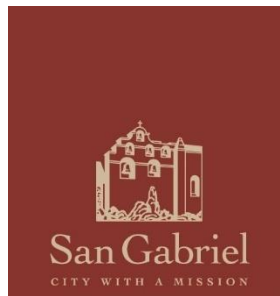


# CITY OF SAN GABRIEL TEMPORARY OUTDOOR BUSINESS PERMIT PROGRAM GUIDELINES AND APPLICATION



City of San Gabriel, Community Development Department  
425 South Mission Drive San Gabriel, CA 91776  
(626) 308-2806 | [SanGabrielBusiness@sgch.org](mailto:SanGabrielBusiness@sgch.org)



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The City of San Gabriel is accepting applications for the temporary permitting of outdoor business areas, and/or drive-up or curbside pick-up or take-out designated parking areas, to assist businesses in safely accommodating for customers as well as adhering to the Los Angeles County Department of Public Health protocols for social distancing and health considerations related to the COVID-19 pandemic. Approved applications will be permitted for a 90-day period, with option to renew for additional 60-day periods for businesses in good standing and with compliance to program guidelines.

Please review the following guidelines as you consider outdoor dining or retail, prior to submitting an application. Applications will be reviewed and approved on a case-by-case basis by City staff to ensure ability to comply with local and state laws. Please submit a site-plan along with application for review, as well as any pertinent supporting documents such as information on fixed barriers to be used, or sample signage or parking space designation sample markings for drive-up or curbside pick-up designated area.

**SAFETY**

- All exit doors must remain operational. Obstructions cannot be permanent, and must be easily moveable in case of emergency
- Permittee is responsible to keep the area in and around the area clear of hazards at all times
- Keep clear within 3 feet of fire hydrants and other above-grade infrastructure
- Provide adequate lighting and note on application if business is open past dusk
- Any umbrellas must be over 7 feet in height and not protrude beyond the approved area
- Any outdoor furniture must be intended and manufactured for outdoor use
- If outdoor dining area is proposed to be in parking spaces or parking lot, or if establishment will be serving alcohol outdoors, fixed barriers are required (see below under 'Alcohol Guidelines').

**ACCESSIBILITY**

- Service and cashier counters shall meet the American Disabilities Act (ADA) requirements:
  1. no more than 34 inches in height from the finish floor, and
  2. have a minimum clear approach space of 3 feet by 4 feet (3' x 4') , and
  3. be placed at a leveled ground (maximum cross slope of less than 2% in all directions)
- Provide at least one ADA accessible seating location within the approved area
- Any electrical extension cords shall be listed under "Equipment" on application, minimum 12 gage size, grounded, and rated for outdoor use
- Any electrical fixtures shall be listed equipment
- Any portable heaters shall be listed equipment
- Must maintain an ADA path of travel along the sidewalk

## ALCOHOL GUIDELINES

- Restaurants with existing alcohol permits will be allowed to serve alcohol within the approved area, subject to approval from the California Department of Alcoholic Beverage Control (ABC).
- If serving alcohol, fixed barriers are required by Alcoholic Beverage Control. Barricades:
  - Must be 42" minimum height, minimum 50 lbs./ SF lateral resistance, with no more than 4" spacing between balusters, if provided. Material must be rated for outdoor use.
  - Shall not damage sidewalks
  - Shall not have feet, legs or stands that protrude beyond the permitted area
  - Shall not have sharp corners
  - Shall not impede the ADA travel path of the sidewalk or ADA access to the building
  - Shall not cover or impede ADA travel path of the sidewalk or ADA access to the building
  - Cannot Must comply with height and resistance criteria per Building and Safety
  - Shall not cover or impede access to utility access point in the sidewalk

Permittee must provide liability coverage and add the City of San Gabriel as an additional insured party to defend, hold harmless and indemnify City from any incident that may happen within or because of the approved outdoor business area. Permittee must receive the consent of their landlord or legal representative, and make a copy of written consent available to the City along with application. It is recommended that landlord submit for all tenants if property is a multi-tenant property. Permittee understands that the City of San Gabriel will randomly inspect the approved outdoor dining/retail area to ensure continual compliance with all of the above guidelines, and will investigate all complaints by patrons, neighboring businesses or residents. Violations will result in the appropriate level of enforcement, including but not limited to: verbal warnings, written warnings, citations, non-renewal or revocation of permit, and legal action.

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**BUSINESS APPLICANT INFORMATION**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Owner First and Last Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Days of Operation:  M  Tu  W  Th  F  Sa  Su

Hours of Operation: M \_\_\_\_ Tu \_\_\_\_ W \_\_\_\_ Th \_\_\_\_ F \_\_\_\_ Sa \_\_\_\_ Su \_\_\_\_

**APPLICATION CHECKLIST**

Does your insurance provide coverage for the entirety of your property? Yes  No

- If yes, will it cover the extended use of the outdoor dining? Yes  No
- Will you add the City of San Gabriel as an additionally insured party on your insurance to include the approved outdoor dining or retail area? Yes  No

Will you be service alcohol in the approved area? Yes  No

- If yes, what types?

\_\_\_\_\_

Do you intend to use part/all of your necessary parking spaces for the area? Yes  No

- If yes, do you have enough overflow parking to accommodate the displaced parking spaces?

Are you interested in designating a drive-up/ curbside pick-up or take-out area in front of or near your business? Yes  No

What is your maximum capacity for the outdoor area? \_\_\_\_\_ persons

What are your business days and hours?

\_\_\_\_\_

Will your use of the approved outdoor area be the same as your business days and hours?

Yes  No

- If no, what will the days and hours of use of the outdoor area be, if different from your business hours?

\_\_\_\_\_

Are you the property owner? Yes  No

- If no, please provide written consent of landlord for outdoor business area use or have landlord sign application, below.

**DINING:** How many ADA accessible seats will you provide in your outdoor area? \_\_\_\_\_

**Please submit a site plan showing the intended area, all outdoor furniture to be used, including all tables, chairs, umbrellas, service counters. Plan to show measurements of slope, clearance for ADA accessibility, and identify exit doors from property.**

BUSINESS IN GOOD-STANDING REQUIREMENT – City staff will verify accuracy of all answers.

Does your business have an active City of San Gabriel Business License? Yes  No

Does your business have any unresolved municipal code violations? Yes  No

Does your business have any unresolved law enforcement violations? Yes  No

Does your business have a history of municipal code or law enforcement violations? Yes  No

I/We HEREBY CERTIFY that the aforementioned facts are true and correct.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Name (print): \_\_\_\_\_

If applicant is not the property owner, please provide landlord or legal representative consent below, or submit written and signed consent with application. It is recommended that landlord submit for all tenants if property is a multi-tenant property.

Landlord/ representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Landlord/ representative Name (print): \_\_\_\_\_

Landlord/representative Contact Information:

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

# Sample Site Plan

