



eTRAKiT Applicant Instructions for TEMPORARY OUTDOOR DINING PERMIT

TEMPORARY OUTDOOR DINING PERMIT: This application type is for temporary outdoor dining permits. As part of the application, you will be applying and obtaining an Encroachment Permit if the outdoor dining facility is within the public right of way. The fee will be applied through this permit application.

STEP 1 - PERMIT INFORMATION

1. **Permit Subtype:** Select the permit subtype. There will only be one available option to select from.
2. **Description:** Provide a brief description of the proposed activity or use.
3. **Job Value:** Leave blank. It is not required.
4. **Dining Location:** Please specify whether the outdoor dining facility is within a parking lot or sidewalk.
5. **Dining Space Size:** Please specify if the temporary outdoor dining facility is going to be over 700 square feet in size. If yes, then the project may be subject to additional Fire Department review and regulations.
6. **Use of Outdoor Heaters:** Please specify if the temporary outdoor dining facility is using any electric heating apparatuses. If yes, then the project may be subject to additional Fire Department review and regulations.
7. **Use of Electrical Devices:** Please specify if the temporary outdoor dining facility is using any electrical equipment. If yes, please ensure that the equipment is rated for outdoor use.
8. **Location:** Enter the address for the outdoor dining facility. Enter the street number and name. Do not include the street suffix (St, Way, Drive, etc.). When it appears, click on the address to select it. For events that involve multiple addresses, please enter your property or business address in this field.
 - **Missing Address:** If the address does not appear, try entering just the street name or you can click on "Enter Address Manually". Enter in Street Number, Street Name, Unit No., City, State, and Zip Code. Note, addresses not found will need to be verified by staff prior to permit approval and issuance.
9. **Your Relation to this Permit:** Check the box if you are the Property Owner. The Licensed Contractor box does not apply to this type of permit.
 - **Agent:** If you are not the property owner or business owner, a completed [Agent Authorization Form](#) or a signed letter from the property owner is required prior to permit approval and issuance.

10. **Attachments:** Upload a completed permit application, which can be found on the [Planning Applications, Forms, and Fees](#) webpage. If additional documents are required such as a site plan, Agent Authorization form or property owner letter, insurance, etc., please upload those as well.
 - **Uploading Files:** To upload a file, click on Select next to filename and browse for the file. Click on Open to upload the File. In Description, provide a brief description of the File (e.g., Agent Authorization Form, Site Plan, etc.). Click on UPLOAD. Repeat this to add more files.
11. **Next:** Click on Next Step.

STEP 2 - CONTACT INFORMATION

1. **Applicant Information:** Verify all the applicant information is correct. A phone number and email address are required.
2. **Owner Information:** Fill out the fields for the owner information. Required fields have an asterisk (*) next to them. Your application cannot move forward to Step 3 unless all the required information is provided.
3. **Contractor Information:** Not required for Planning permits.
4. **Next:** Click on Next Step

STEP 3 – APPLICATION SUMMARY

1. **Application Review:** Review the provided information. Click on the Edit button next to any section to revise the provided information.
2. **Fee Information:** You will be required to pay for a Site Design Review Fee and an Encroachment Permit Fee. Fees can be paid online using a credit card or electronic check (e-check) on this website.
3. **Submit Application:** Click on Submit or Next Step.

STEP 4 – CHECKOUT/CONFIRMATION

1. **View Permit Information:** Click on View Permit to view your permit application.
2. **My Dashboard:** Your permit application can also be found when logged in to [eTRAKiT](#) by viewing your DASHBOARD.

QUESTIONS?

For questions or assistance with your online application, please contact:

Planning Division
City of Folsom
Community Development Department
Phone: (916) 461-6202
Email: PlanningEPC@folsom.ca.us



APPLICATION FOR TEMPORARY OUTDOOR DINING PERMIT

NAME OF APPLICANT: _____

NAME OF RESTAURANT: _____

ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

DAYS AND HOURS OF OUTDOOR DINING OPERATION: _____

WILL ALCOHOLIC BEVERAGE BE SERVED IN OUTDOOR DINING AREA? [YES] [NO]

The applicant shall submit the following information with the Community Development Department for review (FMC 12.25). Please submit your application and payment using the City's online permitting system, eTRAKiT (<https://etrakit.folsom.ca.us/etrakit/>) or email the City of Folsom Planning Division in the Community Development Department at planningepc@folsom.ca.us.

