



City of Santa Clara
Community Development
Planning Division
1500 Warburton Ave.
Santa Clara, CA 95050
www.santaclaraca.gov

Planning Division: 408-615-2450
Email: Planning@santaclaraca.gov
Permit Center: 408-615-2420
Email: PermitCenter@santaclaraca.gov
Automated Inspection Scheduling System: 408-615-2400

Permit Application for Outdoor/ Sidewalk Dining

General Requirements:

1. The operator of the outdoor dining area will submit an Outdoor Dining compliance form (Permit) to the City to verify adherence to the following criteria, including authorization from the property owner of the affected private property.
2. Outdoor dining shall be associated with a legally established/permitted food service venue (restaurant or café) on an adjacent or near adjacent property.
3. The outdoor dining area shall displace no more than 50% of the existing parking spaces.
4. The outdoor dining area will be operated in conformance with other regulatory requirements including the Building Code, the city business tax certificate, the Department of Alcoholic Beverage Control, and Santa Clara County Health Department.
5. The outdoor dining area is not located within 40 feet of a single-family residential use, except on the ground floor of mixed-use developments, where outdoor dining can be located adjacent to the restaurant uses.
6. The outdoor dining area may encroach into the public right-of-way (but not including roadways), provided that a minimum clear sidewalk width of 48" is maintained. A separate Encroachment Permit is not required for such outdoor dining area encroachments.
7. A minimum clear exit width of 48" from all building exits to the public right-of-way must be maintained.
8. All required driveways and vehicular circulation must be kept clear.
9. Access is maintained for utility boxes, water hydrants, and any other equipment per City standards.
10. Any chairs, tables, umbrellas, etc. placed within the public right-of-way must be removed from the sidewalk at the end of each business day.
11. Any new structures, plumbing, mechanical, or electrical work will be subject to Building Permit requirements. Separate Building Permit(s) must be obtained as applicable.
12. All outdoor dining areas must be maintained and kept clean of litter.
13. By signing this permit application, the applicant acknowledges that this permit is issued pursuant to the City Manager's authority as Director of Emergency Services and is intended only to respond to the local emergency, and that as such, the authorization is temporary, and may be revised or revoked at any time without further notice.
14. Proof of insurance will need to be provided to the satisfaction of the City's Risk Manager for any case where dining will occur on public property including the public right-of-way.
15. There is no fee for this Permit.

Provide a floor plan drawn to scale of the proposed outdoor dining area, indicating:

1. The associated building front, including all windows and doors.
2. The locations of all proposed table and chair locations.
3. Indicate all the required clearances noted above.
4. Indicate the proposed fire extinguisher locations. Note the size and type of fire extinguishers. A minimum of one new fire extinguisher is required.
5. Indicate any proposed railing or planter locations. Provide to scale drawings of the plans and elevations of all proposed railings.
6. Identify any portions of the public right-of-way which will be utilized as outdoor dining.
7. Identify any parking area that will be utilized as outdoor dining and provide a parking analysis to demonstrate that the project will maintain at least 50% of existing parking spaces.

The outdoor dining permit application must be reviewed by the following city departments/ divisions, you may contact the staff directly to discuss the application if you wish:

Department/ Division	city staff signature/ approve in city permit system
Santa Clara Building Division 408-615-2440	
Santa Clara Fire Dept./ Fire Prev./ Haz. Mat.'s Div. 408-615-4970	
Santa Clara PW Dept./ Engineering Division 408-615-3000	
Other (To be determined by city staff.)	
	all applicable div.'s above to sign prior to planning signature
Santa Clara Planning Division 408-616-2450	

1. An outdoor dining permit may be revoked by City staff at any time.
2. An issued outdoor dining permit scope of work cannot be revised, a new outdoor dining permit application must be made for any significant changes proposed.



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Permit Number(s)		Project Address	
Date Received		Time Period Requested for Outdoor/ Sidewalk Dining	

Area of Work:

Full	Partial	Revision	Phase #
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The undersigned hereby applies for an outdoor/ sidewalk permit for the areas indicated on the outdoor/ sidewalk application plan attached for the above address.

Please PRINT all information legibly and sign where indicated

Job contact person/ responsible party		Company name	
Address		Telephone number	
Job contact signature		Email address	
Field contact person		Telephone number	

Owner name/ title		Telephone number	
Address		Email address	
Owner signature		Date	

Application received by:	Fee due (consult with Planning Division staff)	Approved by (Inspector signature):
Reviewed for compliance by:		Notified via: Date: