

OUTDOOR PATIO PERMIT APPLICATION

Outdoor patios are the use of an area outside of a building where patrons are seated for the consumption of food and/or beverage, in conjunction with an adjoining restaurant, take-out service, prepared food, brewery, delicatessen, or bakery. Outdoor patios may be on private or public property. For all outdoor patios, a District of Squamish Business Licence is required before the application will be considered.

Please complete the form below and provide any additional information set out in this form, including a required site plan to patios@squamish.ca.

Please note, applications which involve District-owned land will require a Licence Agreement. If the Applicant is a tenant, then a Landlord approval signature will also be required on this application form.

BUSINESS INFORMATION	
EXISTING BUSINESS INFORMATION	
Business Name on Existing Licence:	
Doing Business As:	
Business Street Address on Existing Licence:	
Business Licence No:	
APPLICANT DETAILS	
Authorized Applicant Name:	
Contact Phone:	
Email:	
OWNER DETAILS (if different than applicant)	
Owner Name:	
Contact Phone:	
Email:	

OUTDOOR PATIO INFORMATION	
Is your outdoor patio going to be used as seating for take-out/to-go patrons, or will you have food service on the patio?	<input type="radio"/> Take out / sit only <input type="radio"/> Full food service
Will you be serving alcohol on your outdoor patio?	<input type="radio"/> Yes <input type="radio"/> No
Where is your outdoor patio located? (Choose both if applicable)	<input type="radio"/> District land <input type="radio"/> Private property
Will the outdoor patio area be seasonal or full time?	<input type="radio"/> Seasonal <input type="radio"/> All year long

LOCATION INFORMATION			
Fill out the section that applies to your patio location. (Tick appropriate)			
DISTRICT LAND		PRIVATE LAND	
Where is your patio? (check all that apply)	<input type="checkbox"/> On sidewalk <input type="checkbox"/> On a boulevard area <input type="checkbox"/> In a road parking stall	Where is your patio? (check all that apply)	<input type="checkbox"/> Unused space <input type="checkbox"/> Parking stall(s) <input type="checkbox"/> Drive aisle <input type="checkbox"/> Landscaping
Total area of District land required (m ²):		Total area of private land required (m ²):	
Do you have Commercial General Liability insurance of \$5 million?*	<input type="radio"/> Yes <input type="radio"/> No	Do you have the owner's permission?	<input type="radio"/> Yes <input type="radio"/> No

If the outdoor patio is on District Land, upon approval of the outdoor patio, the Applicant will be required to provide an insurance certificate with \$5 million commercial general liability coverage, with the District listed as an additional insured and with a 30 days' notice of cancellation clause.

DESIGN INFORMATION

EXISTING BUSINESS		OUTDOOR PATIO ADDITION		TOTAL
EXISTING SQUARE FOOTAGE:		INCREASED SQUARE FOOTAGE:		TOTAL SQUARE FOOTAGE:
Indoor:	Outdoor:	Indoor:	Outdoor:	
EXISTING OCCUPANCY:		INCREASED OCCUPANCY:		TOTAL NEW OCCUPANCY:
EXISTING SEATING:		INCREASED SEATING:		TOTAL SEATING:
Indoor:	Outdoor:	Indoor:	Outdoor:	
EXISTING EMPLOYEES:		INCREASED EMPLOYEES:		TOTAL EMPLOYEES:
EXISTING WASHROOMS:		INCREASED WASHROOMS:		TOTAL WASHROOMS:

ADDITIONAL INFORMATION

IMPORTANT BUILDING AND FIRE CONSIDERATIONS

DOES YOUR PATIO NEED AN ARCHITECT?

- If your business has capacity to serve 30 or more people (with or without the patio), then any outdoor patio increase will require an Architect to design the patio and confirm Occupant Load compliance with BC Building Code regulation.
- If you are providing take-out only seating to be used by the general public and your outdoor patio is not connected to your existing building, then occupancy and washroom capacity will not be affected by the outdoor patio addition and an Architect would not be required. (For example, café public seating in a District parking stall situated away from the building.)

Does your outdoor patio application require an Architect?

- Yes
 No

DOES YOUR PATIO NEED A BUILDING PERMIT?

- This application is not a Building Permit. Any proposed structure that requires a Building Permit under the BC Building Code (i.e. covered structure, roof top patio, elevated patio, awnings attached to exterior of the building, washroom upgrades) will be required to submit a separate building permit application. Contact the Building Department at buidling@squamish.ca or consult with your architect to determine whether your outdoor patio will require a Building Permit.

Does your outdoor patio application require a Building Permit?

- Yes
 No

DOES YOUR PATIO CHANGE ANY EXISTING EXITS OR ENTRANCES?