- Completed and signed Temporary Outdoor Dining Permit Application Form
- Temporary Outdoor Dining Permit Application Fee (\$280.00)
- A detailed and scaled site plan that shows the following information:
 - Site address and Assessor's Parcel Number (APN)
 - Fencing or barrier for the proposed outdoor dining area
 - Outdoor area for proposed dining footprint and square footage, provide dimensions to property lines and show all front, side and rear building setback lines, finished outdoor dining elevations
 - Tree locations (if present on site)
 - Fire lanes
 - Handicapped accessible pathways and parking spaces
 - Parking area (including number of parking spaces)
 - Drainage inlets (if present)
 - Colors and materials photo sample
- Floor Plan that shows the furnishings, planting, lighting, or other amenities included in the proposed outdoor dining area.
- Accessibility Plan that shows how the proposed outdoor dining area meets required ADA accessibility standards
- Construction Details
- Photographs of the project site taken within 30 days prior to the application submittal

The undersigned applicant seeks a temporary permit to use designated City of Folsom public property for temporary outdoor dining. The applicant understands and agrees that the permit, once issued, is subject to the following requirements:

- A. The use of City-owned public property shall not interfere with vehicular and pedestrian traffic, emergency services, or access under the Americans with Disabilities Act.
- B. The City reserves the right to determine the suitability and appropriateness of the public property requested for outdoor dining.
- C. No permanent item or structure may be installed on City property or attached to a building.
- D. Appropriate building materials for the proposed outdoor dining area shall include but are not limited to wood and painted metal. Materials such as plastic, plywood, and chain link are not permitted.
- E. Temporary fencing not exceeding 3 feet tall to separate the outdoor dining area from vehicular and pedestrian traffic shall be placed in a safe manner around the outdoor dining area. Exceptions may be granted for taller fencing if required by other outside agencies such as Alcohol and Beverage Control (ABC).
- F. Permittee shall comply with all applicable State and County laws and regulations pertaining to outdoor dining (including but not limited to sale and consumption of alcoholic beverages).
- G. Tents and membrane structures having an area in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the Fire Code Official (more information can be found here: <https://www.folsom.ca.us/government/fire/forms-fee-schedule>).
- H. Open flame heating apparatuses shall not be permitted. Use of an electrical heating apparatus shall only be permitted upon approval from the Fire Department.
- I. All electrical appliances and cords used in the outdoor dining area shall be rated for outdoor use and wet locations. All cords (electrical or others) from the permanent business location to the temporary outdoor dining area shall be placed in a safe manner if crossing walkable areas.
- J. Permittee shall bear the responsibility of cleaning and maintaining the outdoor dining facility and any areas impacted by its use.

- K. No real property right is provided, given, or otherwise conveyed to any person or entity using public property for outdoor dining purpose.
- L. Permit issued shall cease upon cancelation of the permit, and the permittee shall return public property to the condition existing at the time of permit issuance within seven calendar days of receiving cancelation notice.
- M. In case of a hazardous situation or condition that cannot be reasonably mitigated, the Fire or Police Chief may cause the suspension of the Temporary Outdoor Dining Permit until they determine that the hazardous situation or condition is no longer a threat to the public health or safety.
- N. The permittee shall maintain in full force and effect, at its sole cost and expense, Commercial General Liability insurance coverage for claims of bodily injury and property damage liability not less than \$1,000,000 for each occurrence, and shall provide the City with an additional insured endorsement and primary and non-contributory endorsement naming the City of Folsom and its officers, agents and employees as additional insured.
- O. The permittee shall indemnify, protect, defend, save and hold City, its officers, agents, and employees harmless from any and all claims or causes of action for death or injury to persons, or damage to property resulting from intentional or negligent acts, errors, or omissions of the Restaurant or its officers, employees, volunteers, and agents, or from any violation of any federal, state, or municipal law or ordinance, to the extent caused, in whole or in part, by the willful misconduct, negligent acts, or omissions of the permittee or its employees, subcontractors, or agents, or by the quality or character of the permittee's work. It is understood that the duty of permittee to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by City of insurance certificates and endorsements required under this Permit does not relieve permittee from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply, and shall further survive the expiration or termination of this Permit. By submitting this Application, the applicant acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.

The permit issued is temporary, modifiable and cancelable at any time upon notice to the permittee. The permit is valid for 12 months upon issuance unless canceled, and renewable subject to verification of compliance of the permit conditions by the Community Development Department. Application for a Temporary Outdoor Dining Permit and Encroachment Permit is required for permit renewal, along with payment of applicable permit fees.

Dated: _____

Signature

Print Name

Restaurant Business Name