CITY OF ST. PAUL

DEPARTMENT OF SAFETY AND INSPECTIONS
375 JACKSON STREET, SUITE 220
ST. PAUL, MINNESOTA 55101-1806
Phone: 651-266-8989 Fax: 651-266-9124
Visit our Website at: www.stpaul.gov/dsi

SUPPLEMENTAL LICENSE APPLICATION FOR SIDEWALK SEATING

LICENSES ARE NOT TRANSFERRABLE

Payment must be received with Each Application

{This application is subject to review by the public}

PLEASE CHECK ONE: ☐ Sidwalk Café (only food, no liquor service) OR ☐ Liquor Outdoor Service Area (Sidewalk)	**$33.00**
Public Works Obstruction Permit (required for all applications)	**$53.00**
Total Annual Fees	**$86.00**

Date of Application: *(dd/mm/yyyy)* _____ / _____ / _____ **Anticipated Date of Opening:** _____ / _____ / _____

Company Name:_____ *(Circle: Corporation Partnership Sole Proprietorship)*

Name on Business Sign (dba)_____ **Business Phone***:* _____ /_____ - _____

Business Address*(Number, street name, direction, etc.)* _____

Licensee/Owner Name _____ **Birth Date:**_____ /_____ /_____
(Responsible Party) First Middle Maiden Last Title

Mail to Address*(If different from Business Address)***:**_____
Street Address City State Zip+4

Email Address:_____ **Cell Phone:**_____/_____-_____

The following additional information is required for your application to be complete:

☐ **For Liquor Outdoor Service Area (Sidewalk) applications -** include a Consent Petition from the owners of private residences, dwellings and apartment house within 300 feet of the location. *

☐ **For all applications** - General Liability Certificate of Insurance specifically extending coverage to the sidewalk café and naming the City of St Paul as an additional insured. Minimum liability insurance coverage must be $500,000*

☐ **For all applications** – Sidewalk Seating Site Plan for the table, seating, fencing, etc. layout*

* See attached for additional details regarding required information.

Public Works Right – of – Way Obstruction Permit

Public Works must approve the public sidewalk seating area before this license can be approved. You are required to pay an additional fee for an Obstruction Permit to place tables and chairs in the public right-of-way. The permit fee of $53.00 is collected at time of initial license application, and at the beginning of each year thereafter. This is in addition to the license renewal process. Payment of all fees related to placing tables and chairs in the public right-of-way are submitted to DSI.

ANY FALSIFICATION OF ANSWERS GIVEN OR MATERIAL SUBMITTED WILL RESULT IN DENIAL OF THIS APPLICATION

I hereby state that I have answered all of the preceding questions, and that the information contained herein is true and correct to the best of my knowledge and belief. I also understand this premise may be inspected by police, fire, health and other city officials at any and all times when the business is in operation.

Signature _____ **Date** _____
(REQUIRED for all applications)

Signature of Cardholder (required for all charges): _____

We will accept payment by Cash, Check (made payable to City of Saint Paul) or Credit Card (American Express, Discover, MasterCard or Visa).

☐ American Express ☐ Discover ☐ MasterCard ☐ Visa											Expiration Month/Year ►►					
Enter Account Number ►																

Revised 05/05/2011