

Downtown Seasonal Patio Permit Application

Please refer to City of Cranbrook Downtown Seasonal Patio Bylaw No. 3860, 2016 for information.

PROPERTY DESCRIPTION:

Civic Address:

Legal Description:

Parcel Identifier Number (PID):

REGISTERED PROPERTY OWNERS

Registered Property Owner Name:

Business Name:

Address:

City:

Postal Code:

Phone:

Cell:

Email:

Owners Signature (Required – or Owner’s Authorization)

Date:

APPLICANT / AGENT (If the Applicant is NOT the owner, complete “Owner’s Authorization Form”)

Name:

Business Name:

Business Licence Number:

Address:

City:

Postal Code:

Phone:

Cell:

Email:

PROPOSAL DESCRIPTION: (Please check one)

Temporary Outdoor Patio Sidewalk Patio On-Street Constructed Patio (Inspection Required)

Cooking or Barbecuing Available Yes (Council Approval Required) No

Describe Proposal

Neither the issuance of a permit under this bylaw, nor the acceptance or review of plans, drawings or supporting documents, nor any inspections made by or on behalf of the City of Cranbrook shall in any way relieve the owner or his or her agent(s) from full and sole responsibility to perform the work in strict accordance with the City of Cranbrook Downtown Seasonal Patio Bylaw, the City of Cranbrook Building Bylaw, the Building Code and or other applicable enactments. The undersigned owner / authorized agent of the owner makes an application as specified herein and declares that the information submitted in support of the application is true and correct in all respects. I have read, understood and agreed to the above conditions.

Signature of Owner (or Applicant with Owner’s Authorization)

Date

OFFICE
USE

Date Received:

Received By:

Amount Fees Paid:

Licence of Occupation
Completed:

Required Documents & Plans Received:

CHECKLIST OF INFORMATION REQUIRED FOR SUBMISSION

- Consult with Staff to determine non-applicable (N/A) items.
- Additional information may be requested during application review, incomplete applications will not be accepted

N/A	Required	Included	DOCUMENTS
	✓		Title Search for business premises Obtained from Land Titles Office – City Staff can obtain one on your behalf for \$15
	✓		Patio Proposal
	✓		Copy of General Liability Insurance
	✓		Owners Authorization Form
	✓		Other approvals: Business Licence, Liquor License
	✓		BC Company Summary for named or numbered companies if business and/or property show named or numbered owners

N/A	Req.	Inc.	Plans	DETAILS
	✓		Site Plan	2 Sets of plans required
				North area and scale
				Patio area with dimensions
				Location and Dimensions of property lines, parking stalls, intersections
				Location of the proposed patio and required clear sidewalk area
				Business entrances
				Locations of all existing water lines, sanitary sewer & storm drain/catch basins, underground utilities, street furniture
				Locations & dimensions of driveways or alley's
			Floor Plans & Elevations	Proposed person capacity
				Location and quantity of tables, chairs, umbrellas etc.
				Proposed construction drawings for constructed seasonal patios including type of platforms, railings, entrances etc.
				Internal seating capacity and washroom specifications
				Building materials, finishes and colours

FEES:

Application Fee:	First Time (Non Refundable)	\$50.00
	Renewal Fee	\$25.00
Seasonal Fee:	Per square metre of sidewalk or patio (m ²)	\$1.00
	Per parking stall for 2016 & 2017 season	\$50.00
	Per parking stall commencing 2018	\$300.00
Deposit:	Security Deposit for On-Street Constructed Patios	\$500.00

This information is collected by the City of Cranbrook in accordance with Part 3 Division 8 of the *Community Charter* and the *BC Building Code* and is protected under the *Freedom of Information and Protection of Privacy Act*. The information will be used to facilitate processing the application. Should you have any questions about the collection of this personal information, please contact the City of Cranbrook, Municipal Clerk / FOI Coordinator at 250.426.4211.