

CITY OF NAPERVILLE
TEMPORARY OUTDOOR SEATING PERMIT APPLICATION

Instructions

If an Establishment's temporary outdoor seating is (1) different than what has been approved by the City in the past and (2a) there is liquor service or (2b) use of public property, the Establishment must submit to the City this Temporary Outdoor Seating Permit Application with (1) a site plan; (2) signed waiver and release of liability; and (3) an updated certificate of insurance. Upon submittal of a complete application and compliance with all applicable guidelines, the Establishment may proceed effective May 29, 2020, subject to a future inspection and review of said application.

The Establishment is required to keep a completed copy of this Application on its premises and it must show the completed application as well as proof of submission of the application to City officials upon request.

Establishments must comply with all applicable federal, state and local regulations including all guidelines issued in the State of Illinois' Phase 3 of the Restore Illinois Plan prepared by the Illinois Department of Commerce and Economic Opportunity and the City of Naperville's Phase 3 Outdoor Seating Guidelines.

1. APPLICATION (fill-in information below)

Establishment Name:	
Establishment Liquor License Class & License Number (if applicable):	
Address of the Premises:	
Description of Temporary Outdoor Seating: <i>Include whether there will be liquor service and whether any portion of seating is on public property</i>	
Applicant's Name & Title:	
Phone:	
Email:	

2. SITE PLAN

Establishments must submit to the City with this Application a proposed temporary outdoor seating site plan. Site plans must show all existing buildings, structures, parking areas, 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 site plan must also indicate the following items:

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

The City will inspect the Outdoor Seating Area as soon as possible. The following items will be checked in the field: (1) conformance to submitted site plan; (2) aisle widths & egresses; (3) fence/barrier height and location; (4) posted instructions to pedestrians or sight obstructions for vehicles; and (5) compliance with any other applicable regulations.

3. WAIVER AND RELEASE OF LIABILITY

Establishments must submit to the City with this Application a signed copy of the City’s Outdoor Dining Waiver and Release of Liability.

4. CERTIFICATES OF INSURANCE

Establishments must submit to the City with this Application an updated certificate of liability insurance naming the City of Naperville as an additional insured. The certificate of liability insurance must include coverage for the outdoor seating area and any endorsement in the certificate of insurance designating “premises only” must be stricken.

The undersigned represents he or she has full authority submit this Application on behalf of the Establishment and that all aspects of the Application are complete and accurate to the best of his or her knowledge.

Signed: _____ Date: _____

Printed Name & Title: _____

Email the completed (1) Application; (2) Site Plan; (3) Signed Waiver and Release of Liability; and (4) Updated Certificate of Insurance to the City of Naperville’s City Clerk’s Office at:
NapervilleClerks@naperville.il.us