

# Outdoor Seating Application Checklist



## Applicant Requirements

- Submit an Outdoor Dining application to the Health Officer.
- Include a valid certificate of insurance (COI) with your application.
- Payment may be made by card, cash or check **AFTER** the Health Officer has contacted you with your calculated permit fee. Make checks payable to the City of Concord.

## Application Processing

- After receiving an outdoor seating application, the Health Officer checks for completeness.
- Applications must include a scaled drawing of the requested seating area, contact information, a valid COI, and be signed by the applicant.
- The Health Officer will calculate the permitting fee and contact the applicant.
- After the applicant pays, the Health Officer shall issue a permit valid for the outdoor dining season.

## Outdoor Dining Season Information

- The outdoor dining season runs from May 1 to October 31, and from May 1 to October 15 for outdoor dining utilizing parking spaces.
- The applicant is responsible for reading and adhering to the attached Regulations to Permit Use of Public Space for Outdoor Dining for applicable rules and process.
- Failure to adhere to the regulations may result in revocation of permit for the remainder of the season and/or denial of a permit for future Outdoor Dining Seasons.
- Applicants who consistently stain or otherwise damage public infrastructure may be held responsible for the cleaning and/or repair of the impacted City Property.