- All existing exits and entrances shall remain clear from obstructions.
- Any new outdoor seating, and all new outdoor patio exits and entrances must meet accessibility requirements.

Will the outdoor patio change any existing exit and/or building access points? If Yes, please identify on the site plan.

- Yes
 No

- Your outdoor patio design must not impact access to existing fire hydrants or fire department connections.

DOES YOUR PATIO HAVE HEATERS?

- Any affixed heating device must be installed to meet BC building code requirements and manufacturers' clearances to the building and combustible materials. Contact the Fire Department at prevention@squamish.ca for more information. Any new outdoor seating, and all new outdoor patio exits and entrances must meet accessibility requirements.

Will your outdoor patio include heaters?

- Yes
 No

- Any canopies, awnings, umbrellas, and other materials or decorations must be flame spread rated in accordance with the BC Fire Code (CAN/ULC S109). Standards other than that are not acceptable in BC.
- Note that storage is not permitted in the outdoor dining area. This includes the storage of spare propane tanks.

PRIVATE LAND OUTDOOR PATIO

(Complete only if your outdoor patio is on private land)

1. PARKING

Note, parking in the Zoning Bylaw is in reference to the entire site. If you are on a stratified lot, your parking calculations need to represent the total parking stall count for the entire site, not just what has been assigned for your business.

How many parking stalls are on the property?

How many parking stalls on the property will be used for the outdoor patio area, including additional outdoor patio amenities (i.e. landscaping, bike parking, etc.)?

2. DESIGN

Location: The outdoor patio must be adjacent to the associated business and may only occupy a space as wide as the establishment frontage (unless adjoining tenants and property owners grant written approval to the District).

Complete

Design: All outdoor patio structures should be built of solid, durable materials and should reflect an aesthetic of permanency. The location and design of landscaping, lighting, bike racks, canopies, awnings, umbrellas, and waste should be considered and detailed in site plans. Canopies should have visual clearance of minimum 2.6m.

Complete

Enclosure: An outdoor patio enclosure such as a barrier, railing, screen or wall must not be higher than 1.2m. Barrier, railing, screen, or wall design must be submitted in the site plan details.

Complete

Surface: The outdoor patio surface must be flush with adjacent surfaces next to the business, or otherwise meet accessibility standards. A non-slip surface is recommended.

Complete

Existing Considerations: Outdoor patios should not displace any required waste and recycling containers or any existing landscaping features.

Complete

COMMENTS

DISTRICT LAND OUTDOOR PATIO

(Complete only if your outdoor patio is on District land)

Owners and/ or operators of a restaurant, take-out service, prepared food, delicatessen, or bakery fronting a sidewalk and District road have two options for the placement of an outdoor patio: a parking stall or sidewalk/boulevard outdoor patio. Currently, sidewalk/boulevard patios can remain year round and parking stall patios can remain year round at the discretion of the District.

PARKING STALL OUTDOOR PATIO

Requirements for outdoor patio using the parking stall space in front of the business.

<p>Location: the outdoor patio must be adjacent to the associated business and may only occupy the amount of stalls as wide as the establishment frontage (unless less than 40% of a parking stall extends into an adjacent frontage, or adjoining tenants and property owners grant written approval to the District). Outdoor patios can be combined for adjacent businesses. When possible, parking stall patios should begin from adjacent mid-block bump outs or intersections to avoid interruption of parking mid-block. When two outdoor patios are less than two parking stall proximity to one another, the space in-between can be used for more seating or other streetscape furniture such as benches, bike racks, and landscaping, or the two stalls will need to be combined into one parking stall. Note, accessible parking stalls should not be used for patio purposes. Accessible stall and ramp relocation can be considered at applicant expense and at District discretion.</p>	<input type="checkbox"/> Complete
<p>Size: must not exceed a width of 2.4m from the face of the curb and can extend the length of a parking stall (~6.5m), with 0.2m clearance from a parking stall line on each end.</p>	<input type="checkbox"/> Complete
<p>Enclosure: a continuous barrier, railing screen, or wall at the edge of the patio adjacent to a road and/ or parking area is required and can be no higher than 1.2m. Reflectors need to be installed at patio road side ends.</p>	<input type="checkbox"/> Complete
<p>Surface: the outdoor patio surface must be flush and level with the sidewalk. A non-slip surface is recommended.</p>	<input type="checkbox"/> Complete
<p>Drainage: structures placed in the curbside lane must maintain 0.4m of clearance from the face of the curb to the structure to allow for drainage. Parking stall patios located over or near storm drains are only permitted at the discretion of the District.</p>	<input type="checkbox"/> Complete

COMMENTS

DISTRICT LAND OUTDOOR PATIO

SIDEWALK/BOULEVARD OUTDOOR PATIO

Requirements for outdoor patio using the sidewalk or boulevard space immediately adjacent to the business, occupying a maximum distance of 2.5m from the face of the building or the width of the boulevard area.

