



# City of Richmond Sidewalk Café Permit Renewal Form

900 E. Broad Street Room 110  
Richmond, VA 23219  
(804) 646-4169

Sidewalk Café Permit Number: *SC*

Date Issued:

### To Be Completed by Applicant:

Food or Beverage Service Establishment Address:

Sidewalk Café Operator:

Property Owner:  
(if other than Operator)

Telephone # (Work):

Telephone # (Work):

Telephone # (Home or Cell):

Telephone # (Home or Cell):

E-mail Address:

E-mail Address:

Fax Number:

Fax Number:

*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

### For Office Use Only

#### Renewal Submittal Requirements:

Proof of Indemnification/Insurance

Any changes to the approved permit requires the applicant to apply for a new Sidewalk Café Permit

#### Permit Renewal Fee / Outdoor Seating / Certificate Of Occupancy

Annual Renewal Fee is \$100.00

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 #