



# Storefront Use Permit Application

Building and Permitting Department  
[businesslicences@penticton.ca](mailto:businesslicences@penticton.ca) | 250-490-2488

Revised: January 1, 2024

[penticton.ca](http://penticton.ca)

Type of Application	
<input type="checkbox"/> New Applicants	<input type="checkbox"/> Renewal Application
Sidewalk Café Annual fee (Plus GST)	\$330.00
For each parking space or portion thereof occupied by a temporary sidewalk café - Annual Fee (Plus GST)	\$227.00
Sales/Seating (Plus GST)	\$115.00

SECTION 1. Business Information		
Business Name:	Phone:	Cell :
Contact Name:	Email Address:	
Location of Business:	Mailing address:	
	City:	Postal Code:
Emergency Contact:	Phone:	Cell:
Business Licence #:	Start Date:	Alcohol Served: Yes No

SECTION 2. Storefront Use Type and Area (approximate area in square feet) – refer to item 3			
<input type="checkbox"/> Café	Area Size:	<input type="checkbox"/> Retail Sales	Area Size:
<input type="checkbox"/> