



City of Arts & Innovation

TEMPORARY OUTDOOR FLEX-SPACE PERMIT

Completed applications must be submitted electronically to CDDINFO@riversideca.gov

Please call (951) 826-5371 with any questions.

☐ **New Application**

☐ **Renewal**

☐ **New Joint Application (Attach collaborating permit)**

☐ **Joint Application Renewal**

☐ **Category 1** (Private Property/Less than 50 patrons)

☐ **Category 3** (Public Sidewalk/Plazas and Parking Lots)

☐ **Category 5** (City Parks)

☐ **Category 2** (Private Property/More than 50 patrons)

☐ **Category 4** (City roadway, parking areas, alleyway and rights-of-way)

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 operations during COVID-19 restrictions as described herein.

APPLICANT SIGNATURE:

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. By signing this permit application, the applicant agrees to hold harmless the City of Riverside, its employees, officers and agents through the administration of the Temporary Outdoor Flex-Space Permit Program.	
Signature of Applicant	Date



Category 1 - Self Certification (Private Property/Less than 50 patrons)

A complete electronic set of the entire permit application package, as defined in this document (hard copies may be requested by the City as needed), is required including:

- ☐ Completed Application Form
- ☐ Summary of permit request
- ☐ Photos of proposed outdoor operations showing all fixtures, tables, chairs, aisles, and other requirements per the Program.
- ☐ Copy of City of Riverside Business Tax Certificate (License)
- ☐ Copy of Alcohol Beverage Control (ABC) COVID-19 application and map – and license when obtained (if applicable)
- ☐ Aerial or drawing (can be hand drawn to scale, but **must** be legible and include dimensions and labels for of all requirements in the Guidelines such as pedestrian walkways, tables, separation distances, etc.) showing:
 - ☐ Existing business storefront and storefronts adjacent to the business
 - ☐ Existing outdoor operations
 - ☐ Area proposed for the permit
 - ☐ Full sidewalk, street, and parking area in the proposed permit area
 - ☐ Fixtures, tables, chairs, aisles, etc. in the proposed permit area
 - ☐ All accessible routes to outdoor operations
 - ☐ Fire Lanes, fire extinguishers, fire hydrants, Fire Department connections and post indicator valve
 - ☐ One 2A10BC extinguisher located in the flex space
 - ☐ Location and amperage of generator (if applicable) (Please contact Fire Department)
 - ☐ Location for temporary power and confirmation of duration of hours, the amperage and voltage class is available (if applicable) (Please contact Riverside Public Utilities)
 - ☐ Exit doors and/or exit gates with unobstructed paths of travel to public way (If applicable)
 - ☐ Proposed fence or barrier with compliant gates (If applicable)
 - ☐ Outdoor lighting source (If applicable)
 - ☐ Any proposed umbrellas (if applicable)
 - ☐ Any proposed heaters including power sources (if applicable)
- ☐ For proposed tent or membrane structures, the following are required:
 - ☐ Proof that any heaters are meeting the Program requirements (no gas or propane heaters allowed within a tent or membrane structure)
 - ☐ Proof that all tents or membrane structures bear a California State Fire Marshal tag on each panel and/or provide certificate of flame retardant treatment (If applicable)
 - ☐ If an individual tent, or a combination of multiple tents, are over 400SF a separate permit is required. (Please contact Fire Department)
 - ☐ Enclosed tents and membrane structures are prohibited



Category 2 - Self-Certification (Private Property/More than 50 patrons); or

Category 3 - Self-Certification (Public Sidewalk/Plazas and Parking Lots)

A complete electronic set of the entire permit application package, as defined in this document (hard copies may be requested by the City as needed), is required including:

- ☐ Completed Application Form
 - ☐ Summary of permit request
 - ☐ Photos of proposed outdoor operating area showing all fixtures, tables, chairs, aisles, and other requirements per the Program.
 - ☐ Copy of City of Riverside Business Tax Certificate (License)
 - ☐ Copy of the Waiver (if applicable – public land)
 - ☐ Copy of the Additional Insured Certificate detailing the Outdoor Operations (if applicable – public land)
 - ☐ Copy of Alcohol Beverage Control (ABC) COVID-19 application and map – and license when obtained (if applicable)
 - ☐ Aerial or drawing (can be hand drawn to scale, but **must** be legible and include dimensions and labels for of all requirements in the Guidelines such as pedestrian walkways, tables, separation distances, etc.,) showing:
 - ☐ Existing business storefront and storefronts adjacent to the business
 - ☐ Existing outdoor operations
 - ☐ Area proposed for the permit
 - ☐ Full sidewalk, street, and parking area in the proposed permit area
 - ☐ Fixtures, tables, chairs, aisles, etc. in the proposed permit area
 - ☐ All accessible routes to outdoor operations
 - ☐ Fire Lanes, fire extinguishers, fire hydrants, Fire Department connections and post indicator valve
 - ☐ One 2A 10BC extinguisher located in the flex space
 - ☐ Location and amperage of generator (if applicable) (Please contact Fire Department)
 - ☐ Location for temporary power and confirmation of duration of hours, the amperage and voltage class is available (if applicable) (Please contact Riverside Public Utilities)
 - ☐ Exit doors and/or exit gates with unobstructed paths of travel to public way (if applicable)
 - ☐ Proposed fence or barrier with compliant gates (if applicable)
 - ☐ Outdoor lighting source (if applicable)
 - ☐ Any proposed umbrellas (if applicable)
 - ☐ Any proposed heaters including power sources (if applicable)
- For proposed tent or membrane structures, the following are required:
- ☐ Proof that any heaters are meeting the Program requirements (no gas or propane heaters allowed under a tent or membrane structure)
 - ☐ Proof that all tents or membrane structures bear a California State Fire Marshal tag on each panel and/or provide certificate of flame retardant treatment (if applicable)
 - ☐ If an individual tent, or a combination of multiple tents, are over 400SF a separate permit is required (Please contact Fire Department)
 - ☐ Enclosed tents and membrane structures are prohibited



