



## Outdoor Seating Area Permits Frequently Asked Questions

### How do I apply for an outdoor seating area permit?

- Complete the outdoor seating area application and prepare an outdoor seating area application Package. Call 850-435-1670 for more information.
- Application processing fee of \$500.00, plus \$2.50 per square foot in the CRA Urban Core or \$1.25 per square foot outside of the CRA Urban Core. Make checks payable to the City of Pensacola.
- Submit the outdoor seating area permit application packet and application fee to the City of Pensacola's Development Services Department located on the 5th floor of City Hall at 222 W. Main Street between the hours of 8AM-12:30PM Monday-Friday.

### What are the application requirements for an outdoor seating area?

- A completed outdoor seating area application.
- Three (3) copies of the proposed site plan. The site plan must indicate the proposed area designated for outdoor seating, all proposed tables, chairs, structures, and décor, and existing conditions. This must be to-scale and include the distances to the property lines and edge of curb. The applicant must verify that the proposed seating area remains along the frontage of the subject property and that it does not encroach into the frontage of adjacent properties or outside of the approved area.
- Product details of all proposed tables, chairs, umbrellas, décor, etc. This should include images and product descriptions indicating materials, size, colors, texture, etc.
- A Certificate of Insurance (COI) with limits of not less than \$1,000,000.00 in the aggregate combined single limit, for bodily injury, personal injury and property damage liability.

### Where can I request an outside seating area?

- Outdoor seating areas can only be located in the public right-of-way directly in front of the permittee's establishment. All outdoor seating areas are required to maintain a clear unimpeded pedestrian path of six (6) feet minimum at all times. The six-foot clearance must be free from any permanent or semi-permanent structure or other impediments.



### **How long is an outdoor seating area permit good for?**

- An outdoor seating area permit is valid from the date of issuance for one (1) year.

### **Do I need a valid business license for an outdoor seating area permit?**

- Yes, all outdoor seating area permittees are required to maintain a current City of Pensacola business license.

### **Can I have umbrellas or furniture with signage or logos on them?**

- No, signage is prohibited on furniture, umbrellas, pamphlets, podiums, or any other outdoor seating area element.

### **Can my Outdoor Seating Area permit be revoked?**

- Yes, an outdoor seating permit may be terminated by the city without cause and for any reason by giving ninety (90) days prior written notice. Reasons may include:
  - Failure to renew annual payment.
  - Unapproved changes to the site plan, area, or furniture.
  - Failure to maintain a six-foot clearance.
  - Failure to maintain required insurance.
  - Failure to gain or maintain a valid business tax receipt.

### **How do I report an issue and who enforces outdoor seating areas?**

- Enforcement is the responsibility of the City's Code Enforcement Department. For more information, please call 850-436-5500; or to issue a citizen's complaint, visit <https://www.cityofpensacola.com/290/Pensacola-311-Citizen-Support>.

For more information, please contact the  
City of Pensacola Planning and Zoning Division at  
850-435-1670 or [planning@cityofpensacola.com](mailto:planning@cityofpensacola.com).

