



**CITY OF GENEVA
BUILDING DIVISION**
109 JAMES STREET
GENEVA, IL 60134
630/262.0280
www.geneva.il.us

Sidewalk Cafe Permit Without Liquor Service

Revised July 2022

A building permit is required annually prior to setting up a sidewalk café. The following are guidelines and comments for obtaining a permit.

Application and Drawing Procedures:

- The attached **Application for Permit** is to be filled out and submitted to the Building Division.
- Please read the attached **Regulations and Restrictions**.
- Please read and sign the attached **Indemnification Statement**. This will need to be approved by the Building Commissioner.
- Submit a dimensioned plan drawn to scale and done in a professional manner showing the sidewalk and all public improvements such as light posts, benches, planters, trees and tree grates in the area, location of the curb relative to the building, and the proposed location of all café furniture, furniture described by height, color and type of materials, to be placed on the sidewalk.
- Submit a Certificate of Insurance naming the City of Geneva as an additional insured with a minimum coverage of \$500,000.00.
- Allow 10 business days for the permit application to be reviewed and approved. A staff member will call you when your permit is ready to be picked up and paid for.

Fees:

- **Sidewalk Café Permit Fee:** \$25.00 per year.
- **Type of Payment:** Cash, check (made payable to the City of Geneva), MasterCard, Visa, and Discover.

General Comments:

- **The application packet and stamped City approved plans are to be on the site at all times.**
- A minimum of 24-hour notice is required when scheduling any inspection.
- Compliance with the indicated codes, ordinances, and inspection(s) required.
- For specific requirements, please see enclosed **Regulations and Restrictions**.

Inspections – Clarification and Details:

The following is a list of inspections, which may be required for your project and the approximate amount of time it takes for each inspection.

✓ **Final Inspection** ¼ **hour**

The following are general guidelines and details of the types of inspections that may be required for your project. For further clarification please call our office and speak with one of our building inspectors.

Final:

- ✓ Confirm sidewalk café is installed per the approved plans.

Business Owner's Responsibilities:

- It is the responsibility of the business owner to maintain the proper placement of the sidewalk café per approved plan.
- See enclosed sidewalk café **Regulations and Restrictions**.



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Regulations & Restrictions

(Per Title 4, Chapter 6, Article A of the Municipal Code)

GENERAL:

- A. Furnishing of sidewalk cafés shall consist solely of moveable, tables, chairs and decorative accessories. Tables may only seat a maximum of two guests; the table may not be used to serve parties greater than two guests at any given time. Furnishing must be kept in a state of good repair and in a clean and safe condition at all times.
- B. Umbrellas, outdoor heaters, busing stations, trash receptacles, and food preparation stations are not permitted in the sidewalk café area at any time.
- C. All tables, chairs and other decorative accessories shall be constructed and set up in such a manner as to be easily removed within the sidewalk café if necessary

REGULATIONS:

- A. Items on the sidewalk shall at all times be placed in accordance with the approved plan.
- B. The sidewalk shall be kept clean and free of refuse and clutter at all times by the permit holder regardless of the source of such refuse and clutter, including, but not limited to, overflowing trash receptacles (private or public), cigarette and paper refuse.
- C. All public improvements on the sidewalk including, but not limited to, benches, light poles and trees shall be maintained in the condition in which they existed immediately prior to the issuance of the permit, excluding normal wear and tear. Permit holder shall immediately report any damage to such improvements to the director of public works. The city shall repair or replace such improvement at its discretion and shall charge the cost of repair or replacement to the permit holder unless the damage can be clearly shown to have resulted from a cause not related to the issuance of the sidewalk use permit.
- D. Operations of the sidewalk cafe shall be conducted in a manner that does not interfere with pedestrians, parking or traffic.
- E. The area and materials must be maintained and in good condition at all times. Broken, rusting, torn or tattered furnishings shall be removed promptly.

RESTRICTIONS:

- A. Items shall be placed so that a four foot (4') wide unobstructed pedestrian walkway is maintained at all times; clearances will be maintained when any chair is pulled out from a table, particularly where chair backs face the street or pedestrian walkway.
- B. A five foot (5') clear zone shall be maintained at corner locations of two (2) public sidewalks. No item shall be placed within five feet (5') of the corner of the building on either side.
- C. Items shall be immediately adjacent to the building and shall not extend beyond the permit holder's storefront on any side.
- D. Items shall not obstruct normal ingress and egress from the business or from other businesses.
- E. The consumption of alcoholic beverages in the area shall be prohibited. The proprietor shall be responsible for monitoring this provision.
- F. Hours of outdoor operation shall coincide with the hours of operation of the principal establishment

INDEMNIFICATION STATEMENT

This agreement, entered into this _____ day of _____ 20____, between _____ (hereinafter referred to as "owners") and the City of Geneva, a Municipal Corporation (hereinafter referred to as "City").

SIDEWALK CAFÉ PERMIT

Whereas, by virtue of the issuance of the permit for a Sidewalk Café, the City is the owner of the property directly abutting the property located at _____, said City property being the right of way for _____;and,

Whereas, owners would like to occupy a portion of the City right of way for the purpose of a Sidewalk Café as depicted on the attached plat titled Exhibit "A".

Whereas, the parties have had discussions in regard to the rights of the owners and the City to maintain the City property, which discussions have resulted in this agreement.

Now, therefore, the twenty-five dollars (\$25.00) and other valuable considerations, the receipt and sufficiency of which is hereby acknowledged, the parties are agreed as follows;

1. City hereby grants to owners a revocable permit to use the City's aforementioned property to maintain a Sidewalk Café as reflected on Exhibit "A" dated _____. If in the future, the Sidewalk Café ceases to be maintained in its proposed location and position, then the right to maintain said Sidewalk Café pursuant to this agreement shall cease.
2. The owners will not allow or cause the above-mentioned occupation to be considered in any way to be in derogation of the right of the City to maintain its property as indicated above, nor shall said occupancy in any manner be allowed to extinguish the City's ownership of said property. If said Sidewalk Café ceases to be maintained in its proposed location and position by owners, or in the event the City requires the use of said property for roadway, sidewalk or public utility purposes, then the right to maintain said Sidewalk Café pursuant to this agreement shall cease.

3. The owners shall hold the City harmless and indemnified against any and all claims, losses and causes of action for personal injury or property damage arising out of the use, construction, maintenance and occupation of said Sidewalk Café upon City owned property.

THIS AGREEMENT shall cease to exist at midnight Dec 31, 20_____.

IN WITNESS WHEREOF, the parties have hereunder set their respective hands and seals as of the date first above written.

Owners:

City:

Owner

Building Commissioner

Owner



CITY OF GENEVA
BUILDING DEPARTMENT
109 JAMES STREET
GENEVA, IL 60134
630/262.0280
pdf@geneva.il.us

For Office Use Only

PERMIT NUMBER _____

BIN NUMBER _____

APPLICATION FOR PERMIT

PROJECT ADDRESS

APPLICANT

Check here if applicant is property owner

Name _____

Address _____
City State Zip

Email _____ Phone _____

PROPERTY OWNER

Name _____

Address _____
City State Zip

Email _____ Phone _____

CONTRACTOR

Name _____

Address _____
City State Zip

Email _____ Phone _____

Roofing License _____ Plumbing License _____

BUILDING TYPE

- Residential
- Commercial
- Other

TYPE OF WORK - GENERAL

- Change of Tenant
- Remodel
- New construction
- Addition
- Demolition
- Other

TYPE OF WORK - SPECIFIC (Check all that apply)

- Driveway/Parking
- Sidewalk
- Basement/Attic
- Kitchen/Bath
- Replace Windows
- Roof/Siding
- Sign/Awning
- Irrigation System
- Fence
- Patio
- Shed
- Deck
- Electric
- Plumbing
- HVAC
- Other

DESCRIPTION OF WORK

Applications will not be accepted without supporting documentation, attach additional sheets and submit plans/drawings, plat of survey, etc. as needed to illustrate proposed work

HISTORIC PRESERVATION

Is subject property located in the Historic District or a Historic Landmark? Historic Preservation Commission review is required for exterior improvements.

Yes No

ZONING

What zoning district is the property located in? _____

Is the use permitted at this location? Yes No

Is a variance needed? Yes No

PROJECT COST

What is the estimated project cost? _____

I HEREBY CERTIFY THAT I AM THE OWNER OF RECORD OR THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD; THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AND TO SCHEDULE ALL NECESSARY INSPECTIONS AS AN AGENT, AND THAT I AGREE TO CONFORM TO ALL APPLICABLE CODES, LAWS, AND ORDINANCES OF THE CITY OF GENEVA.

Signature _____

Date _____

For Office Use Only

FEES

ROUTING

Building Permit Fee _____

Engineering _____

Historic Preservation _____

Fire Department Fee _____

Fire _____

Tree Preservation Review _____

Plumbing Fee _____

Electric _____

Planning/Zoning _____

Public Works Fee _____

City Engineer _____

First Inspection Services _____

Tree Preservation Fee _____

TOTAL FEES _____