



*City of Arts & Innovation*

## **TEMPORARY OUTDOOR FLEX SPACE PERMIT PROGRAM PERMIT**

Completed applications must be submitted electronically to [TWilczynski@riversideca.gov](mailto:TWilczynski@riversideca.gov).  
Please call (951) 826-5371 with any questions.

Application

Joint Application (Attach collaborating permit)

Category 1

Category 2

Category 3

Category 4

Legal name of business			
Physical (business) address	City	State	Zip
Business Owners Name	Phone	Email	

### **24-HOUR CONTACT INFORMATION:**

Business Contact's Name and Position (Please Print)	Signature	
Date	Phone (24HR)	Email

### **PERMISSION FROM PROPERTY OWNER (IF APPLICABLE):**

Property owner's Name	Property Owner Address	City/State/ZIP	
Property Owner's Signature	Date	Phone	Email
PROPERTY OWNER'S AFFIDAVIT: I hereby certify under penalty of law that I am the owner of the above-referenced property and authorize the temporary outdoor restaurant operations as described herein.			

Application is hereby made for a Temporary Outdoor Flex Space Permit to operate an outdoor business subject to the City Manager's (or designee) sole consideration and approval and in accordance with standards set by the State of California, Riverside County Public Health, and in compliance with City written guidance.		
Signature of Applicant	Date	

## Category 1 - Self-Certification Checklist

Complete electronic set of the entire permit application package as defined in this document (Hard copies may be requested by the City as needed)

- Copy of City of Riverside Business Tax Certificate (License)
- Copy of Alcohol Beverage Control (ABC) licensing and Map (if applicable)
- Copy of the Additional Insured Certificate detailing the Outdoor Dining Area
- Summary of business and permit request
- Completed Application Form
- Photos of proposed outdoor dining area showing all tables, chairs, aisles, and other requirements per the Program.
- Site Plan or Site Map
  - Provide accurate drawings showing the business storefront, exit doors, storefronts adjacent to the business, and the full sidewalk, street, and parking area in the proposed permit area (size and font must be legible).
  - Provide aerial or drawing indicating the proposed layout.
  - Indicate Fire Lanes, fire extinguishers, fire hydrants, Fire Department connections and post indicator valve.
  - Identify the exit doors and/or exit gates (If applicable).
  - All tents or membrane structures shall bear a California State Fire Marshal tag on each panel and/or provide certificate of flame retardant treatment (If applicable).
  - Identify accessible route to outdoor dining area, show minimum 44" aisle widths and 5% accessible seating for each type of seating.
  - Identify proposed fence or barrier with gates (If applicable).
  - Identify Lighting source (If applicable).
  - Identify any proposed umbrellas.
  - Identify tent or membrane structures requiring a separate permit.

## Category 2, 3 and 4 - Site Plan Submittal Checklist

□ Complete electronic set of the entire permit application package as defined in this document (Hard copies may be requested by the City as needed)

- Copy of City of Riverside Business Tax Certificate (License)
- Copy of Alcohol Beverage Control (ABC) licensing and Map (if applicable)
- Copy of the Additional Insured Certificate detailing the Outdoor Dining Area
- Summary of business and permit request
- Completed Application Form
- Traffic Control and/or Detour Plan (Category 4), as applicable
- Site Plan
  - Provide accurate, dimensioned, scaled drawings/exhibit showing the business storefront, storefronts adjacent to the business, and the full sidewalk, street, and parking area in the proposed permit area. Size and font must be legible.
  - Provide dimensioned area proposed for the permit.
  - Provide aerial indicating the proposed layout.
  - Proposed tables, chairs, aisles to be placed within the proposed permit area shown and labeled
  - Indicate Fire Lanes, fire extinguishers, fire hydrants, Fire Department connections and post indicator valve.
  - Identify the exit doors and/or exit gates (If applicable).
  - All tents shall bear a California State Fire Marshal tag on each panel and/or provide certificate of flame retardant treatment.
  - Identify accessible route to outdoor dining area, show minimum 44" aisle widths and 5% accessible seating for each type of seating.
  - Identify proposed fence or barrier with gates (If applicable).
  - Identify Lighting source (If applicable).
  - Identify any proposed umbrellas.
  - Identify tent or membrane structures requiring a separate permit.