

## **HOW TO PERMIT PERMANENT OUTDOOR DINING**

A Building Permit is required for all **permanent** outdoor dining installations.

Instructions on applying for a building permit can be found [here](#).

### Application Requirements:

1. [Building Permit Application](#) for a Certificate of Occupancy/Use and any items listed in section 7 below. If no work described in Section 7 below is occurring, Applicant will only be charged the Certificate of Occupancy Fee.
2. Scale site plan showing the proposed new outdoor dining, table and chair placement, illustrating compliance with items 1-5 below.
3. Adequate interior documentation to demonstrate existing interior occupancy and seating capacity and existing restrooms.

*For permanent approval, interior and exterior occupancy noted on application materials should be final proposed maximum occupancy once COVID-19 related spacing and occupancy restrictions are lifted.*

### Review Requirements:

1. Table spacing must allow for a minimum of 19" from the table to the back of the seat. When seats are back to back, there must be a minimum of 12" from the back of one seat to the back of the other seat. Refer to 2017 OBC section 1029-12 for more information.
2. The building exit or exits, must maintain a 44" minimum aisle width to the public way.
3. Tables cannot block exits or accessible entrances.
4. Tables cannot block fire hydrants or fire department sprinkler connections.
5. Fire escape drop-down stairs must be able to operate as designed.
6. The outdoor dining area cannot increase the indoor and outdoor combined occupant load to a point where additional plumbing fixtures are required. The total occupant load is determined by adding the outdoor number of chairs to the indoor posted occupant load. *This can be done within this building permit application by adjusting the permitted indoor occupant load when outdoor dining is in use, through the Certificate of Occupancy approval.*
  - a. 150 total occupants require 1 water closet for each sex.
  - b. 300 total occupants require 2 water closets for each sex.
  - c. 450 total occupants require 3 water closets for each sex.
  - d. 600 total occupants require 4 water closets for each sex.
7. Any proposed tents, canopies, lighting, or heaters will require a separate permit application.
8. Conformance with all applicable Zoning Code requirements. Requirements vary based on location and Zoning District and can be found in [1419-21](#) of the Zoning Code. Please contact a Zoning Plans Examiner at 513-352-2430 for additional information on site specific Zoning Code requirements for Outdoor Dining.

9. Certificate of Appropriateness may be required if the property is located within a local historic district. Review for conformance with the conservation guidelines will occur as part of the building permit review and no additional application is required.