<p>Size: Patio design needs to maintain a minimum of 2.0m of unencumbered sidewalk. In certain cases, this width may be reduced to 1.8m with the written approval of District staff.</p>	<input type="checkbox"/> Complete
<p>Design: Any tables and chairs on the sidewalk shall be placed and maintained by the owner in a manner that ensures they do not pose a hazard to the general public. Any items placed on the sidewalk should be of such a nature that they may be removed within 24 hours' notice.</p>	<input type="checkbox"/> Complete
<p>Enclosure: An outdoor patio enclosure such as a barrier, railing, screen or wall must not be higher than 1.2m. Barrier, railing, screen, or wall design must be submitted in the site plan details.</p>	<input type="checkbox"/> Complete
<p>Existing Considerations: Outdoor patios should not displace any required waste and recycling containers or any existing landscaping features.</p>	<input type="checkbox"/> Complete

IMPORTANT INFORMATION FOR ALL DISTRICT LAND OUTDOOR PATIOS:

- All utility access points must be kept clear or designed to be readily accessible by District staff. If damage to a patio is incurred as a result of District staff accessing utilities, the District will not be liable for repairs. Reasonable warning of utility access will be provided when possible.
- All structures must be free standing, anchoring is not preferred. If the structure requires anchoring, a deposit will be determined on a case by case basis, determined based on the square footage of the space.

COMMENTS

SITE PLAN

All outdoor patio applications require a site plan. Please see the Important Building Consideration section to determine if your site plan needs to be designed by an architect or not. Please follow the site plan requirements carefully to ensure your outdoor patio design clearly shows the following:

OUTDOOR PATIO SITE PLAN REQUIREMENTS

1. Property line and lot dimensions
2. Building dimensions and setbacks
3. Proposed outdoor dining dimensions
4. Location of all exits from the building onto the patio, and exits from the patio to a public thoroughfare. Please note, exit widths should also be provided.
5. Patio floor plan including: location and number of proposed tables and chairs, and location of two wheelchair-accessible seating spots and aisle width.
6. Location, dimensions and design of:
 - a. Railings/screen
 - b. Landscaping features
 - c. Lighting
 - d. Waste receptacles
 - e. Heater location; if applicable
 - f. Canopies, awning, or umbrellas
 - g. Bike racks
7. Location of accessible access and egress from outdoor dining , if applicable.
8. Location of any existing structures on the sidewalk in front of the business (i.e. bike racks, fire hydrants, garbage cans, bus stops, etc.)
9. Interior floorplan with washrooms labelled male, female, unisex and accessible; if applicable.
10. All utility access points.
11. Plans to show occupant load as per BC Building Code.
12. Patio structures may only be 50% enclosed.
13. Location of Fire Department Connect (FDC) if it is a sprinklered building.

OTHER APPLICABLE REGULATIONS

DISTRICT OF SQUAMISH

Noise Bylaw

The patio must maintain compliance with the District of Squamish Noise Regulation Bylaw No. 2312, 2014, as amended. In order to minimize impacts to neighbouring residents, all service of food and beverages on the patio should cease by 10 p.m. and the patio area should be cleared by 11 p.m.

Music is permitted on the patio but must be kept at a volume to not negatively impact adjacent uses. Music must be turned off at 10 p.m. nightly.

Smoking Regulation Bylaw

District of Squamish Smoking Regulation Bylaw No. 2042, 2008, as amended, prohibits smoking in, on, or within 7 metres of the perimeter of a patio or deck used in conjunction with a restaurant, liquor outlet, or other public place, whether or not the patio or deck is open or is partly or fully enclosed.

PROVINCIAL LIQUOR AND CANNABIS REGULATION BRANCH (LCRB)

- The LCRB must approve any outdoor patio that serves alcoholic beverages. Online applications can be made via the following link: <https://justice.gov.bc.ca/cannabislicensing>.

VANCOUVER COASTAL HEALTH

- No cooking or food preparation is permitted outdoors.
- Outdoor patios require approval through Vancouver Coastal Health (VCH) separately. To proceed with VCH approval, contact VCH directly at 604-892-2293.

FEES

- At this time fees are under investigation and will be charged prior to June 01, 2022, following a District of Squamish Council meeting.

BUSINESS/LAND OWNER APPROVAL

- I have submitted a site plan with accurate dimensions to the best of my ability to show the extension of my patio space, proposed additional seats and nearby District infrastructure (light poles, planter boxes, etc.).

Business Owner Name

Electronic signature of Business Owner

Date signed

IF APPLICABLE

Land Owner Name

Electronic signature of Land Owner

Date signed

DISTRICT APPROVAL

District Signing Authority Name

Department/title

Electronic signature of District

Date signed