



# TEMPORARY OUTDOOR BUSINESS PERMIT

## *Guidelines*

Temporary business permits in the right-of-way are administered by the Capital Asset and Real Estate Services (CARES) Division of the Salt Lake City Department of Community and Neighborhoods.

For more information, and to apply for a permit, contact:

**Capital Asset and Real Estate Services Division**

*Salt Lake City Department of Community and Neighborhoods*

EMAIL: [Real\\_Estate@slcgov.com](mailto:Real_Estate@slcgov.com)

PHONE: (801) 535-6230

<https://www.slc.gov/can/real-estate-services/contact-real-estate-services/>

**FOR GUIDANCE ON WINTER OUTDOOR BUSINESS SEE:**

***[Salt Lake City's Outdoor Winterization Guide.](#)***



*Guidelines prepared by the Planning Division*

*UPDATED January 4, 2021*

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## General Guidelines

All customers and staff must adhere to all mandatory Utah Department of Health and DABC standards, applicable laws, and regulations, including permit expiration dates.

No outdoor business activities shall encroach upon any part of the sidewalk frontage of any adjacent property without written permission from the adjacent property's owners or tenants.

Outdoor business operators are required to provide commercial general liability insurance that meets or exceeds minimums set by Salt Lake City.

Anything placed in the right-of-way must be removed at the close of business each day.

**All temporary outdoor business permits expire concurrently with the expiration of Salt Lake City Emergency Proclamation No. 11 of 2020.**

