City of Richmond Sidewalk Café Permit Renewal Form

Department of Planning & Development Review, Bureau of Permits and Inspections
900 East Broad Street, Room 108
Richmond, Virginia 23219
Office: (804) 646-4169
https://www.rva.gov/planning-development-review/permits-and-inspections

Sidewalk Café Permit Number:_____ Date Issued: _____

To Be Completed by Applicant

Food or Beverage Service Establishment Address: _____

Sidewalk Café Operator: _____ Property Owner: _____
(If other than Operator)

E-mail Address: _____ E-mail Address: _____

Telephone Number (Work): _____ Telephone Number (Work): _____

Telephone Number (Home): _____ Telephone Number (Home): _____

I hereby certify that all information or documentation contained on or included with this sidewalk café permit application is true and accurate.

I hereby certify that all city fees and taxes relative to the food or beverage service establishment owed to the City of Richmond have been paid at the time of application.

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.

_____	_____	_____	_____
Operator's Signature	Date	Owner's Signature	Date

BUREAU OF PERMITS AND INSPECTIONS USE ONLY

Renewal Submittal Requirements:

Proof of Indemnification/Insurance

Permit Application Fee / Outdoor Seating / Certificate of Occupancy

Sidewalk Café permit application: $100

Sidewalk Café permit: Total outdoor seating allowed:_____

Current Certificate of Occupancy Permit Number: _____

Renewal Sidewalk Café Permit Application Approval

_____	_____	_____	_____
Director of Planning and Development Review	Date	Director of Public Works	Date

Date Paid: _____ Amount Paid: _____ Receipt # _____