

SIDEWALK CAFE PERMIT

Application Checklist & Submission Package



This document and all attachments are provided as assistance to persons seeking certain approvals and permits as required by various by-laws of the City of Saint John and other acts and regulations. Should there be a discrepancy between this document, and all attachments, and the associated by-law, act or regulations, the associated by-law, act or regulation shall prevail.

Sidewalk Cafe Permit Application

Checklist required for a complete application for:

➤ Sidewalk Cafe

- Completed [Application Form](#)
- [Plans/details](#) of the proposed sidewalk café
 - Scaled & dimensioned drawing of the sidewalk café area and existing conditions within 3m;
 - the proposed platform or structure (if applicable)
 - the location and type of all fixtures, signs, lighting to be located within the sidewalk café
- Proof of [comprehensive general liability insurance](#) on an occurrence basis of;
 - not less than two million dollars (\$2,000,000.00) naming the City as additional insured and containing a cross-liability clause if the applicant does not serve alcohol;
 - not less than five million dollars (\$5,000,000.00) naming the City as additional insured and containing a cross-liability clause if the applicant serves alcohol;"
- Proof of [Liquor License Extension](#) (if required)
 - these are issued by the Province of New Brunswick
 - you may require a [Planning Letter](#) from the City of Saint John in order to obtain the Liquor License Extension - if so, see attached 2 page application for Planning Letter
 - NOTE: you may submit your Sidewalk Cafe prior to receiving your Liquor License Extension but you will not receive your permit until this extension has been submitted to our office
- Payment of [Security Deposit](#)
 - Level 1 (tables & chairs only) – \$100
 - Level 2 (built platform or structure) - \$200
- Payment of the [Permit Fee & Security Deposit](#) based on the work sheet attached
 - Level 1 (tables & chairs only) – \$100 + \$2.00 per sqft
 - Level 2 (built platform or structure) - \$100 + \$4.00 per sqft



SIDEWALK CAFÉ LOCATION (Civic Address)					
APPLICANT INFORMATION					
Applicant Name					
Applicant Address					
Email					
Contact Name				Contact Phone	
SIDEWALK CAFÉ DETAILS					
Area		Length in feet:		Width in feet:	
Total Area (sq ft)					
Dates of Occupancy		Start Date		Finish Date	
Café Type (Check all applicable boxes)					
<input type="checkbox"/> LEVEL ONE – A sidewalk café that uses tables and chairs only, without a built platform or structure and located between the face of the building and the street curb. Fee: \$100.00 plus \$2.00 per square foot of total area Security Deposit: \$100.00					
<input type="checkbox"/> LEVEL TWO – A sidewalk café that uses tables and chairs within a built platform or structure and located between the face of the building and the street curb. Fee: \$100.00 plus \$4.00 per square foot of total area Security Deposit: \$200.00					
REQUIRED SUPPORTING DOCUMENTS (please submit with application)					
<input type="checkbox"/> Site Plan scaled with dimensions, noting existing conditions within 3m, noting fixtures locations (signs, lighting, etc.)					
<input type="checkbox"/> Proof of Insurance		<input type="checkbox"/> \$2,000,000 no alcohol served		<input type="checkbox"/> \$5,000,000 alcohol served	
<input type="checkbox"/> Platform or Structure Info / drawings (if applicable) ensure structural drawings / info are stamped by an engineer					
<input type="checkbox"/> Liquor License Extension (if applicable) issued by the Province of New Brunswick *** Café permit will not be issued until we receive. If you are waiting for approval from Province please provide a comment below.					
COMMENTS:					

OFFICE USE ONLY

Application #		Entered By		PID	
Applicable Fees / Deposits					
LEVEL ONE			LEVEL TWO		
Permit Fee		\$100 +	Permit Fee		\$100 +
Total Area x \$2	2 x _____ sq ft		Total Area x \$4	4x _____ sq ft	
TOTAL FEE					
+ Security Deposit	\$100	\$100	+ Security Deposit		\$200
Parking Fees	\$500 per space		Parking Fees	\$500 per space	
TOTAL OWING					
Paid by <input type="checkbox"/> cc <input type="checkbox"/> debit <input type="checkbox"/> chq <input type="checkbox"/> JV			Cashier & Date Paid		

General Collection Statement

This information is being collected for the City of Saint John to deliver an existing program/service; the collection is limited to that which is necessary to deliver the program/service. Unless required to do so by law, the City of Saint John will not share your personal information with any third party without your express consent. The legal authority for collecting this information is to be found in the Municipalities Act and the Right to Information and Protection of Privacy Act. For further information or questions regarding the collection of personal information, please contact the Access & Privacy Officer: City Hall Building, 2nd Floor -15 Market Square, Saint John, NB E2L 1E8, commonclerk@saintjohn.ca (506) 658-2862.

LOCATION	CIVIC ADDRESS :	PID # :			
STAFF USE	HERITAGE AREA: Y / N INTENSIFICATION AREA: Y / N FLOOD RISK AREA: Y / N APPROVED GRADING PLAN: Y / N				
	APPLICATION #:	DATE RECEIVED:			
APPLICANT INFORMATION	APPLICANT	EMAIL	PHONE		
	MAILING ADDRESS		POSTAL CODE		
	CONTRACTOR	EMAIL	PHONE		
	MAILING ADDRESS		POSTAL CODE		
	OWNER	EMAIL	PHONE		
	MAILING ADDRESS		POSTAL CODE		
PRESENT USE:		PROPOSED USE:			
CHECK ALL THAT APPLY	BUILDING <input type="checkbox"/> INTERIOR RENOVATION <input type="checkbox"/> EXTERIOR RENOVATION <input type="checkbox"/> ADDITION <input type="checkbox"/> DECK <input type="checkbox"/> CHANGE OF USE <input type="checkbox"/> MINIMUM STANDARDS	PLANNING <input type="checkbox"/> NEW CONSTRUCTION <input type="checkbox"/> ACCESSORY BLDG <input type="checkbox"/> POOL <input type="checkbox"/> DEMOLITION <input type="checkbox"/> SIGN <input type="checkbox"/> OTHER	INFRASTRUCTURE <input type="checkbox"/> VARIANCE <input type="checkbox"/> PLANNING LETTER <input type="checkbox"/> PAC APPLICATION <input type="checkbox"/> COUNCIL APP <input type="checkbox"/> SUBDIVISION <input type="checkbox"/> OTHER	HERITAGE <input type="checkbox"/> STREET EXCAVATION <input type="checkbox"/> DRIVEWAY CULVERT <input type="checkbox"/> DRAINAGE <input type="checkbox"/> WATER & SEWERAGE <input type="checkbox"/> OTHER	HERITAGE DEVELOPMENT <input type="checkbox"/> HERITAGE SIGN <input type="checkbox"/> HERITAGE INFILL <input type="checkbox"/> HERITAGE DEMO <input type="checkbox"/> OTHER
	REQUIRED:	BUILDING SPRINKLERED: Y / N	FIRE ALARM: Y / N		
	DESCRIPTION OF WORK	PROJECT ESTIMATE (IF APPLICABLE)			

I consent to the City of Saint John sending to me commercial electronic messages, from time to time, regarding City initiatives and incentives.

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commonclerk@saintjohn.ca
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I, the undersigned, hereby apply for the permit(s) or approval(s), indicated above for the work described on plans, submissions and forms herewith submitted. This application includes all relevant documentation necessary for the applied for permit(s) or approval(s). I agree to comply with the plans, specifications and further agree to comply with all relevant City By-laws and conditions imposed.

 Applicant Name

 Applicant Signature

 Date

