



CENTRAL PERMIT OFFICE

CITY OF SYRACUSE, MAYOR BEN WALSH

Sidewalk Café Permit Application Instructions

Overview: The Sidewalk Café Permit is required for businesses operating food/beverage service and customer seating in the *Right of Way* in the City of Syracuse. *Right of Way* is defined as the land and facilities that are maintained and regulated for public use, typically roads and sidewalks and the utilities and amenities on, under, or above them. It will take about 5 business days for the City to review and approve your application.

Application Contents:

- Permit Requirements
- Application Checklist
- Submittal Instructions
- Rules & Regulations for the Operation of a Sidewalk Café, pages 2 to 4
- Sidewalk Café Permit Application, pages 5 to 6
- Affidavit of Owner/Manager, page 7
- Sidewalk Café Design Standards, page 8

Permit Requirements

- The applicant must read the **Rules and Regulations for the Operation of a Sidewalk Café** provided in this application packet. This document outlines requirements for obtaining the Sidewalk Café Permit and maintaining a Sidewalk Café in the City of Syracuse.
- The applicant must read and sign the compliance statement in the application (page 6) to certify the review and compliance of all rules and regulations for the operation of sidewalk café in the City of Syracuse.

Application Checklist

- Completed Sidewalk Café Application, signed in the presence of a notary public.
- Copy of New York State (NYS) Liquor License and Signed Affidavit of Owner/Manager (if alcoholic beverages are sold).
- Insurance Certificate in the amount of \$1 million for General Liability and \$500,000 for Workers' Compensation coverage, listing the City of Syracuse as additionally insured.
- Sidewalk Café Diagram, including set-up design and dimensions.
- Application Fee, based on square footage of café area (listed on page 2). Check or Money Order payable to Commissioner of Finance.

Submittal Instructions:

1. Application must be completed in its entirety. Incomplete applications will not be processed.
2. Application, fees, and documents must be submitted to:

City of Syracuse, Central Permit Office

One Park Place

300 South State St.

Syracuse, NY 13202

315-448-4754 | permits@syr.gov



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Rules and Regulations for the Operation of a Sidewalk Café

The City of Syracuse requires operators and their employees, agents, or contractors to comply with all sidewalk café rules and regulations listed in this document (pages 2 to 4). Failure to do so may result in the revocation of the Sidewalk Café Permit. The City of Syracuse Police Department, Fire Department, Code Enforcement, and Ordinance Enforcement will monitor the operation of all sidewalk cafés in the City of Syracuse and are permitted to issue citations for any violations of local laws, ordinances, and rules and regulations of the City of Syracuse that may apply.

- **The Application Fee** is due when the application is submitted and is based on square footage as outlined below:

Square Footage	Fee
Up to 200 sq. ft	\$50
201 – 400 sq. ft	\$100
401 – 600 sq. ft	\$150
601 – 800 sq. ft.	\$200
801 – 1000 sq. ft	\$250
1001 + sq. ft.	\$300

- **Special Use Permit:** A Special Use Permit is required for certain land uses as specified in the [City of Syracuse Zoning Ordinance](#). The special use permit procedure provides a mechanism for the City to evaluate proposed development and land uses that have unique or varying operating characteristics or unusual features. If the property where the business is established requires a Special Use Permit, it must be obtained from the Office of Zoning Administration (Zoning Office) and reflect the Sidewalk Café area before the Sidewalk Café Permit is issued. Please contact the Zoning Office at 315-448-8640 or zoning@syr.gov to verify if a Special Use Permit is required and/or to apply for a new Special Use Permit.
- **The Sidewalk Café Permit Season** is from April 1 to October 31 of the year the permit is issued. If good weather allows before or after these dates, and your business already has a permit approved for the year, you are allowed to set up your café on a day-to-day basis.
- **In the off-season** (before April 1 or after October 31), the area must be returned to the condition that existed prior to setting up the sidewalk café. All tables and chairs must be brought in off the sidewalk each night. Storing them on the sidewalk is prohibited and they may be confiscated if left outside.
- **The Sidewalk Café Elements**, collectively defined here as all tables, chairs, plants, planters, and any other items of the sidewalk café, must be included in the Sidewalk Café Diagram submitted with the application. These elements will need to be approved before the permit is issued. Sidewalk café elements shall be promptly stacked and/or set aside immediately after the sidewalk café discontinues its daily operation.
- Once issued, **The Sidewalk Café Permit must be displayed** in a prominent place near the sidewalk café area. The permit must include the layout of the permitted sidewalk café area.



