



DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION
CITY OF CHICAGO

Official Notice of Updated Rules and Regulations for Sidewalk Cafés

As you were notified of earlier this year, the Sidewalk Café permit season has been extended to allow for year-round operation. This extension of the café permit to the last day of February will bring no additional cost to the café operator.

However, in order to operate your café beyond December 1, 2018 (the date of expiration printed on your current café permit), you will need to submit the attached Attestation and Acceptance of Terms and a current Certificate of Insurance showing coverage for the entire permit season in order to receive an extended café permit for remainder of this year's café season (December 1, 2018 through February 28, 2019).

Enclosed, you will find a copy of updated Rules and Regulations for Sidewalk Cafes, which clarify how café permittees will be allowed to operate their café during the traditionally winter months. In brief, the updated Rules and Regulations do the following:

- require insurance coverage for the café space that runs the entire year;
- prohibit use of the café space for anything other than restaurant service (makes clear the area cannot be used for storage of café furniture or snow);
- clarify that full enclosures are not permitted (any partial enclosure, such as an awning, would need to obtain Department of Building permits for installation);
- any heating equipment needs to be identified on the site plan and be located at least three feet in any direction from any structure, as well as be compliant with existing Fire Prevention Code regulations;
- reiterate the business licensee's affirmative duty to shovel and remove snow from the public right of way in front of the licensed premises;
- institute a snow threshold for removal of all sidewalk café furniture and structure:
 - for those abutting the building: once two inches of snow has accumulated
 - for those abutting the street: once any amount of snow has accumulated; and
- clarify that during the colder months, the permittee still needs beautification in the cafe, but it does not need to be live plants.

Also enclosed is the above-mentioned Attestation. This is to verify that café operators fully understand the new requirements for operating a sidewalk café during the extended café season and the additional documents required to obtain the extended café permit.

Please contact BACP's Public Way Use unit with any questions or concerns.

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