



CITY OF
ST. CHARLES
ILLINOIS • 1834

City of St. Charles TEMPORARY OUTDOOR DINING PERMIT APPLICATION

Restaurant Information	Restaurant Name:	
	Address:	
	Phone:	
24-Hour Contact	Contact's Name:	
	Contact's Signature:	Date:
	Phone:	Email:

A no-fee permit is required to allow for the establishment of a temporary outdoor dining area. Following the issuance of a permit and the establishment of the temporary outdoor dining area, the City will inspect the temporary outdoor dining area for compliance with the approved plans. Outdoor dining areas established under this permit are considered temporary and shall not constitute a property right in the form of permanent outdoor seating. Outdoor dining areas granted a temporary permit are valid for thirty days beginning May 29th, 2020.

The following items must be submitted as part of the application:

- Demonstration of ownership or a letter of authorization from the property owner(s)
- A site layout plan including the overall dimensions, barriers, entrances/exits, and, traffic circulation
- A description of any proposed tents, including size, location, and need for electrical hook-ups
- Any additional information which the Mayor or designee shall find reasonably necessary to a fair determination as to whether the permit shall be issued
- Prior to issuance of the temporary outdoor dining permit, the permittee shall provide the city with copies of the certificates of insurance for the required policies for each type of insurance naming the City as an additional insured party. The required insurance policies shall each provide that they shall not be changed or cancelled during the life of the temporary outdoor dining permit.
 - o Worker's Compensation Insurance in at least the required statutory limits
 - o Comprehensive General Liability Insurance, including owner's protective liability insurance and contractual liability insurance covering claims for personal injury and property

damage with limits of at least two million (\$2,000,000) dollars per occurrence, and two million (\$2,000,000) dollars for any single injury

- [Dram Insurance](#)
- Complete indemnification/hold harmless document.

Agree to Comply with all Outdoor Dining Requirements:

- All tables must be six feet apart and located away from sidewalks and walkways
- Entrance/exit doors and fire lanes shall not be blocked
- Allow for adequate and safe parking to be maintained for customers
- A physical barrier around the outdoor dining area shall be required if alcohol is served or to protect the temporary dining area
- Tents must follow manufacturers guidelines for installation, all City code requirements, and flame spread requirements.
- The expanded outdoor dining area shall close at dusk. If ample lighting is provided, the expanded area shall close no later than 11:00p.m. Sunday through Wednesday and midnight Thursday through Saturday.

Confirmation of Compliance with all Restaurant Requirements:

- Must adhere to all social distancing requirements and [restaurant guidelines set forth by the Illinois Department of Public Health](#)
- Food transported from the restaurant to the outdoor dining areas shall meet all Food Safety requirements
- Abide by all applicable requirements of the CDC, Kane County Health Department, and the Illinois Liquor Control Act.
- Regularly clean and sanitize outdoor dining areas and all frequently touched surfaces (i.e. door handles)
- Provide restrooms/handwashing inside the restaurant with social distancing

Failure to abide by any of these requirements may result in the revocation of the temporary outdoor dining permit. Businesses shall not set up any expanded outdoor dining prior to being notified of permit approval.

By checking the above boxes, I hereby agree confirm that the outdoor dining operations proposed in my application will comply with all of the above Outdoor Dining Requirements and Restaurant Requirements.

Applicant Signature: _____

Submit applications by email to:

Building and Code Enforcement

bceadm@stcharlesil.gov | 630.377.4406