

# CHECKLIST FOR OUTDOOR DINING PERMIT

Effective Date 10/27/23

## THE FOLLOWING CHECKLIST IS A GUIDE TO ASSIST APPLICANTS WITH FULFILLING THE PERMIT SUBMITTAL REQUIREMENTS

### DOCUMENTS REQUIRED FOR OUTDOOR CAFE PERMIT APPLICATION

- Site Plan Drawing
- Outdoor Cafe Construction Documents  
*(Plans, sections, elevations and detail drawings that show how the structure will be built)*
- Letter of Authorization *(if applicant is not restaurant owner, or property owner)*  
[https://www.seattle.gov/documents/Departments/SDOT/Street%20Use/Forms%20Library/SU\\_LOA\\_Form\\_FILL.pdf](https://www.seattle.gov/documents/Departments/SDOT/Street%20Use/Forms%20Library/SU_LOA_Form_FILL.pdf)
- Images of existing site conditions where the cafe will be installed are encouraged, but not required. Images should include building facade and adjacent sidewalk conditions.

### SITE PLAN DRAWING CHECKLIST

- Site Plan can be drawn per the CAM 2116 template  
<https://www.seattle.gov/Documents/Departments/SDOT/CAMs/cam2116.pdf>
- If site plan is not drawn to scale, label as such. All plans must include accurate dimensions.
- Label all street names on the site plan
- Provide a north arrow properly orientated
- Label applicant's business and adjacent businesses with business name and address

- Entire cafe shown and labeled
- All existing street trees and landscaping within the ROW is shown and labeled
- All utility lids are shown and labeled if possible. If not, provide an image of the lid.
- All site furnishings (benches, bike racks, trash cans, etc.) are shown.
- All structures within the right-of-way are shown.
- All poles are shown. (Lighting, utilities, traffic)
- All street signage and parking infrastructure is shown
- Edge of curb is shown
- Diverter is shown and type labeled (if applicable)
- Cafe fence shown (if applicable)

## SITE PLAN DIMENSIONS

- Width of pedestrian clear zone & pedestrian straight path (refer to section 5.2 of the [Outdoor Cafe Director's Rule](#))
- Width of the sidewalk (measured from building face to the outside edge of curb)
- Business width (width of building facade)
- Outdoor Cafe width and depth
- Distance from edge of Outdoor Cafe to adjacent trees
- Distance from edge of Outdoor Cafe to adjacent utilities
- Distance from Cafe to all building access points (entries, emergency exits...)
- Distance from Cafe to existing curb ramp
- Distance from Cafe to adjacent structures of any type. See below for required setbacks:
  - 5' setback from Seattle City Light Poles
  - 10' setback from Seattle City Light Transformer Vaults
  - 3' setback from other Seattle City Light vaults, manholes, or handholds
  - 6' setback from Seattle City Light load break hatches
  - 10' setback from Seattle City Light padmount switchgear
  - 5' from alley or driveways (measured from edge of driveway at sidewalk)
  - 5' setback from water mainline valves
  - 5' setback from sewer and drainage maintenance lids
  - 5' setback from fire hydrant
  - 1' setback from drainage inlet or catch basin lids, unless otherwise approved

- 5' setback from Seattle Fire Department connections and fire escape ladder unless approved otherwise
- 0'-6" setback from water meter lids

## FENCE-FREE CAFE

- Is your cafe located in the curb space? (Yes / No)

*If, yes*  A fence is required in this zone. A fence is also required in the furniture zone if alcohol will be served or consumed in the Outdoor Cafe.

- Show location of ground markers on site plan
- Show dimension between ground markers on site plan
- Show Diverter on site plan
- Provide Diverter detail or provide product name. (Refer to section 6.8 of [Outdoor Cafe Director's Rule](#))

## CAFE WITH FREESTANDING FENCE

- Is the fence designed based on the Standard Plan as shown in [Outdoor Cafe Director's Rule](#) (Yes / No)

*If, yes*  Provide Applicant Guide fence detail as part of construction document submittal.

*If, no*  Provide a section drawing of the fence with the following information:

- Materials and size labeled. Web links to products are acceptable
- Dimension height of fence (must be between 30"- 42")
- Dimension distance between boards
- Dimension distance from the ground to first horizontal board
- Dimension void space of fence to show structure meets 50% transparency requirements.

- If fence posts are to be attached to sidewalk or roadway, provide a detail of attachment method

### CAFE WITH PLATFORM

- Is the cafe in the frontage or furniture zone? (Yes / No)

If, yes  Please provide a narrative of why a platform is needed

If, no  Provide the following:

- Provide a detail of the platform construction including wood sizes with nail or screw spacing labeled
- Provide dimension of entrance(s) width into Outdoor Cafe on the site plan
- Provide detail of how grade transition between sidewalk and platform is designed.
- Provide detail of platform setback (9 inches min.) from the face of curb to meet SPU drainage requirements

- Does any part of the platform (not including fencing/railing) exceed 18" above the sidewalk or roadway, whichever is greater? (Yes / No)

If, no  No additional review required

If, yes  Stamped plans and structural calculations are required for additional review

- Detail of required fixed railing per [SBC Section 1607.8.1](#) and [International Code Council A117.1](#)

- Detail of platform to fixed railing attachment

- Is the platform over an areaway? (Yes / No)

If, no  No additional review required

If, yes  Show areaway on site plan. Additional review will be required

- Is there seating, tables, or planters attached to the platform or walls? (Yes / No)

If, no  No additional information is required

If, yes  Provide attachments details of furnishings anchored to the platform and walls.

### CAFE WITH OVERHEAD STRUCTURE

- Provide details of the overhead structure that include the following:

- Custom-built structures require a plan stamped by a Washington State Licensed Architect or Engineer unless they are able to meet the rules in 6.5.3.11 of the [Director's Rule](#). (Also review 6.5.3.10)
- Label and show all structural material types and sizes
- Label and show all bolts and brackets
- Show height of overhead structure (min & max)
- Label roof slope
- Dimension overhead structure and provide its area in square feet
- Provide dimension to nearest crosswalk if closer than 40 feet.
- Show dimension from edge of overhead structure to the edge of curb on the site plan.
- Show how drainage from overhead structure flows to the ground

### CAFE IN CURB SPACE

- Show wheel stop locations on plan, if adjacent to vehicle parking (minimum 3 foot setback from edge of cafe)

- Do you intended to serve alcohol to cafe patrons?

If, yes  The cafe must be enclosed by a 42" tall fence or railing with a maximum of 10' opening into cafe. Show and label entrance and fence on plans. (See [WAC 314-03-200](#))

If, no  Opening size is not restricted. Fence height needs to be 30" - 42".

## LIGHTING OR HEATING

- Do you have lighting or heating elements associated with your cafe? (Yes / No)

If, yes  Provide the following information:

- Show the location of each lighting and heating fixture along with their product name and size on the site plan.
- Show the electrical cable routing from power source to fixture on the site plan
- If routing extends over sidewalk, show the cable in a section along with a height dimension from the sidewalk surface to bottom of fixture or cable, whichever is lower
- If you intend to have free standing heating elements, show their location on the site plan and label.