



City of Charleston

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

Business Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For office use only

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

**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 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. The Certificate Holder shall be addressed as:
  - The City of Charleston
  - ATTN: Legal Department
  - P.O. Box 304
  - Charleston, SC 29402See the attached Certificate of Liability Insurance example.
- Non-refundable application fee of \$200.00. Cash, credit and checks are accepted. Checks are payable to the City of Charleston.

Applications submitted that do not meet the above requirements will be returned to the applicant for revisions.