



Outdoor Café/Patio located wholly or partially within City of Calgary Public Land

Before you apply:

- Digital and paper applications and materials submitted must be clear and legible; and
- Please note, depending upon the scale, scope and location of the proposed Outdoor Café, a Development Permit and/or Building Permit may be required in addition to a Licence of Occupation.
- For more information on Outdoor Cafés, please visit our [Outdoor Café](#) webpage on Calgary.ca.

NOTE: Plans, drawings, and any other supplementary material submitted with this application must not include any personal information. Omitting this information will protect builders and tenants by reducing the risk of any personal information being wrongfully displayed, while also following the Province of Alberta’s FOIP Act. Failure to follow this requirement may result in an incomplete application. If you consider the information to be personal, do not put it on the plans.

The following required items are necessary in order to evaluate your application in a timely fashion:

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| SECTION 1: Required Documents |
| A. Certificate(s) of Title showing ownership of the business property |
| B. Copy of Corporate Registry for both Owner and Tenant (proof of annual registration) |
| C. Letters of Support from: <ul style="list-style-type: none"> ▪ Community Association ▪ Business Improvement Area (BIA) or Business Revitalization Zone (BRZ) ▪ Ward Councillor |
| D. Contact Information for both the Owner and the Tenant including name, corporate name, name of corporate signing authority, email, mailing address and phone number |
| E. Summary of Formal Public Engagement completed to date in support of the application <ul style="list-style-type: none"> ▪ Details of notice posting including date, text and duration of posting ▪ Details of public engagement session (i.e. open house) including date, location, duration and any comments gathered |
| F. Copy of Insurance Policy (minimum \$2,000,000 public liability insurance naming the City of Calgary as co-insured) <ul style="list-style-type: none"> ▪ Copy of insurance policy is not required until tentative city approval. |
| Plans |
| G. One (1) copy of a Site Plan |
| Your Site Plan , dimensioned in metres and drawn to scale, should include the following: |
| North arrow, pointing to top or left of page |
| Municipal address (i.e. street address) and legal address (i.e. plan/block/lot) |
| Property lines |
| Bylaw setbacks |
| Road Right of Way and easements |
| Location and dimensions (in metres) of permanent street features including sidewalks, bike lanes, etc. |

Location of all permanent features in the road or sidewalk including:

- Fire hydrants;
- Traffic signals;
- Manholes;
- Signage;
- Drainage Infrastructure;
- Trees;
- Tree grates;
- Benches (city benches and/or Transit benches)
- Parking spaces (length in metres);
- Transit stops;
- Lights, etc.

Design details showing how café furniture and fences are secured to proposed café lands

H. One (1) copy of the Outdoor Cafe Floor Plan(s)

Your **Floor Plan(s)**, dimensioned in metres and drawing to scale, should include the following:

Municipal address (i.e. street address) and legal address (i.e. plan/block/lot)

Location of Outdoor Café (fully dimensioned)

Access from Outdoor Café to existing establishment

Perimeter fencing or other barriers (i.e planters)

Perimeter fencing entrance and exit points – dimension the opening widths

Location and details of any gas heaters, and exterior lights

All elements of plan labelled as **existing** or **proposed**

I. One (1) copy of Elevation Drawings

Your **Elevation Drawings**, dimensioned in metres and drawing to scale, should include the following:

Height and material details of proposed canopies, screens, fencing or other barriers; include railings, planters, decking and stairs

All elements of plan labelled as **existing** or **proposed**

SECTION 2: Additional Information for Applicants

This guide is not for temporary patios for the COVID-19 Pandemic response. Please call the Planning and Development Call Centre at 403-268-5311.

An Outdoor Café shall **only** be placed in front of the applicant's property boundary and/or tenancy and shall not extend in front of or adjacent to other businesses or land.

Concerns and/or objections identified through mandatory public engagement should be addressed and/or mitigated, if possible.

Maintain proper drainage for the entire Outdoor Café area including the adjacent public sidewalk.

Third party advertising is not permitted on fencing, buildings, tables, chairs, umbrellas or signs.

No banners or flags are permitted.

Smoking is not permitted in Outdoor Cafés (including smoking of cannabis products).

Applicant or owner is responsible for proper maintenance and repair of any damages to the City sidewalk or boulevard, pavement, curb and gutter, and other City assets within the Outdoor Café area to the satisfaction of the Director of Roads.

Applicant or owner is responsible for proper maintenance of the Outdoor Café lands and structures within the Outdoor Café area, including landscaping, planters, guardrails, handrails, furniture, canopies and other amenities or structures.

Depending upon the scale, scope and location of the proposed Outdoor Café, a Development Permit and/or Building Permit may be required in addition to a Licence of Occupation.

NOTE: The Development Authority or Safety Code Officer may require additional materials considered necessary to properly evaluate the proposed development (as stated in Part 2, Section 26(3) of Land Use Bylaw 1P2007, Section 6(1) of Bylaw 64M94 and Alberta Building Code 2014)

Checklists are updated periodically. Please ensure you have the most recent edition.

Contact Planning and Development (Building and Development Permit)

Phone: 403 268 5311

In Person

Mail

Chat: [Calgary.ca/livechat](https://calgary.ca/livechat)

3rd floor, Calgary Municipal Building 800
Macleod Trail SE, Calgary, Alberta

The City of Calgary
Planning & Development (#8108)

8:00 a.m. to 4:15 p.m. Monday – Friday

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800 Macleod Trail SE, Calgary, Alberta T2P2M5

Contact Roads (Licence of Occupation)

Phone: 311 or Roads – Surface Improvement Inspector 403-268-4699