Category 4 - City Review Required (City Roadways, Alleyways and Rights-of-Way)

A complete electronic set of the entire permit application package, as defined in this document (hard copies may be requested by the City as needed), is required including:

- ☐ Completed Application Form
 - ☐ Summary of business and permit request
 - ☐ Copy of City of Riverside Business Tax Certificate (License)
 - ☐ Copy of the Additional Insured Certificate detailing the Outdoor Operations
 - ☐ Copy of Alcohol Beverage Control (ABC) COVID-19 application and map – and license when obtained (if applicable)
 - ☐ Dimensioned and to scale site plan/site map/drawings/aerials (size and font must be legible) showing:
 - ☐ Existing business storefront and storefronts adjacent to the business
 - ☐ Existing outdoor operations
 - ☐ Area proposed for the permit
 - ☐ Full sidewalk, street, and parking area in the proposed permit area
 - ☐ Tables, chairs, aisles in the proposed permit area shown and labeled
 - ☐ All accessible routes to outdoor operations
 - ☐ One 2A10BC extinguisher located in the flex space
 - ☐ Fire Lanes, fire extinguishers, fire hydrants, Fire Department connections and post indicator valve
 - ☐ Location and amperage of generator (if applicable) (Please contact Fire Department)
 - ☐ Location for temporary power and confirmation of duration of hours, the amperage and voltage class is available (if applicable) (Please contact Riverside Public Utilities)
 - ☐ Exit doors and/or exit gates with unobstructed paths of travel to public way (If applicable)
 - ☐ All exit doors and/or exit gates (If applicable)
 - ☐ Proposed fence or barrier with compliant gates (If applicable)
 - ☐ Outdoor lighting source (If applicable)
 - ☐ Any proposed umbrellas
 - ☐ Any proposed heaters including power sources (if applicable)
- For proposed tent or membrane structures, the following are required:
- ☐ Proof that any heaters are meeting the Program requirements (no gas or propane heaters allowed under a tent or membrane structure)
 - ☐ Proof that all tents or membrane structures bear a California State Fire Marshal tag on each panel and/or provide certificate of flame retardant treatment (If applicable)
 - ☐ If an individual tent, or a combination of multiple tents, are over 400SF a separate permit is required (Please contact Fire Department)
 - ☐ Enclosed tents and membrane structures are prohibited
- ☐ Traffic Control and/or Detour Plan, as applicable



Category 5 – City Parks

A complete electronic set of the entire permit application package, as defined in this document (hard copies may be requested by the City as needed), is required including:

- ☐ Completed Application Form that includes the physical address in the City of Riverside
 - ☐ Facility Rental Application (https://corweb.riversideca.gov/park_rec/programs-sports)
 - ☐ Summary of business and permit request
 - ☐ Copy of City of Riverside Business Tax Certificate (License)
 - ☐ Copy of the Additional Insured Certificate detailing the Outdoor Operations
 - ☐ Copy of Worker's Comp Waiver (if applicable)
 - ☐ Completed Safe Reopening Plan
 - ☐ Dimensioned and to scale site plan/site map/drawings/aerials (size and font must be legible) showing:
 - ☐ Area proposed for the permit
 - ☐ Proposed layout of outdoor operations, including parking, including a layout within the Park that identifies how the state, county and local guidelines are met
 - ☐ All accessible routes to outdoor operations
 - ☐ One 2A10BC extinguisher located in the flex space
 - ☐ Fire Lanes, fire extinguishers, fire hydrants, Fire Department connections and post indicator valve
 - ☐ Location and amperage of generator (if applicable) (Please contact Fire Department)
 - ☐ Location for temporary power and confirmation of duration of hours, the amperage and voltage class is available (if applicable) (Please contact Riverside Public Utilities)
 - ☐ Outdoor lighting source (If applicable)
 - ☐ Amplified Music and Sound requirements (If applicable)
 - ☐ Any proposed umbrellas
 - ☐ Any proposed heaters including power sources (if applicable)
- For proposed tent or membrane structures, the following are required:
- ☐ Proof that any heaters are meeting the Program requirements (no gas or propane heaters allowed under a tent or membrane structure)
 - ☐ Proof that all tents or membrane structures bear a California State Fire Marshal tag on each panel and/or provide certificate of flame retardant treatment (If applicable)
 - ☐ If an individual tent, or a combination of multiple tents, are over 400SF a separate permit is required (Please contact Fire Department)
 - ☐ Enclosed tents and membrane structures are prohibited