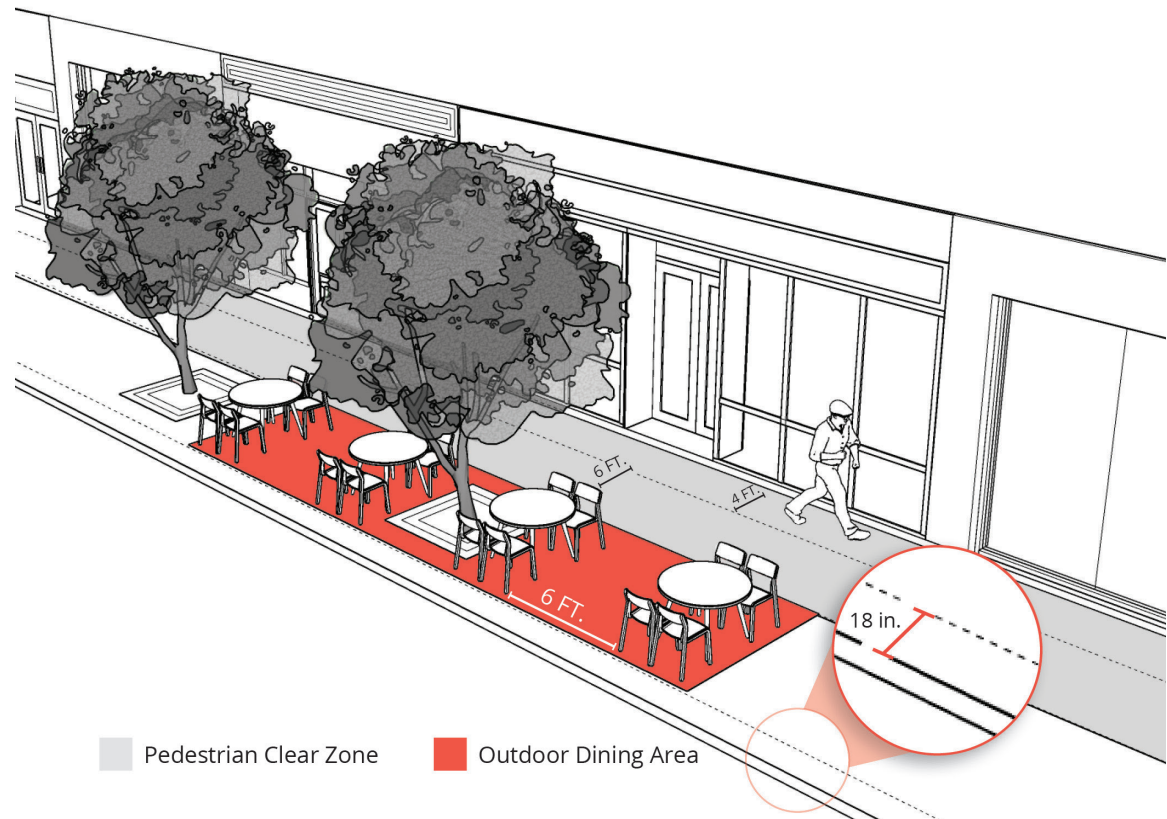
## Site Plan Requirements

Applicants shall provide a site plan *drawn to scale*, with the dimensions of the outdoor business area.

Applicant must show that 6 feet of distance can be maintained between backs/sides of chairs for each dining group.

Hand-drawn site plans are acceptable.

