



City of Charleston

Submittal Instructions – This application, along with the required information and fee, must be submitted to the Zoning Desk in the **Permit Center at 2 George Street.**

Business Address: _____

Business Owner: _____ Daytime Phone: _____

Applicant: _____ Daytime Phone: _____

Applicant's Mailing Address: _____

Applicant's E-Mail Address: _____

Relationship of applicant to owner (same, representative, other): _____

LICENSE INFORMATION

Current Retail Food License Number: _____

Current Liquor License Number: _____

Have you ever had a license and/or permit revoked or suspended? NO ____ YES ____
IF YES, ATTACH EXPLANATION.

OPERATIONS PLAN

1. Exact length & width along street(s):
Street Name: _____ Length x Width: _____
Street Name: _____ Length x Width: _____
2. Proposed number of tables: _____
3. Proposed number of seats: _____
4. Days & Hours of operation (Be specific, include Saturday & Sunday)
Day(s): _____ Hours: _____
Day(s): _____ Hours: _____
Day(s): _____ Hours: _____

APPLICATION CHECKLIST: (see "Required Attachments" for details)

- Measured drawing of sidewalk café and layout plan
- Photographs of sidewalk and all proposed sidewalk café elements
- Signed and notarized affidavit
- Proof of insurance
- \$200 non-refundable application fee

FOR OFFICE USE ONLY:

Date received: _____
 Time received: _____
 Staff: _____
 Fee: \$ _____
 Receipt: # _____

Business Owner's Signature: _____ Date: _____

AFFIDAVIT

I, _____, ACTING IN THE CAPACITY OF
_____, ON BEHALF OF THE ESTABLISHMENT
KNOWN AS _____ LOCATED
AT _____

ATTEST TO THE FOLLOWING:

THAT I HAVE REVIEWED THIS APPLICATION AND ALL ENTRIES ARE CORRECT AND ACCURATE TO THE BEST OF MY KNOWLEDGE

THAT THERE ARE NO OMISSIONS OF FACT OR ITEMS LOCATED ON THE SIDEWALK, WHERE THE SIDEWALK CAFÉ IS PROPOSED, THAT WOULD PROHIBIT THE ZONING ADMINISTRATOR FROM ISSUING A SIDEWALK CAFÉ PERMIT

THAT THERE ARE NO MUNICIPAL CODE VIOLATIONS THAT HAVE BEEN ADJUDICATED AGAINST MY RETAIL FOOD ESTABLISHMENT WITHIN THE LAST 12 MONTHS PRECEDING THE DATE OF THE APPLICATION, **OR**

THAT THE FOLLOWING MUNICIPAL CODE VIOLATIONS HAVE BEEN ADJUDICATED AGAINST MY RETAIL FOOD ESTABLISHMENT WITHIN THE LAST 12 MONTHS PRECEDING THE DATE OF THE APPLICATION

THAT I HAVE READ THE RULES AND REGULATIONS AND WILL ABIDE BY SAID RULES AND REGULATIONS AT ALL TIMES DURING THE TERM OF THE SIDEWALK CAFÉ PERMIT

DATE: _____

SIGNATURE: _____

SIGNED AND SWORN BEFORE ME: STATE

OF: _____

COUNTY OF: _____

_____ (SEAL)

Notary Public for South Carolina

My commission expires: _____

REQUIRED ATTACHMENTS

- Plans must be submitted on 8 ½" x 11" paper and include a measured drawing of the proposed sidewalk café area, exact length and width dimensions, and landscaping proposal **prepared and stamped by a licensed surveyor, professional architect, landscape architect, or engineer.**
 - Plans must indicate a minimum of five feet of clear space for pedestrian passage. Additional clear sidewalk space may be required where pedestrian traffic or other circumstances warrant.
 - Encroachments such as fire hydrants, light poles, parking meters, signs, trees and the like must be shown on the plans in relation to the proposed sidewalk café, and the measurements between the sidewalk café and the encroachments identified
- At least two photographs of the site where the proposed sidewalk café is to be located. Photographs must include all encroachments such as fire hydrants, light poles, parking meters, signs, trees and the like.
- Photographs or specifications of all furniture and other elements to be used at the proposed sidewalk café
- Signed and notarized affidavit
- Certificate of insurance naming the City of Charleston as additional insured (See the attached Certificate of Liability Insurance example). The Certificate Holder shall be addressed as:

The City of Charleston
ATTN: Legal Department
P.O. Box 304
Charleston, SC 29402
- Non-refundable application fee of \$200.00. Cash, credit and checks are accepted. Checks are payable to the City of Charleston.

Instructions – This application, along with the required information and fee, must be submitted to the Zoning Desk in the Permit Center at 2 George Street. Applications submitted that do not meet the above requirements will be returned to the applicant for revisions.