



# CITY OF SAN LUIS OBISPO

Community Development Department  
919 Palm Street, San Luis Obispo, California  
(805) 781-7170

## Application Checklist

Effective: 7-01-2023

Applications for development permits must include, at minimum, the information in this checklist in order to be accepted for processing and evaluation for final action. Additional information may be required following initial review by staff. Applications missing information in this checklist will not be accepted for review.

## Sidewalk Tables & Chairs Permit

*Application Fee:*  
*Refer to current Comprehensive Fee Schedule*

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**Completed Planning Application Form:**

Applications can be obtained from the Community Development Department or by mail, fax, or at:  
[www.slocity.org/government/departments-directory/community-development](http://www.slocity.org/government/departments-directory/community-development)

**Business Tax Certificate:**

A copy of a current business tax certificate issued to the business owner.

**Business Owner's Proof of Liability Insurance:**

Liability insurance must meet City standards, naming the City as additionally insured for the term of the permit to the approval of the City Risk Manager.

**Liability Release Agreement:**

An agreement wherein the recipient of the permit agrees to hold the City harmless from liability arising from the operation of the sidewalk cafe signed by the business owner.

**Statement of Operation:**

A cover letter describing the business, the sidewalk activity, proposed hours of operation, and method of satisfying any additional parking requirement.

**Project Plans**, at appropriate scale, using U.S. Customary or English Units

- 3 copies at full size (Min. 11" x 17")
- 1 copy at reduced size (8.5" x 11")
- 1 "Digital Copy" (Portable Document Format (PDF) File)

**A site plan.** At a minimum include: dimensions of the area proposed for outdoor dining; the proposed number and location of tables, chairs and other furnishings to be included in the dining area; the relationship of the outdoor dining area to the indoor dining area; and all sidewalk obstructions in the vicinity.

**Site details.** A detailed description of the type, color, and material of all proposed outdoor furniture, such as tables, chairs, barriers, planters, umbrellas, signs and lighting.

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