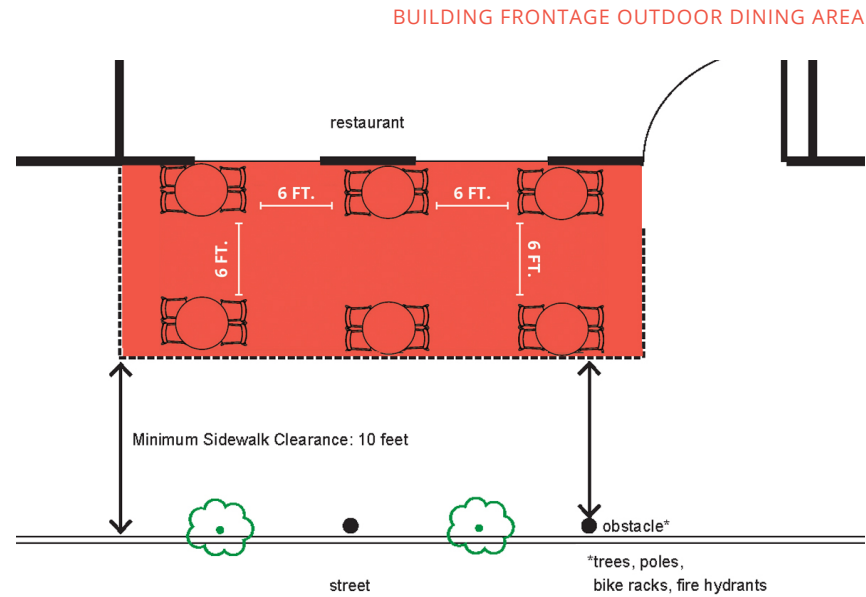
CURBSIDE OUTDOOR DINING AREA



## Site Plan Measurements

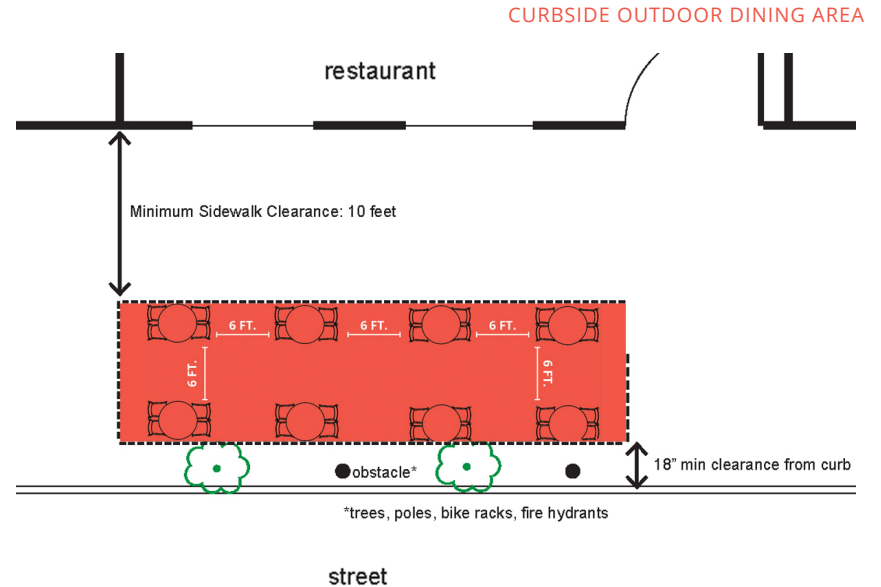
### BUILDING FRONTAGE

1. Locate any obstacles (tree grates, poles, bike racks, fire hydrants, etc.) adjacent to the frontage of your business.
2. Measure 10 feet from the obstacle to the proposed outdoor business area. If there are no obstacles, measure 10 feet from the face of curb to the proposed business area.
3. At the 10-foot mark, place painters tape down along the width of the building frontage. This is the **width** of the outdoor business area.
4. Place painters tape down perpendicular from edge of the building frontage to meet the width. This is the **length** of the outdoor business area.



### CURBSIDE

1. Measure 10 feet from the building frontage toward the curb to the proposed outdoor business area. If any obstacles are present in this area, note them on the site plan.
2. At the 10-foot mark, place painters tape down along the width of the building frontage. This is the **width** of the outdoor business area.
3. Start at the face of curb and measure 18 inches into the sidewalk. At the 18-inch mark, place painters tape down along the width of the building frontage.
4. Place painters tape down perpendicular from edges of tape to form a rectangle. This is the **length** of the outdoor business area.



ON-STREET PARKING STALLS (aka PARKLETS)

On-street parking stalls used for outdoor business require additional permits from the Engineering and Transportation Divisions.

ADA parking stalls shall not be used for outdoor business activity.

On-street parking stalls used for outdoor business must have either a platform flush with the curb or a ramp for accessibility.

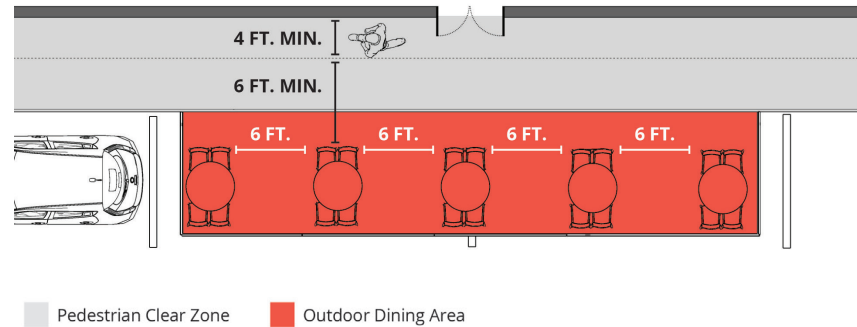
Parklets should be located along the building frontage, and the width into the street is limited to a maximum of 8 feet.

Where parking stalls are not marked, one parking space is deemed to be 9 feet wide by 22 feet long.

Exceptions to these dimensions will be considered on a case-by-case basis.

Parklet site plans should indicate the number of stalls intended for outdoor business use.

ON-STREET PARKING STALL (PARKLET) BUSINESS AREA



Outdoor business areas in on-street parking stalls must have sturdy, freestanding barriers on street sides.

