

Outdoor Seating Application



RALEIGH
DEPARTMENT OF
CITY PLANNING



Department of City Planning | 1 Exchange Plaza, Suite 300 | Raleigh, NC 27601 | 919-996-2626
Submit applications to: 1 Exchange Plaza, Suite 500

Applicant Information

New

Renewal

Office Use Only

20__ - 20__

Transaction # _____

ZN Permit # _____

Date

Name of Establishment

Location Address

Hours of operation (Business) (Outdoor Seating Area)

BUSINESS OWNER (of Establishment) INFORMATION

Name of Corporation/LLC/Partnership

Phone

Email

Address

Registered Agent (as listed w/ N.C. Secretary of State)

Registered Mailing Address

BUSINESS MANAGER(S) INFORMATION

Name

Phone

Email

Address

Name

Phone

Email

Address

PROPERTY OWNER INFORMATION (if different than Business Owner)

Name

Phone

Email

Mailing Address

Office Use Only

Transaction # _____

APPLICANT MUST PROVIDE THE FOLLOWING ITEMS:		TO BE COMPLETED BY CITY STAFF		
		YES	NO	N/A
Name, address, and phone number of the Business, Business Owners, and Managers	<input type="checkbox"/>			
Certificate of Insurance and Additional Insured Endorsement (CG 2012 07 98) (Certificate Holder must be shown as "City of Raleigh, PO Box 590, Raleigh, NC 27601")	<input type="checkbox"/>			
<u>Indemnity Agreement</u> (signed) – this is required for both new and renewal requests	<input type="checkbox"/>			
Wake County Health Department Approval Letter	<input type="checkbox"/>			
NC ABC Permit (contact 919-779-0700 for more information)	<input type="checkbox"/>			
City Beer/Wine License (contact 919-996-3200 for more information)	<input type="checkbox"/>			
<u>Outdoor Amplification Permit</u> (if loud speakers are to be used)	<input type="checkbox"/>			
Permit Fee (\$300.00)	<input type="checkbox"/>			
Hours of Operation (Business and Outdoor Seating Area)	<input type="checkbox"/>			
An architectural-quality scaled plan including occupancy (the plan must include the proposed outdoor seating area, property lines, number and arrangement of tables and chairs, and surrounding streetscape details covering seven (7) feet on either side of the property line)	<input type="checkbox"/>			
Photos, a brochure, or architectural drawing of the proposed furniture	<input type="checkbox"/>			