Expanded Outdoor Dining Permit FAQs

Overview

What activity is allowed with this permit?

The Expanded Outdoor Dining Permit allows establishments with valid Retail Food Establishment Licenses to temporarily expand operations into the street or other private property (i.e. parking lots).

How long does the permit last?

The permit is good for up to 180 days, as long as the restaurant follows all rules and guidelines. The City reserves the right to cancel the pilot program and future Expanded Outdoor Dining applicants for public health, safety, or any other reason.

How many days a week and what hours may I operate?

For the first two weeks of the permit, the City will permit the closure of the streets for Friday, Saturday, and Sunday. Hours of operation will be determined on a case-by-case basis.

Who can apply?

Any Chamber of Commerce, Special Service Area Agency, Business Association, or three (3) or more restaurants on a contiguous block may apply for a street closure. Individual restaurants with their own parking lots may apply by themselves to expand into their own lot.

How much does it cost to submit my application and are there permit fees that a business needs to pay?

There are no fees for the application or street closure. Restaurants may be required to pay the relevant State and City temporary liquor permit fees.

How do I apply?

Please click here for more information on the Expanded Outdoor Dining Permit and to access the Permit Portal. The direct link to the Permit Portal is: https://ipi.cityofchicago.org/Profile.

Permit for Street Closure Expansions

How many blocks of street closures can be applied for?

The blocks of street closures will be determined on a case by case basis and reviewed with all relevant City departments. The closures must be managed by the applicant, so you are encouraged to think strategically about the blocks closed and the impact on other businesses in the area.
Will restaurants with parking meters in front of their restaurants be eligible?

Yes, applications will be reviewed on a case-by-case basis on impact to parking.

Who is responsible for closing the street?

The applicant is responsible for Type III Barricades required for street closures.

**Permit for Private Property Expansions**

Can I expand into an adjacent lot / private property and do I still need a permit?

Yes, you must submit for this use through the Expanded Outdoor Dining Permit. The private property area does not need to be on the same property as the restaurant, but CDPH will review food transport plans to ensure food safety.

Can I expand into my parking lot?

Yes, but CDOT will need to review your Security / Traffic Safety Plan to ensure safety of customers dining in a space otherwise for vehicles.

Am I similarly limited to Friday, Saturday and Sunday?

No, these limitations on days apply only for street closure permits.

Hours of Operation on private property?

Expanded Outdoor Dining areas cannot operate earlier than 8:00 a.m. nor later than 11:00 p.m.

**Application Process**

When do application submittals close?

There is currently no closing date for the applications, although this program is dependent on acceptable weather.

What documents are required for the application submittal?

The required documents can be found on the DCASE website. They required documents are:

- Floorplan/Site Plan
- Security Plan
- Certificate of Insurance
- Liquor License (if serving alcohol outside) with applicable Certificate of Liquor Liability (Dram Shop) Insurance
- Waste Management Plan
- Safe Food Transport Plan (how food will be protected from kitchen to table)
What must be included in the Certificate of Liquor Liability Insurance?

The certificate of liquor liability insurance must contain a notation that the City of Chicago and the State of Illinois are additional insured. It also must specify that the insurance covers the expanded outdoor dining area on the dates that have been selected for the permit. This needs to be as specific as possible.

- Example of Language for the Certificate of Insurance: “Additional insured include the City of Chicago and the State of Illinois. The location includes the licensed premises at 121 Elm Street, as well as the adjacent parking lot at 123 Elm Street [or the street in front of the licensed premises from 100 Elm Street to 200 Elm Street] from June 1, 2020 through December 1, 2020.”

How long does it take the City to review the application and respond back to the applicant?

The initial review of the application will be conducted by all departments involved in providing services, permits or licenses within five (5) business days. If the initial application is not complete or more documents are needed, it may take longer than five days. Final issuance of permits is contingent on the success of the six initial pilot locations (public safety, health, etc.).

How departments are responsible for processing these permits?

Staff from the following departments will process these applications and oversee the program:

- Department of Cultural Affairs and Special Events (DCASE)
- Chicago Department of Transportation (CDOT)
- Department of Business Affairs and Consumer Protections (BACP)
- Chicago Police Department (CPD)
- Department of Finance (DOF)
- Chicago Fire Department (CFD)
- Chicago Department of Public Health (CDPH)
- Department of Planning and Development (DPD)
- Office of Emergency Management and Communication (OEMC)
- Chicago Transit Authority (CTA)

Licensing Requirements

Do I need to apply for a temporary food vendor license?

No. A valid Retail Food License is required for the kitchen where the food will be prepared. All food and beverage must be prepared and stored inside the licensed premises.

If I have any liquor license questions, who should I contact?

Please submit liquor license questions to the Department of Business Affairs and Consumer Protection (BACP). Please contact Bryan Knipper at bryan.knipper@cityofchicago.org or (312) 744-1183.
Interaction with Other Public Way Permits

How does this permit interact with existing sidewalk café permits?

Sidewalk café permits and Expanded Outdoor Dining Permits are two separate processes.

The sidewalk café permit is an existing permit that allows restaurants to operate on the sidewalk directly adjacent or in close proximity to the licensed establishment. Applications should be submitted to BACP – more information can be found here.

The Expanded Outdoor Dining Permit allows restaurants to expand their operations into streets and private property, such as parking lots.

Can I expand my existing outdoor sidewalk cafe outside of my approved site plan?

The Expanded Outdoor Dining Permit Process is not applicable for an expansion of a sidewalk café permit. Please click here for more information.

Operational Considerations

Who will be responsible for security?

CPD will review the security plan and the applicant is responsible for implementing security for the expanding outdoor dining.

Who is responsible for waste?

The applicant is responsible for all waste removal. The City will provide street sweeping.

If I have questions on a traffic plan and the re-routing of traffic, who do I contact?

The Chicago Department of Transportation will assist the applicant regarding any questions they have regarding the street closures and re-routing of traffic. Please email: cdotpermitsupport@cityofchicago.org.

Will OEMC provide Traffic Control Aides (TCA's) to manage traffic?

OEMC will not provide this service.

Can I erect a tent in the public right of way for my restaurant?

No. Tents will not be allowed on the right of way. Table umbrellas are encouraged as a way to mitigate sun and rain.

Where can I find information on social distancing requirements for restaurants?
The guidelines for food service establishments can be found here. More information can be found at www.chicago.gov/reopening.

**Organizational Questions**

What if my restaurant does not belong to a Chamber of Commerce, Business Association, or Special Service Area (SSA)? Who can I contact to address my issues?

Restaurants in proximity to others can apply in groups of three or more. If you would like more assistance or have questions, please contact: chidining@cityofchicago.org.

Where can I find contact information for my local Chamber of Commerce, Business Association or Special Service Area?

Information for local Chambers of Commerce or Business Associations can be found at www.chicago.gov/nbdc. Information about Special Service Areas can be found here.

What if my local Chamber/Business Association/SSA is not participating in this program?

Applications can be accepted from three restaurants within a contiguous block.

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