

TEMPORARY OUTDOOR CAFÉ

Apply through the Seattle Services Portal

- Select **Permits – Street Use**
- Open **Short Term Use**
- Select **Temporary Activation**
- **Important:** In “Project Name” field, put: “Safe Start Temporary Permit,” followed by your business name. This will help us expedite your application.
- In “Project and Location Description” - please describe in detail your temporary café and let us know your proposed hours of operations and if you’ll be serving alcohol
- In the “Use Details” section of the application, you’ll need to create one Row for each day of the week you wish to operate in the right of way (for example, if you wish to operate just on Friday, Saturday and Sunday, you’ll have 3 rows, if every day of the week, you’ll have 7 rows).
 - > For each row, follow these instructions in this order for the Safe Starts Temporary Permit:
 - **Use Code Description:** Select “Street/Sidewalk Activities”
 - **Use Code:** This will automatically fill in with “3A”
 - **Side of Street:** Choose side of street where you’ll place your temporary activation
 - **Mobility Type:** Choose based on your plan; this will likely be either Sidewalk or Parking Lane
 - **Closure Type:** Choose “Partially Closed and Accessible”
 - **Use Start Date:** Choose the first day you plan to open your temporary activation (the date should be in the future)
 - **Duration (Days):** Fill in “182” (this is the number of days in a 6-month period)
 - **Day of the Week:** You can only choose one day per Use Details row
 - **Start Time:** What time of day will you begin setting up in the right of way
 - **End Time:** What time of day will all permitted uses be removed from the right of way
 - **Planned Number of Attendees:** Leave this blank
 - **Expired Date:** This will automatically fill in

Ensure you have a completed application

- Complete all required fields in the online application on the Seattle Services Portal
- Upload a signed [Letter of Authorization](#) if you are not the business owner or the property owner
 - > Upload your prepared site plan (See Site Plan Details and Site Plan Documents sections further below).
 - > Upload details on your fencing or fence-free diverters (See Fencing and Diverters Details further below).
 - > If your business is in a Historic District, we will route your information to the District staff for their review; you do not need to submit a separate application directly to the Historic District.

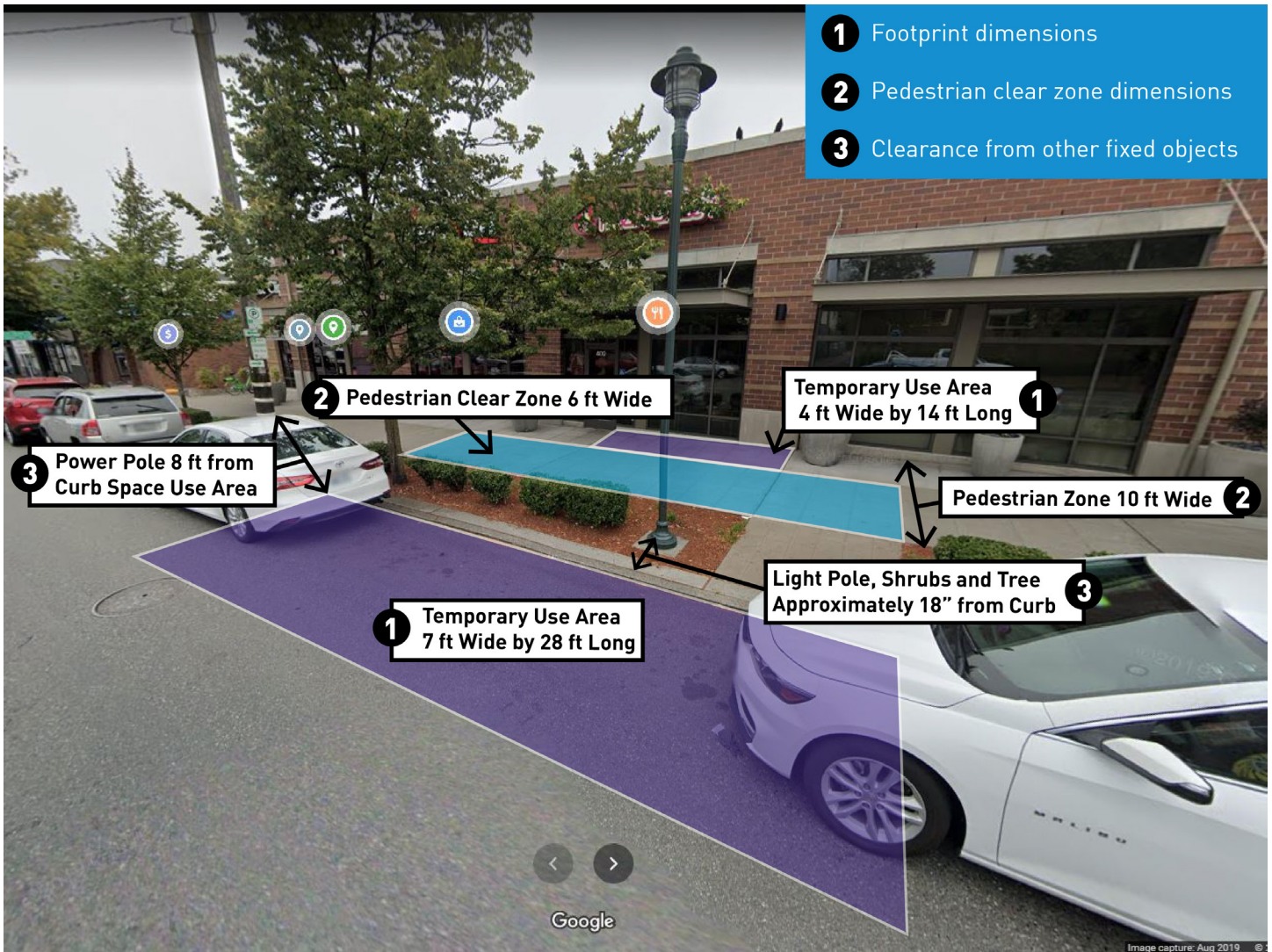
What’s next? Once you have submitted your application for a Safe Start Temporary permit, here are some additional steps you can take to prepare for launch and ongoing operations!

If you plan on using the curb space, in addition to the permit from our team, you’ll also need to apply for [Temporary No Parking permits](#). When you are applying, there’s a General Information section and you can select a “reason” for your application. Select “other” and write “Safe Starts Temporary Permit” so we know that your request needs to be expedited.

- For both non-paid and paid parking spaces, you’ll need to apply online via the same Seattle Services Portal you use for our application. You’ll apply for the “Temporary No Parking Zone (unpaid area).” This generates a **public notice** which must be attached to the No Parking barricades. .
- The **public notice** generated will need to be posted to No Parking barricades (T-39 signs) that you can purchase or rent from a barricade company. We recommend placing the barricades up 72 hours before you plan to set up, but they must be up at least 24 hours ahead to be enforceable.



Seattle
Department of
Transportation



An example photo site plan with required dimensions

Notify your neighbors of your intended use of the public place at least two days prior to starting your new operation. Follow the guidance in [CAM 2117](#).

Remember that all cafe materials (fencing, cones, furniture, etc..) must be taken down and stored on private property when the business is closed.

Ensure that you hold insurance that meets city requirements. For guidance, see [CAM 2102](#).