



SIDEWALK CAFE PERMIT APPLICATION
CITY of CAPE GIRARDEAU

DEVELOPMENT SERVICES DEPARTMENT, 401 INDEPENDENCE ST, CAPE GIRARDEAU, MO 63703 (573) 339-6327

Business Name

Business Address

Sidewalk Cafe Description (Refer to Items 1 &2 on back)

Tenant		Property Owner (if other than tenant)	
Mailing Address	City, State, Zip	Mailing Address	City, State, Zip
Telephone	Email/fax	Telephone	Email/fax

CERTIFICATION

I CERTIFY THAT I AM THE OWNER IN FEE OR AGENT AUTHORIZED TO APPLY FOR THIS SIDEWALK CAFÉ PERMIT. I UNDERSTAND THAT THE SUBMITTAL OF INCOMPLETE PLANS OR FAILURE TO COMPLETE THIS APPLICATION IN ITS ENTIRETY MAY RESULT IN THE DELAY OF PLAN REVIEW AND PERMIT APPROVAL. I UNDERSTAND THAT NEW ITEMS INSTALLED AFTER PERMIT ISSUANCE ARE SUBJECT TO APPROVAL. I AGREE TO HOLD THE CITY OF CAPE GIRARDEAU HARMLESS FROM ANY AND ALL LIABILITY ARISING OUT OF THE ISSUANCE OF THIS PERMIT AND THE OPERATION OF THE SIDEWALK CAFÉ. I HAVE READ THE APPLICATION AND INFORMATION SHEET AND I FULLY COMPREHEND THE INFORMATION I AM REQUIRED TO SUBMIT FOR PLAN REVIEW.

 Owner/Agent Signature

 Date

OFFICE USE ONLY

Date Received _____ SEALED, SIGNED & DATED Construction Documents _____

SC- _____

Valid business license? _____ Insurance _____ Valid occupancy certificate? _____ Valid liquor license? _____

Effective date _____ Total Cost of Construction _____ Zoning District _____

CITY OF CAPE GIRARDEAU SIDEWALK CAFE PERMIT APPLICATION INFORMATION SHEET

Please read this information sheet in its entirety.

Development Services recently launched digital plan review. To take advantage of this service, email your completed application form to eplans@cityofcape.org; include a list of consultants who need view access to this project (name, company and email address). You will receive email notification to upload the supporting documentation. No paper submittal is required, but one set of plans will need to be printed after approval for the jobsite. For more information, visit www.cityofcape.org/eplans. There is no additional fee for digital plan review.

These plans shall completely detail compliance with the City of Cape Girardeau Ordinance No. 13-143 and dated October 21, 2013.

The submittal is subject to a minimum of five (5) business days for review. Plan Review will not begin before the completed sidewalk café permit application form is submitted.

Approval of the sidewalk café permit does not indicate approval of a business license, liquor license, or other required licenses or permits.

If you choose to submit by paper, submit the following items to the Development Services Department for review. If you choose to submit digitally, only one digital version of each item is required. Vector-based PDFs are preferred:

1. Site plan indicating the layout and dimensions. A drawing showing the layout and dimensions of the existing sidewalk area and adjacent private property, existing utilities, including fire hydrants, and public improvements such as benches, trash receptacles and landscaping, and the proposed location, size and number of tables, chairs, planters, umbrellas or other objects related to the sidewalk café, location of doorways and the pedestrian circulation path.
2. Photographs, drawings or manufacturer's brochures fully describing the appearance of all proposed tables, chairs, umbrellas, trash receptacles, exterior lighting, portable heaters or other objects related to the sidewalk café.

The sidewalk café permit is subject to annual renewal at the same time as the business license.