



City of Richmond DPW Temporary Outdoor Dining Encroachment Permit - COVID-19 Application

Application Form
900 E. Broad Street Room 600
Richmond, VA 23219
(804) 646-1288

Permit Number: ENCR Date Issued:

To Be Completed by Applicant:

Food or Beverage Service Establishment Name and Address:

Establishment Operator: Property Owner: (if other than Operator)

Telephone # (Primary): Telephone # (Primary):

E-mail Address: E-mail Address:

I hereby certify that all information or documentation contained on or included with this temporary outdoor dining permit application is true and accurate.
I understand that any misrepresentation or falsification of the information or documentation contained on or included with this permit application may result in revocation of the permit and that such revocation shall not be appealable.
I understand that shall I elect to serve alcoholic beverages I must contact my existing Virginia Alcoholic Beverage Control Authority Agent for temporary approval of outside dining areas in conjunction with Executive Orders 61 and 62.
I must also comply with the Forward Virginia Guidelines.
I agree to indemnify, keep and hold the City free and harmless from liability (i.e. liability insurance in City's name) on account of injury or damage to persons or property growing out of or directly or indirectly resulting from such encroachment or other use for which the permit is sought,
I understand that the Director of Public Works may revoke this permit at his/her discretion and removal of encroachments shall be at applicant's expense.

Operator- Printed Name

Owner - Printed Name

Operator's Signature / Date

Owner's Signature / Date

Application Requirements

Application Submittals (along with this form) (Please reference Instruction Sheet):

- Site Map (Dimensioned layout plan) Application Fee(will be invoiced)
Site conditions/features- within 10 ft. radius Proof of Indemnification/Insurance

Permit Application Fee / Outdoor Seating / Certificate of Occupancy

Temporary Outdoor Dining-COVID-19 fee: \$300 (will be invoiced)

Number of Proposed Outdoor Dining Seats:

Current Certificate of Occupancy Permit Number:

Temporary Outdoor Dining Permit - COVID-19 Application Approval

Approvals are conditioned by City Code requirements for Encroachments found in Chapter 24-62 of the City Code and are subject to any Special Condition attached to this Approval.

Director of Public Works / Date

Date Paid: Amount Paid: Receipt #