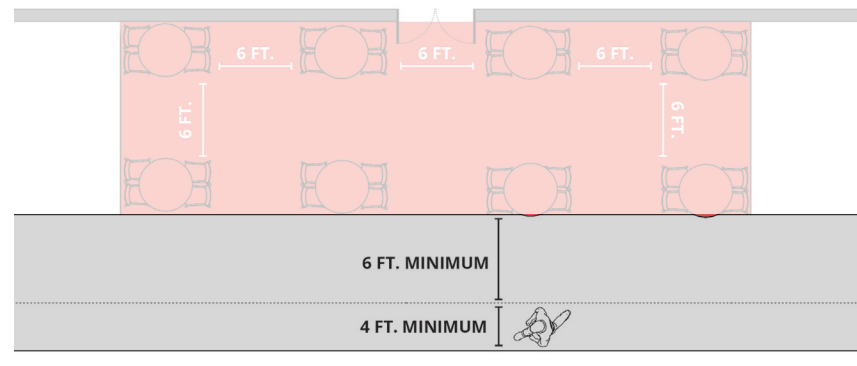
Passageway

PEDESTRIAN CLEAR ZONE

Outdoor business area shall maintain a minimum of six feet between patrons and pedestrians passing by, a minimum of four feet for pedestrian passage, and 18-inch minimum clearance from the face of curb.

Place painter's tape (or other easily removable material) along the sidewalk 6 feet from the outdoor dining area to indicate social distancing requirement to pedestrians and patrons waiting to be seated.

PEDESTRIAN CLEAR ZONE



## Furnishings

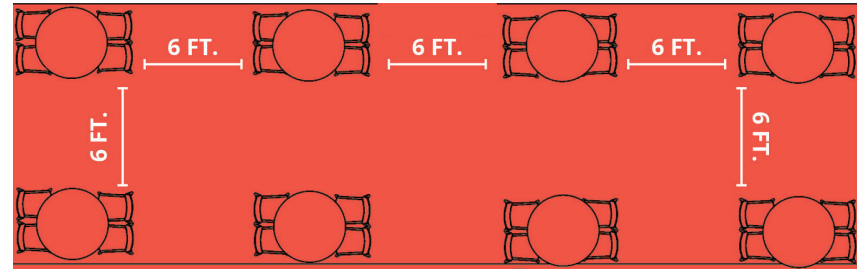
Tables and chairs shall be arranged so that the backs of chairs between dining groups are at least 6 feet apart.

Place painter's tape (or other easily removable material) on the sidewalk behind chair backs to indicate social distancing requirement to patrons and to waitstaff.

Planters shall not exceed 3 feet in height, and the combined height of planters & plants shall not exceed 5 feet from the ground.

All barriers, furniture, and shade umbrellas must be weighted to prevent collapse or blowing away.

CHAIR AND TABLE SPACING



## BARRIERS

Freestanding barriers are required in outdoor dining areas that serve alcohol, and in all outdoor business areas in on-street parking stalls.

The height of any required freestanding barriers may not exceed 36 inches, and the bottom of barrier must not exceed 27 inches above the sidewalk surface.

Any fencing shall be sturdy, freestanding, and removable from the right of way.

Fenced outdoor business areas shall have one clear entrance to the outdoor dining area from the sidewalk, no less than 36" wide, and located directly in front of the egress doors.

Planters may be used as barriers.

No drilling into the sidewalk or damaging the sidewalk is allowed.

REMOVABLE FREESTANDING BARRIER EXAMPLE





## Temporary Structures in the Right-of-Way

TEMPORARY STRUCTURE EXAMPLE

Under Salt Lake City Emergency Proclamation Number 17 of 2020, temporary structures are permitted during the winter.

Temporary structures are defined as partially walled (no more than two non-adjacent walls) or roofed structures, which are intended to be used for a limited duration for outdoor business activities.

Temporary structures include freestanding canopies, patio coverings, and other similar structures.

Temporary structures on the sidewalk, in park strips, in a parking stall, or any other part of the right-of-way must be removed at the close of business each day.

For more information, see [Salt Lake City's Outdoor Winterization Guide](#), or contact the Salt Lake City [Economic Development Department](#) at [ed@slcgov.com](mailto:ed@slcgov.com).



## Fees

Temporary outdoor business permits have an application fee of \$28.00.