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Rules and Regulations continued

- A **Certificate of Insurance** in the amount of \$1 million for General Liability and \$500,000 for Workers' Compensation coverage, naming the City of Syracuse as additionally insured, must be submitted with the application.
- A **Copy of the NYS Liquor License and Affidavit of Owner/Manager** must be submitted for establishments serving alcoholic beverages. The affidavit must be signed and notarized stating that the establishment has provided significant proof and paperwork to the NYS Liquor Authority of the addition of the sidewalk café to the business operations. For establishments that did not require a liquor license but elect to serve alcoholic beverages after the Sidewalk Café Permit was issued, proof of a valid liquor license must be provided upon obtaining said license.
- **The Sidewalk Café Operation Hours** must be between **7 a.m. and midnight**. If the establishment hours are more restrictive by operation of law or otherwise, the more restrictive hours will dictate the sidewalk café hours. No alcoholic beverages or food may be consumed in the café area outside of these hours.
- **All Sidewalk Cafés** must comply with all applicable requirements and standards for a retail food establishment including but not limited to the following:
 - Patrons must always wear shoes and shirts.
 - Sidewalk cafés must always have an opening for ingress and egress.
 - Sidewalk cafés must always adhere to the size, design, layout, and any other specifications approved by the City of Syracuse (see Sidewalk Café Design Standards).
 - The Sidewalk café must always be supervised by appropriate personnel, especially when alcoholic beverages will be served and consumed.
- **Daily sanitary cleaning of the sidewalk café area is required.** All areas within and surrounding the sidewalk café must be maintained in a clean, neat, and sanitary condition. The operator must ensure all litter and debris gets removed and the area is washed down and cleaned daily. All cleaning must be performed in accordance with applicable federal and state regulations. The washing of garbage cans, containers, or other personal property on the sidewalks is prohibited.
- **Playing live or recorded amplified music from sidewalk cafés is prohibited.** Speakers, microphones, televisions, or any other audio/video devices are not allowed at a sidewalk café. If the operator has a valid permit for this type of entertainment, they must include a copy with the Sidewalk Café Permit Application.
- **Canopies, awnings, and umbrellas** must be firmly installed to withstand typical weather conditions. These units must be rolled up and securely fastened when the outdoor café is closed, or they must be dismantled. **Canopies and awnings** must be noted on the Sidewalk Café Diagram and may require an additional permit from the Central Permit Office before installation.



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Rules and Regulations continued

- **A boundary of the outside eating area** must be clearly defined using temporary materials. The extent of the area is to be marked on the sidewalk with cloth style/gaffer tape or other semi-permanent and non-residue producing material at all corners. Acceptable materials will include planters with flowers or foliage, decorative fencing, or other approved material. The maximum height of the boundary material must not exceed 3 feet 6 inches. A photo or exact description must be given with the application. The line of fencing must be included in the allowed area of the Sidewalk Café and not beyond.
- **No outside cooking** will be permitted without a Food Vendor License from the City of Syracuse.
- **A Certificate of Maximum Occupancy** for the Sidewalk Café will be determined by the City of Syracuse Fire Department. The occupancy number must be updated to reflect any NYS or City requirements over previous years/permits.
- **A City of Syracuse Inspection** of the sidewalk café will occur after the permit is issued. Any violations of the provisions of these rules and regulations, or any deviation from approved plans or willful omissions of the application will result in citations being issued to the operator and/or revocation of the Sidewalk Café Permit for the premises.



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Sidewalk Café Permit Application

Restaurant/Business Name: _____

Restaurant/Business Address: _____

Check One:

- New Application
- Renewal Application. If renewing, check one:
 - Same set-up as previously approved Sidewalk Café Permit
 - New set-up (explain): _____

Regular Hours of Operation: _____

Does the business sell alcoholic beverages? Yes No

Does the property have a Special Use Permit?

