



Central Permit Center • 555 Santa Clara Street • Vallejo • CA • 94590

Business License
707.648.4310

Building
707.648.4374

Fire Prevention
707.648.4565

Planning
707.648.4326

Public Works
707.651.7151

OUTDOOR DINING PERFORMANCE STANDARDS

Appointments may be required for some planning application submittals. Appointments must be made at least 24 hours in advance. Please call the main desk (707) 648-4326 to set up the appointment.

What are the outdoor dining performance standards?

Outdoor dining is encouraged in conjunction with eating and drinking establishments, especially in Central Downtown and along Georgia Street. All outdoor dining areas and vending stalls shall comply with the performance standards listed below:

- Outdoor dining areas shall be an accessory use to an indoor dining facility.
- The number of seats in the outdoor dining areas shall be no greater than 25% of the indoor dining area.
- Entrances and exits to the business and the outdoor dining/display area shall be maintained to Building Code standards.
- Outdoor seating areas on public sidewalks shall be enclosed and restricted to an area outside of the pedestrian walk zone which shall maintain a clearance of 4 feet.
- Perimeter barriers shall generally be temporary and movable fixtures on public sidewalks. The barriers shall be of a durable material, not including plastic, and shall reflect the architectural character of the building. Small planter boxes may be used to define the boundary of the outdoor dining area.
- If a permanent barrier is proposed it shall be subject to review and approval as part of both the Administrative Permit and the Encroachment Permit. If a barrier is bolted to a public sidewalk and is subsequently removed, the sidewalk shall be repaired subject to the review and approval of the Public Works Department.
- Retractable awnings and umbrellas may be used in an outdoor dining area, at a minimum clearance of 8 feet on public sidewalks, and there shall be no permanent roof or shelter.
- Individual canvas or other non-vinyl umbrellas are permitted. Umbrellas shall be designed for outdoor commercial use and shall be well maintained.
- Umbrellas shall maintain a clearance as to not obstruct pedestrian flow or obstruct any street signs or traffic signals.
- Each umbrella may include the name/logo of the dining establishment but shall not include any other form of product advertising or messages.
- The furnishings of the outdoor dining shall consist of movable tables and chairs, including movable planters and pots and portable space heaters.
- Outdoor furniture shall be made of safe, sturdy, and durable material such as wrought iron, wood or steel. All tables and chairs shall be commercial grade and manufactured for outdoor use.
- Plastic furniture is not allowed in the outdoor dining area.
- Tables and chairs shall not be stacked outside at any time. Outdoor dining area furniture shall not be left outside unused for more than 2 days.
- All lighting shall be shielded to prevent glare to pedestrians and vehicle traffic.

- The sidewalk area in and adjacent to the outdoor dining area shall be steam cleaned or pressure washed on at least a quarterly basis and well maintained at all times.
- Outdoor heaters can be used adjacent to seating.
- Trash receptacles shall be maintained and the sidewalk shall be kept clear of debris at all times.
- Outdoor dining and outdoor sales and display shall be limited to the hours when the principal use is open for business.
- Outdoor food preparation shall be prohibited.

What are the steps in the process?

- It is strongly recommended that applicants consult with Planning Division staff prior to a formal application. An Administrative Permit will be required. (Refer to the “Administrative Permit” handout.)
- You submit the required materials to the Planning Division as listed below.
- Upon submittal of a completed application, Planning Division staff will review the project to insure that the use is compatible with existing and surrounding uses, does not create safety or health hazards and conforms to the outdoor dining performance standards.

What is required for application submittal?

OUTDOOR DINING APPLICATION CHECKLIST

The following items must be submitted for a complete application. To ensure that all items are provided, please check off the box for each item that is shown. If an item is not applicable, write N/A next to the box. Incomplete applications will not be accepted.

- Application:** A completed planning application signed by the property owner.
- Fees:** An application fee of \$_____.
- Plans:** Three (3) sets of plans: Site plan, building elevations and floor plans. Please see separate handout titled "Site Plan and Elevation Checklist."
- Site Photos:** Color photos showing the existing property and the adjacent properties.
- Furniture Specs:** Manufacturer specifications on all outdoor furniture that will be used.

How long does the process take?

Upon submittal of a complete application, the Planning staff will route the plans to the appropriate departments and agencies for comments, then action will be taken on the permit. The process takes approximately three to five weeks. The project action will be in the form of a written report from the Planning Division.

What if I need more information?

For further information, please contact the City of Vallejo Planning Division at (707) 648-4326.