

# Outdoor Seating Application

Office of Emergency Management & Special Events | 222 W. Hargett Street, Suite 307 | Raleigh, NC 27601 | 919-996-2200

Completed Outdoor Seating applications must be submitted through the [Permit and Development Portal](#)



<p style="text-align: center;"><b><u>Applicant Information</u></b></p> <p><input type="checkbox"/> <b>New</b></p> <p><input type="checkbox"/> <b>Renewal</b></p>	<p style="text-align: center;"><b>Office Use Only</b></p> <p style="text-align: center;">20__ - 20__</p> <p>Transaction # _____</p> <p>ZN Permit # _____</p>	
<b>Date</b>		
<b>Name of Establishment</b>		
<b>Location Address</b>		
<b>Hours of operation (Business)</b>	<b>(Outdoor Seating Area)</b>	
<b>BUSINESS OWNER (of Establishment) INFORMATION</b>		
<b>Name of Corporation/LLC/Partnership</b>		
<b>Phone</b>	<b>Email</b>	
<b>Address</b>		
<b>Registered Agent (as listed w/ N.C. Secretary of State)</b>		
<b>Registered Mailing Address</b>		
<b>BUSINESS MANAGER(S) INFORMATION</b>		
<b>Name</b>	<b>Phone</b>	<b>Email</b>
<b>Address</b>		
<b>Name</b>	<b>Phone</b>	<b>Email</b>
<b>Address</b>		
<b>PROPERTY OWNER INFORMATION (if different than Business Owner)</b>		
<b>Name</b>	<b>Phone</b>	
<b>Email</b>		
<b>Mailing Address</b>		

**Office Use Only**

Transaction # \_\_\_\_\_

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