number:** \_\_\_\_\_

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

Applicant/Business Owner: \_\_\_\_\_

Café Address: \_\_\_\_\_

Preferred Contact Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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 6' required): \_\_\_\_\_ (feet)

Number of Tables / Seats (include standing service areas): \_\_\_\_\_ Tables / \_\_\_\_\_ Seats

Months of Operation: \_\_\_\_\_

Days of Operation (i.e. Mon – Sat): \_\_\_\_\_

Hours of Operation (i.e. 11 am – 9 pm): \_\_\_\_\_

## Application & Review Fees

- \$100.00 for standard renewal
- \$250.00 for any modifications to existing plans on file (includes permit fee)

*\*Please enclose **total fees** with application*

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

**By signing this application, you agree to the following Spokane Municipal Codes:**

[04.04](#), [08.02.0220](#), [10.28](#)

**RENEWAL REQUIREMENTS:**

- Site plan (**if modifications are being made**), minimum 8-1/2 x 11 inch to include:
    - Dimensions including:
      - Building/business frontage
      - Sidewalk dimensions:
        - Curb to building
        - Curb to café area
        - Distance from obstructions (i.e. tree wells, parking meters, signs, bike racks, etc.) in the sidewalk to café area (*minimum six feet required*)
      - Street trees shown with distance to café area (*if applicable*)
    - Size & placement of tables (*minimum 15 square feet per person/seat*)
    - Parking meters / light posts shown (*if applicable*)
    - 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 [10.28.090](#)
  - 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 (Certificate of Insurance)
- Renewal Fees (please check appropriate fee)**
- Renewal sidewalk café application fee – no changes to plan: \$100.00*
  - Review fee for any modifications to existing plans on file: \$250.00*

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

\*\*\*If modifications are NOT being made but business ownership has changed, you will need to complete a new application and a new Hold Harmless and Indemnity Agreement.

\*\*\*Please email (preferred – online payment link will be emailed), mail, or drop off all completed paperwork and plans to the address located at the bottom of this application. Payments in the form of a check or money order can be mailed to the physical address at the bottom of the application. Please note on memo line: "Sidewalk Café Renewal – (Name of Business on application)"

**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) agree(s) to waive 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 Permittee(s) or Permittee's(s') property, arising out of the above described sidewalk café. Permittee(s) also agree(s) to reimburse the City of Spokane for any damage done to City property, arising out of the sidewalk café.

The undersigned Permittee(s) agree(s) to defend the City of Spokane, its officers, agents, and employees against any claims brought or actions filed against the City of Spokane, its officers, agents, and employees with respect to the sidewalk café, whether such claims or actions are rightfully or wrongfully brought or filed. In case a claim should be brought or an action filed with respect to the sidewalk café, the undersigned Permittee(s) agree(s) that the City of Spokane may employ attorneys of its own selection to appear and defend the claim or action on behalf of the City of Spokane, its officers, agents, or employees, at the expense of the undersigned Permittee(s).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Permittee(s)

\_\_\_\_\_  
Café Name

CITY OF SPOKANE

\_\_\_\_\_  
Café Address

By: \_\_\_\_\_  
Development Services Center

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Mailing Address

Approved as to Form:

\_\_\_\_\_  
Assistant City Attorney