



APPLICATION FOR SIDEWALK CAFÉ PERMIT

Please complete all information below. Current telephone and email are required to process application. Application shall be completed only by a business owner, non-residential property owner, and/or non-profit/community-based organization (CBO).

Business/Organization Name:		
Site Address:		
Applicant's Name	First:	Last:
Applicant's Telephone / Email	Phone:	Email:
Relationship:	Business Owner <input type="checkbox"/>	Non-Residential Property Owner <input type="checkbox"/>
	Non-profit/CBO <input type="checkbox"/>	Other <input type="checkbox"/>

APPLICANT HAS READ AND ACKNOWLEDGES THE FOLLOWING:	
1) Permit fee(s) owed per City of Oakland Master Fee Schedule. 2) Operating without a valid Sidewalk Café Permit is subject to stop work order, additional fees, penalties, and may result in renewal delays. 3) The Certificate of Insurance must meet the City of Oakland requirements (Refer to FAQ's to understand the City's Standard Insurance requirements for sidewalk cafés). 4) A signed Sidewalk Café Maintenance Agreement is required prior to permit issuance. 5) By signing below, applicant certifies that all information provided herein is true and correct to the best of their knowledge.	
Signature _____ Print Name _____ Date _____	<u>THIS BOX FOR OFFICE USE ONLY</u> <u>DATE</u> –
Print name and title under signature(s)	TECHNICIAN ASSIGNED:



SIDEWALK CAFÉ PERMIT SUBMITTAL CHECKLIST

Complete the checklist below and submit with your application.

Item	Description	Check
1	Completed Application for Sidewalk Café Permit (one-page)	Yes ___ No ___
2	Certificate of Insurance that complies with the City’s standard insurance requirement and is issued to Applicant prior to permit issuance (Refer to FAQ’s to understand the City’s standard insurance requirement for a sidewalk café).	Yes ___ No ___
3	Sidewalk Café Maintenance Agreement that affirms the Permittee’s responsibilities and conditions of use.	Yes ___ No ___
4	Email electronic copies to: DOTOnlinePermits@oaklandca.gov (Include address and permit type in subject line)	Yes ___ No ___

Frequently Asked Questions FAQ’s for a Sidewalk Cafe Permit

What is a Sidewalk Café?

In Oakland, sidewalk cafés are temporary, open-air seating areas. Sidewalk cafés cannot exceed the width of the frontage of the business or community-based organization. Sidewalk cafés are completely removed outside of operating hours.

What does a Sidewalk Café Permit entitle me to?

A Sidewalk Café Permit is issued to owners of abutting businesses or community-based organizations and represents revocable permission to place seating elements in public space. The permittee never gains any ownership of the public space. They only own, and are responsible for, the facility that is to be installed within the public space [e.g. tables and chairs]. The City of Oakland allows abutting business owners to establish a Sidewalk Café for their exclusive use and are not required to make their Sidewalk Cafe available to those who are not their customers or guests.

Can I sell goods with a Sidewalk Café Permit?

No. A Special Activity Mobile Vending Permit is required to vend food or merchandise from the public right-of-way, private property, or city-owned property. More information can be found here: <https://www.oaklandca.gov/services/mobile-vending>.

Can I install a partition or other barrier around the Sidewalk Café?

It depends. Temporary partitions, like a velvet rope, can help demarcate the limits of the sidewalk café and are allowable if they are completely removed at the close of each business day. Permanent or semi-permanent barriers, like a railing bolted to the sidewalk, require an approved [Minor Encroachment Permit](#).

Who can apply for a Sidewalk Café?

Business owners, non-residential property owners, and community-based organizations (CBO) may be considered.

How do I apply for a Sidewalk Café Permit?



Right-of-Way Management Division

Engineering Services – 4th Floor

250 Frank H. Ogawa Plaza

Oakland, California 94612

Applicants can apply for a permit at the [Online Permit Center](#), by emailing DOTOnlinePermits@oaklandca.gov, or by appointment at the Permit Counter. The OakDOT Permit Counter is open to the public on the 2nd Floor of 250 Frank H. Ogawa Plaza. Click [here to schedule an appointment](#).

How much does a Sidewalk Café Permit cost?

Sidewalk Café Permit costs are documented in the [Master Fee Schedule](#) and are subject to change in subsequent Master Fee Schedule revisions. Currently, Sidewalk Café Permit fees include an application fee and record management & technology fee.

Does the Sidewalk Café permit expire?

Yes, Sidewalk Café Permits expire after one year and can be renewed. Sidewalk Café Permits are revocable and non-transferrable.

What must I submit with the Sidewalk Café Permit application?

Sidewalk Café Permit applicants must submit a completed one-page application, sign the Sidewalk Café Maintenance Agreement, and submit proof of insurance consistent with the City standard insurance requirements (see below).

What is the difference between a Sidewalk Café and Parklet?

Both Sidewalk Cafés and Parklets activate streets by accommodating outdoor dining in the public right-of-way. For the purposes of this application, a Sidewalk Café is distinguished from a Parklet in that a Sidewalk Café is located on the sidewalk area within the business frontage whereas a Parklet is designed to occupy parts of a parking lane located within the business frontage. Parklets shall be approved via a separate [Parklet Permit](#).

Can I have a food cart in a Sidewalk Café?

No. The Sidewalk Café Permit is not a vending permit.

What are the City's standard insurance requirements?

Contact your insurance company and have the City of Oakland added as an Additional Insured to your Commercial General Liability Insurance policy. The minimum amounts specified in such public liability policy or policies shall be \$1,000,000 for each occurrence. Coverage shall be at least as broad as Insurance Services Office Commercial General Liability coverage (occurrence Form CG 00 01).

The Additional Insured language should name "the City of Oakland, its Councilmembers, directors, officers, agents, employees and volunteers" as insureds under your commercial general liability policy. General Liability coverage can be provided in the form of an endorsement to the Vendor's insurance (at least as broad as ISO Form CG 20 10 (11/85) or both CG 20 10 and CG 20 37 forms, if later revisions used). If you submit the ACORD Insurance Certificate, the insured status endorsement must be set forth on an ISO form CG 20 10 (or equivalent). A STATEMENT OF ADDITIONAL INSURED STATUS ON THE ACORD INSURANCE CERTIFICATE FORM IS INSUFFICIENT AND WILL BE REJECTED AS PROOF OF MEETING THIS REQUIREMENT.



HOW ARE SIDEWALK CAFE PERMIT FEES CALCULATED?

The fees for a Sidewalk Café Permit issued from OakDOT are calculated based upon the approved City of Oakland Current Master Fee Schedule.

No.	Description	Amount	
1	Sidewalk Cafe		
	a. Application Fee	\$76.00	Permit
	b. Records Management and Technology Enhancement Fee (14.75% of total permit fee)	\$11.21	Permit