Pro-rated permit fees for outdoor dining are based on the number of tables in the right-of-way:

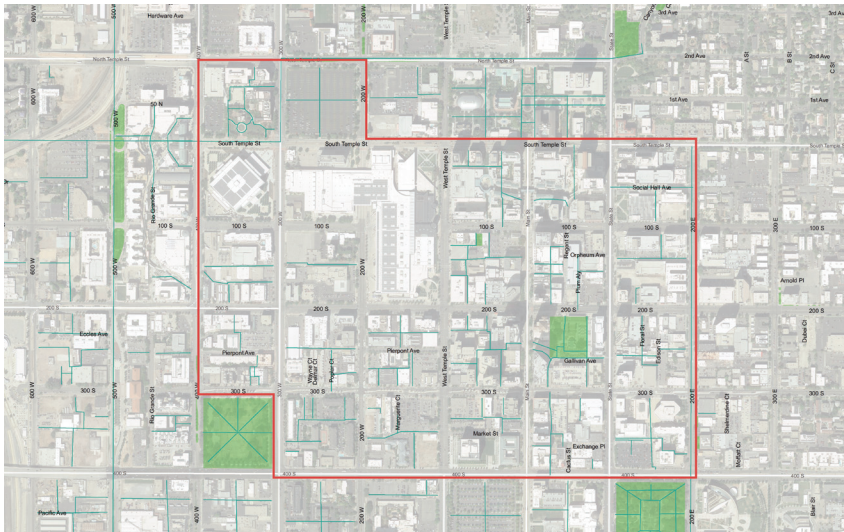
- 1-5 tables – \$111.00
- 6 or more tables – \$167.00

## PARKLETS

Outdoor business areas in metered parking stalls, and all parking stalls in the Central Business District (CBD), have a fee of \$28.00 per stall/per day.

No fees are charged at unmetered stalls outside of the CBD.

CENTRAL BUSINESS DISTRICT (CBD) AREA



## Questions?

### Salt Lake City Capital Asset and Real Estate Services (CARES)

<https://www.slcc.gov/can/real-estate-services/>

Email: [Real\\_Estate@slccgov.com](mailto:Real_Estate@slccgov.com)

[Olga.Crump@slccgov.com](mailto:Olga.Crump@slccgov.com)

Tel: (801) 535-6230

(801) 535-7184

### Salt Lake City Transportation and Engineering Permits

*(for parking stall outdoor business areas)*

<https://www.slcc.gov/mystreet/permits/>

Email: [mystreet@slccgov.com](mailto:mystreet@slccgov.com)

**Engineering:** (801) 535-7961

**Transportation:** (801) 535-6630

### Salt Lake City Economic Development

*(for winter outdoor business areas)*

<https://www.slcc.gov/ed/>

Email: [ed@slccgov.com](mailto:ed@slccgov.com)

Outdoor Winterization Guide: <https://www.slcc.gov/ed/winterdiningguide/>

**All temporary outdoor business permits expire concurrently with the expiration of Salt Lake City Emergency Proclamation No. 11 of 2020.**

## Resources

### Regulations

#### COVID-19 Guidelines for Businesses

<https://slco.org/together/>

#### Salt Lake County Health Department

<https://slco.org/health/COVID-19/>

#### Utah Department of Alcoholic Beverage Control

*Temporary Outdoor Premises Extensions Due to COVID-19:*

<https://abc.utah.gov/wp-content/uploads/Home/covid19/Patio-Operational-Restrictions.pdf>

### Design and Implementation

#### Jersey City

*Parklet Guide:*

[https://jerseycitynj.gov/UserFiles/Servers/Server\\_6189660/File/Jersey%20City%20Parklet%20Guide.pdf](https://jerseycitynj.gov/UserFiles/Servers/Server_6189660/File/Jersey%20City%20Parklet%20Guide.pdf)

#### NACTO (National Association of Transportation Officials)

*Streets for Pandemic Response and Recovery:*

<https://nacto.org/streets-for-pandemic-response-recovery/>

#### Barrier Rental

*Inquire with the Transportation Division*

**Transportation:** (801) 535-6630