

SIDEWALK CAFÉ APPLICATION PROCESS

1. Call Engineering Services 330-375-2831 to verify you have adequate sidewalk space for a café
2. Get Expansion of Liquor License if you intend to service liquor on the sidewalk café
3. Submit the following to Plans and Permits Center
 - A) Application
 - B) Site Plan
 - C) Photographs of the area where the café will be
 - D) Fencing Details (e.g. filigree, spindle spacing, fence height, material)
 - E) Awning Details/ Design (All awnings will require a Permit from Summit County Building Standards)
 - F) Number of tables, chairs, and other structures
 - G) Description of type of food and beverage served
 - H) Liquor License, expansion, and a copy of the application for expansion
 - I) Health Department License
 - J) Copy of Certificate of Occupancy
 - K) Copy of insurance policy naming City of Akron as insured for \$1,000,000.00
4. The review process for all Sidewalk Cafés will be a minimum of 14 business days
5. Upon approval you will need to post the follow being visible from the street
 - A) Permit
 - B) Sketch of the sidewalk café
 - C) Liquor Expansion License if required