



Incorporated Village of Patchogue

14 Baker Street, Patchogue, NY 11772

Public Sidewalk Encumbrance for Dining Purposes Permit Application

Public Sidewalk Encumbrance Permit for Dining Purposes Application

PLEASE SUBMIT THE FOLLOWING

- Letter requesting encumbrance including dates and times
- Liability insurance in the amount of \$ 1,000,000.00 with the Village of Patchogue as additional insured
- Scale drawing showing proposed table and seat placement and enclosure of fencing material. ****Fencing or enclosure is not required if alcohol is not served****
- Valid New York State Liquor Authority Permit for off premise serving of alcohol (if applicable)
- Suffolk County Department of Health approval (if applicable)

Annual Fees	
Alcohol Service	\$100.00 per seat
No Alcohol Service	\$25.00 per seat



Public Sidewalk Encumbrance Permit for Dining Purposes Application

OFFICE USE ONLY

Property Location _____

Applicant _____

Phone Number _____ Email _____

***** Requirements and Regulations Under Village Code Section 372-5****

1. A minimum of 60 inches of clear width must be maintained between the leading edge of the enclosure or outside table and the inside edge of the brick apron at the curb. Enclosure is not required if alcohol is not served.
2. Provisions shall be made for emergency egress from the enclosed area and handicapped access from the building be obstructed by tables, chairs, or sidewalk encumbrance.
3. All lighting or heating devices must be approved prior to use by the Building Inspector.
4. Adequate provisions for control of wind-borne trash must be provided. The encumbrance area shall be always kept clean and free of debris/litter.
5. Music or other forms of entertainment are not permitted in outside area.
6. All decorations, flags, banners, displays, signs, awnings, umbrellas, wind screens or other devices designed to attract attention or identify the business, shall be approved prior to use.
7. Adequate provisions for preventing wind caused tipping or blowing over of chairs, tables, cloths, menus, etc. shall be provided.
8. Permits are for an annual basis January 1- December 31st. Pro-rated fees are not permitted.
9. The permit may be revoked at any time by the Building Inspector for failure to obey any of the conditions of issuance herein.
10. A signed copy of these regulations by an authorized representative/owner of the applicant must accompany the completed application.

I _____, the applicant acknowledges and agrees to be bound by the forgoing rules and regulations.

Signature

Date

FOR OFFICE USE ONLY

COMMENTS: _____

INSPECTION DATE: _____ PASS _____ FAIL _____ PERMITTED OCCUPANCY _____

INSPECTOR SIGNATURE: _____