- Yes
- No
- Not Required

Square footage of café area: _____

Application Fee: \$_____

Applicant Name (Owner/Manager)	Telephone Number	Cell Number

Address	City	State	Zip Code

Email Address

Additional Contact Name	Telephone Number	Cell Number

Address	City	State	Zip Code

Email Address



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Compliance Statement

The undersigned _____ does hereby apply for a Sidewalk Café Permit from the City of Syracuse Central Permit Office. I hereby certify that I have received and reviewed a copy of the Rules and Regulations for the Operation of a Sidewalk Café in the City of Syracuse. I agree to fully comply with all rules and regulations and understand that the permit may be revoked if I fail to abide by these rules and regulations.

Section below to be completed in the presence of Notary Public:

Applicant Signature _____ Date: _____

Duly sworn to before me on this ____ Day of _____, 20____,

by _____.
Applicant Name

SEAL/STAMP

Notary Public Print Name

Notary Public Signature



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Affidavit of Owner/Manager for the Sidewalk Café Permit

STATE OF NEW YORK)
) ss.:
COUNTY OF ONONDAGA)

I, _____, being duly sworn, say:

1. I am the _____ of _____ in Syracuse, NY.
(title/relationship to establishment) (establishment)

I am authorized by _____ to make the following representations to the City of Syracuse.
(establishment)

2. I make this Affidavit to induce the City of Syracuse to issue a Sidewalk Café Permit to _____,
(establishment)
and recognize that the City of Syracuse is relying on my representations in issuing such permit.

3. That _____ is licensed and authorized by the New York State Liquor Authority to serve alcohol in
(establishment)
the outdoor area more fully described in the site plan submitted in the application for the Sidewalk Café Permit. A copy of _____ liquor license, which originally included the area or has been amended to
(establishment)
include the café area, and which is in full force and effect, is attached.

Section below to be completed in the presence of Notary Public:

Applicant Signature _____ Date: _____

Duly sworn to before me on this ____ Day of _____, 20____,

by _____.
Applicant Name

SEAL/STAMP

Notary Public Print Name

Notary Public Signature



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Sidewalk Café Design Standards

Establishments seeking a Sidewalk Café Permit must adhere to the following design standards to remain consistent with the City of Syracuse's objective in creating outdoor dining spaces that enhance and improve our city sidewalks. [Click here for a conceptual Sidewalk Café Seating Diagram.](#)

A Site Plan drawing of the sidewalk café area must be submitted indicating the following:

- Dimensions of property frontage.
- Dimensions from building face to edge of sidewalk and from edge of sidewalk to the curb (or grass or brick area).
- Dimensions of proposed sidewalk café area, with fencing or border included.
- Dimensions of all tables, chairs, and other apparatus.
- Location and dimensions of any proposed or existing canopies or awnings.
- The location on sidewalk of all tape/markings for corners, tables, chairs, barriers, planters, and other apparatus.
- The specific materials, furniture, and colors to be used.
- A description of how this area will be managed and maintained.
- Fire Department connections (if applicable).

Space and Clearances

- The linear width of the café, including all fencing and borders, should fit within the property boundaries except where the edge of the café border is less than 20 feet from an adjoining property.
- The café may extend from the face of the building toward the curb, assuring that a clear pedestrian passageway that is a minimum of 6 feet is maintained at all times (unless otherwise directed by the City), exclusive of all meters, sign posts, tree grates, etc. The grass or brick area between the sidewalk and the curb may not be used as part of the 6-foot passageway.
- The tables and related apparatus will not be permitted to obstruct the sight distance of vehicular or pedestrian traffic.
- The café shall not interfere with any utilities or other facilities such as telephone poles, fire hydrants, tree grates, signs, parking meters, or benches located on the sidewalk or public right of way.
- Fire connections on buildings must not be blocked.
- The café must not impact the required clear distance for maneuvering around entrances or exits. The outdoor dining area must be accessible to all persons with disabilities, patrons, and employees, and any building adjacent to these areas shall maintain building egress as defined by the current local codes.

Signage

- A sign posted in a visible location is required at every sidewalk café, which states "It is unlawful to consume alcoholic beverages not purchased at operator's establishment or its sidewalk café or to remove alcoholic beverages from the sidewalk café."
- Signs advertising the sale of goods or services at a sidewalk café are prohibited. This includes but is not limited to sandwich boards, banners, writing or signs as part of the furniture or on umbrellas, pamphlets, podiums, or other sidewalk café apparatus containing a sign or advertisement.