



CITY OF NAPERVILLE OUTDOOR SEATING PERMIT

For all licensed premises:

- Permits begin on May 1st and expire on April 30th of the following year, usage is allowed throughout this timeframe as long as the permit holder complies with all City requirements.
- Permit holders shall complete an application and an inspection of the property shall be performed by the City including but not limited to the review of site plans, usage of heaters and/or amplification of music, and security cameras.
- Certificates of insurance naming the City of Naperville as an additional insured and a signed indemnification statement is required.
- The outdoor seating area shall be clearly designated with a permanent or semi-permanent barrier as approved by the City.
- Amplified sound from the establishment shall not be audible at 50 feet of originating property's lot lines and its purpose is only to create ambiance for the licensed premises.
- No smoking allowed within the outdoor seating area.
- Patrons shall remain seated at the outdoor seating area when consuming alcoholic liquor and no patron shall leave the outdoor seating area with liquor. Alcoholic liquor shall only be served and transferred for patrons by a BASSET trained server, no carry-in or carry-out of liquor by a patron to and from the outdoor seating area.
- Liquor service on public property shall cease by 10:00 p.m.

For Downtown licensed premises using the public way:

- The public way must be kept free from refuse at all times and no food preparation permitted on the public way. All public improvements on the public way shall be maintained in the existing condition as the time the permit was issued, the permit holder shall be responsible to the City for any damage to any public improvements where such damage arises due to the operation of the outdoor seating area.
- Use of the outdoor seating permit shall be conducted in a way that does not interfere with pedestrian use. All items placed on the public way for the operation of an outdoor seating area shall be located so that a clear path of at least five contiguous feet shall be provided for passage of pedestrians and so as not to obstruct ingress and egress from the licensed establishment or any other establishment.
- The service and consumption of alcoholic liquor on the public way shall be incidental to the service and consumption of meals.



APPLICATION FOR OUTDOOR SEATING PERMIT

- Any items placed on the public way for the operation of an outdoor seating area may remain on the public way from April 1 through November 1 and must be removed from the public way between November 2 and March 31.
- Liquor service, capped at 5.

APPLICATION PROCEDURES:

Complete the Outdoor Seating Application and include a detailed site plan showing all existing buildings, structures and objects on the licensed property. The site plan must show the location of all objects within the fences/barriers such as chairs, tables, umbrellas, lighting fixtures, serving stations, etc. The approved site plan must be maintained throughout the permit period.

A review of the site plan and an inspection of the outdoor seating area will be required before City approval is granted. The permit is signed by the Liquor Commissioner and must be posted in a conspicuous place inside the licensed premises. The fee for an annual outdoor seating permit shall be:

- Outdoor seating permit on public way in the Downtown with liquor service: \$500.00
- Outdoor seating permit on private property with liquor service: \$300.00
- Outdoor seating permit on public way without liquor service: \$100.00

Your Certificate of Liability Insurance must include coverage for the outdoor seating area.



APPLICATION FOR OUTDOOR SEATING PERMIT

Restaurant Name:	
Restaurant Liquor License Class and License Number:	
Address of the Outdoor Seating:	
Applicant for Permit:	
Phone:	E-Mail:

Renewal: (Site plan is required only if there are revisions)

SITE PLAN: Your plan must indicate the following items:

- Layout/ location of all Tables, Chairs, Service Equipment, and Lighting in reference to existing building
- Show all aisles – must be 48” wide
- Show emergency access and egress (Gates or Aisles)
- Picture/Drawing and specifications for the fence/barrier (minimum height of three (3) feet)

The City will inspect the Outdoor Seating Area as soon as it is set up per the Plan above. The following items will be checked in the field:

- Aisle widths & Egresses
- Fence/Barrier height and location
- Obstructions to pedestrians or sight obstructions for vehicles
- Any electrical/ plumbing work servicing the outdoor seating area

Submitted by: _____ Date: _____

Print name

Submit your completed Application, Fee, Site Plan, and Specifications to:
The City of Naperville, Community Services Department, 400 S. Eagle Street, Naperville, IL 60540