



BUILDING DEPARTMENT

CITY OF POUGHKEEPSIE
62 CIVIC CENTER PLAZA, 2ND FLOOR
POUGHKEEPSIE, NY 12601

Phone: (845) 451-4007 Fax: (845) 451-4006

Eric Philipp
Building Inspector

ID# _____

SIDEWALK CAFE PERMIT

Pursuant to Sec. 15-14 of Chapter 15 of the Code of the City of Poughkeepsie you must apply for a Sidewalk Cafe Permit before establishing a Sidewalk Cafe. Notwithstanding and inconsistent provision contained in Chapter 15, Streets, Sidewalks and Public Places, sidewalk cafes for the sale to the public of food and beverages, and for no other purpose, shall be permitted, provided that a permit is obtained therefor from the Building Inspector. Sidewalk Café permits shall be valid for one year, and a new application must be submitted to renew.

- () Complete this application and provide us with a detailed Plot Plan to show compliance.
- () Attach copies of the general comprehensive liability insurance naming the applicant and the City of Poughkeepsie, its officers, agents and employee as named insureds must be provided, with limits of \$25,000/\$50,000 for property damages and \$1,000,000/\$2,000,000 for personal injury, effective for the duration of the permit.

FEE SCHEDULE

\$150.00

Date _____

Name of Establishment _____

Address _____

Owner of Establishment _____

Owner of Premises _____

Type of Operation _____ Phone _____

Email Address: _____

The owner/applicant of the property covered by this application and the undersigned applicant agree:

- To conform to all applicable laws of this jurisdiction.
- To adhere to the rules and regulations stipulated in the City Ordinance concerning Sidewalk Cafes.
- To permit the building Inspector, his deputy, or other inspectors designated in the ordinance to enter upon and inspect the property at all reasonable times.

Signature Applicant

Print Name

Building Inspector Approval

Permit # _____

Total \$ _____



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BUILDING REQUIREMENTS FOR SIDEWALK CAFES

Notwithstanding and inconsistent provision contained in Chapter 15, Streets, Sidewalks and Public Places, sidewalk cafes for the sale to the public of food and beverages, and for no other purpose, shall be permitted, provided that a permit is obtained therefor from the Building Inspector.

(Please read carefully. Incomplete applications will be rejected).

Application for Sidewalk Cafes shall be made on a form provided by the Building Inspector (see the application on the reverse side). Every application will be reviewed for compliance with the provision of the City Code of Ordinances applicable to the proposed Sidewalk Cafe and the zoning district in which the subject property is located. In order to review, the following information is required to be submitted with the application:

1. The sidewalk abutting the property, from the property line to the curblin, must not be less than 10 feet in width.
2. The area to be used for the sidewalk café must not encroach onto the sidewalk more than 10 feet from the property line abutting the sidewalk and must not extend beyond the extension of the side of property lines onto the sidewalk.
3. No permanent structures may be affixed to the sidewalk area used for the café or affixed to the building abutting the area for purposes of the café, and the area may be occupied only by chairs, tables, benches, umbrellas, moveable railings and planters for the convenience of the patrons to be served in such area. Movable railings or planters shall be so arranged as to enclose the dining area and the sidewalk shall be inconspicuously marked to delineate the approved position for such barriers.
4. A clear, unoccupied space must be provided, not less than three feet in width, from all entrances of the building abutting the sidewalk to the unoccupied portion of the public sidewalk.
5. General comprehensive liability insurance naming the applicant and the City of Poughkeepsie, its officers, agents and employee as named insureds must be provided, with limits of \$25,000/\$50,000 for property damages and \$1,000,000/\$2,000,000 for personal injury, effective for the duration of the permit.
6. There shall be a minimum clear distance of five feet, exclusive of the area occupied by the sidewalk café, free of all obstructions, such as trees, parking meters, utility poles, streetlights, benches, planters, and movable railings, in order to allow for adequate and safe pedestrian movements.

Complete applications will be reviewed for compliance with the applicable provisions of the City Code of Ordinances. If the proposed sidewalk cafe does not comply with these requirements, the application will be denied.