

 <b>SAINT PAUL</b> MINNESOTA	<b>CITY OF SAINT PAUL</b>	ROW Obstruction Permit Application
	Public Works Right-of-Way (ROW) Division 899 North Dale Street Saint Paul, MN 55103-1512 Phone: 651-266-6151 Email: PW-ROWpermits@ci.stpaul.mn.us	for <b>2025 Sidewalk Café</b>

<b>Right-of-Way Sidewalk Café Obstruction Permit</b> <i>Effective 2/16/2011, all Sidewalk Café's must have an Obstruction Permit to place tables and chairs in the public right-of-way. The Saint Paul Public Works Department ROW Division must approve the public sidewalk seating area before this permit can be issued. The permit fee is \$76.00 and is valid only for the period April 1<sup>st</sup> through October 31<sup>st</sup> of each calendar year. Please note the following requirements for the Sidewalk Café Obstruction Permit:</i>	
<ul style="list-style-type: none"> <li>• Completed ROW Obstruction Permit Application (This document)</li> <li>• Approved seating area plan (Once approved it is valid until a change in seating area is requested)</li> <li>• ACORD Certificate of Insurance (COI) – See Note <sup>1</sup></li> <li>• Permit Fee Payment of \$76.00</li> </ul>	
<b>For further information please contact:</b>	Sierk Oudemans (651-266-9753) <a href="mailto:Sierk.oudemans@ci.stpaul.mn.us">Sierk.oudemans@ci.stpaul.mn.us</a>

Application Date:		
Name on Establishment (dba):		
Establishment Main Phone No:		
Establishment Address:		
City, ST:	St Paul, MN ( <i>Establishment must be in the City</i> )	Zip:
Company Name:		Phone:
Applicant Name:		Mobile:
Email Address:		
Renewal of 2024 Sidewalk Café Permit:		Last Year's permit No (If Known) 24-
Alcohol is served in Sidewalk Café area:		<i>Sale of alcohol in the right-of-way requires a license from the Department of Safety and Inspections (651-266-8989)</i>
This is an application for a <b>NEW PERMIT</b> (Not a permit renewal): <i>NOTE: A new permit is required if the establishment changed name or ownership</i>		See Note <sup>2</sup>
Request a <b>CHANGE</b> to the currently approved café area seating plan:		See Note <sup>2</sup>
<b>Payment of permit fee (\$76.00):</b>		
Credit Card:	<i>The City will call you when preparing the permit for your credit card information.</i>	
Check:	<i>Please mail or drop off in person (See Note <sup>3</sup>)</i>	
Cash:	<i>Please drop the <b>exact amount</b> off in person (See Note <sup>3</sup>)</i>	
_____ Signature (REQUIRED for all applications)		_____ Date Signed
<b>Note <sup>1</sup>:</b> COI must list City of St PAUL (899 N Dale St, St Paul, MN 55103) as additional insured and the aggregate liability must be a minimum of \$1.5 Mil (\$1,500,000 – General Liability + Umbrella are accepted)		
<b>Note <sup>2</sup>:</b> If you plan to change the approved seating area or if this an application for a new permit, a site plan of the proposed changes must accompany your application for review and approval. This includes if an existing establishment has been sold and you, the new proprietor, is applying for the Sidewalk Café Permit. The Code Inspection Officer will contact you to provide further instructions.		
<b>Note <sup>3</sup>:</b> Please mail Payment of \$76 (Checks ONLY) to the address shown on the right. Check or cash payments can also be made in person at the permit counter (same address). Cash payments have to be made in the exact amount. The city has no cash behind the counter and is unable to make change.		<b>Attn: Sierk Oudemans</b> <b>City of St Paul</b> <b>899 North Dale St</b> <b>St Paul, MN 55103</b>
<b>DO NOT MAIL CASH!</b>		