



# Sidewalk Café/Seating Permit Application

## Sidewalk Use (ROW)

### CITY OF VANCOUVER

Vancouver Public Works, Sidewalk Management  
 Phone: 360-487-8196 | Email: [sidewalks@cityofvancouver.us](mailto:sidewalks@cityofvancouver.us)  
[www.cityofvancouver.us/sidewalkseating](http://www.cityofvancouver.us/sidewalkseating)

DESCRIPTION OF SIDEWALK CAFÉ/SEATING PROPOSAL	
JOB SITE INFORMATION AND LOCATION	
Address of site:	
Suite/bldg./apt #:	
APPLICANT INFORMATION (All fields are required to be completed)	
Applicant Type: <input type="checkbox"/> Property Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Other (please specify):	
Business name:	
Contact name:	
Mailing Address:	
City/State/Zip:	
Phone:	Fax:
E-mail:	
PROPERTY OWNER INFORMATION (required if applicant is not owner)	
Name:	
Address:	
City/State/Zip:	
Phone:	Fax:
SIDEWALK USE REQUIREMENTS	
For this application to be deemed complete and eligible for consideration, you must submit the following:	
<input type="checkbox"/> Completed application	
<input type="checkbox"/> Proof of Insurance (certificate) naming the City of Vancouver as Additional Insured. See required coverage limits on Hold Harmless Agreement.	
<input type="checkbox"/> Hold Harmless Agreement - Signed and NOTARIZED <i>Note: City does not provide this notarization service.</i>	
<input type="checkbox"/> Dimensional Drawing of the requested seating showing all details. See: <a href="http://www.cityofvancouver.us/sidewalkseating">www.cityofvancouver.us/sidewalkseating</a> for more information. <i>Note: Not required if there are no changes for annual renewal.</i>	
<input type="checkbox"/> Fees (due at the time permit is issued) <u>Sidewalk Café:</u> \$173 base fee plus \$3.11 per linear foot of boundary perimeter <u>Street Eatery/Parklet:</u> \$173 base fee, plus \$120/month parking space fees <i>Note: If applying for sidewalk café and street eatery/parklet only one base fee will be charged.</i> <u>Boundary Markers (if required):</u> \$15 each (# determined by City staff)	
Questions: If you have questions regarding this application, please contact Vancouver Public Works sidewalk management program staff by e-mail at <a href="mailto:sidewalks@cityofvancouver.us">sidewalks@cityofvancouver.us</a> or by phone at <b>360-487-8196</b> .	

Updated January 2026

Please check all applicable boxes and enter information where necessary.		
Permit is requested for:	<input type="checkbox"/> Sidewalk Café (with alcohol service)	<input type="checkbox"/> Sidewalk Café (without alcohol service)
	<input type="checkbox"/> Streatery/Parklet (with alcohol service)	<input type="checkbox"/> Streatery/Parklet (without alcohol service)
Type of Boundary:	<input type="checkbox"/> Fenced	<input type="checkbox"/> Fence Free
	<input type="checkbox"/> Combo	
Application Type:	<input type="checkbox"/> Initial Application/Setup	
	<input type="checkbox"/> Annual Renewal	
	<input type="checkbox"/> Modification to Approved Setup	
Permittee:	<ol style="list-style-type: none"> <li>Is responsible for complying with Vancouver Municipal Code requirements and any applicable state and federal law. VMC 11.060.</li> <li><u>Sidewalks outside the Main Street Promise corridor:</u> Must allow a minimum of 5 ft. or no less than 50% of the sidewalk width, whichever is greater, for pedestrian access at all times.  <u>Sidewalks within the Main Street Promise corridor:</u> No café furnishings, barriers, etc. are allowed in the Pedestrian Zone.</li> <li>Understands that any sidewalk café/seating permit that authorizes conduct in violation of any Vancouver Municipal Code provision or other applicable law is void.</li> <li>Accepts sole responsibility for any loss, injury, or damage resulting from the issuance of a void permit.</li> <li>Understands that a Type D street use permit is required for any permanent fencing and/or structure in the public right-of-way.</li> <li>Understands that final approval is contingent upon inspection of final setup.</li> <li>Understands that sidewalk café/seating permits need to be renewed annually. They are valid for one year from the date of issuance.</li> <li>Understands that changes to the approved layout must be reviewed and approved by the City of Vancouver.</li> <li>Understands that all LCB requirements shall be met prior to alcohol service.</li> </ol>	
Applicant Signature:		
Print Name:		Date:
Property Owner Signature (if different than applicant):		
Print Name:		Date:

### BELOW TO BE COMPLETED ONLY BY CITY OF VANCOUVER

Application Approved by City of Vancouver:

Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_

# of Boundary Markers Required (if applicable): \_\_\_\_\_

Linear Feet of Perimeter Boundary: \_\_\_\_\_

Approx. Square Feet of Boundary: \_\_\_\_\_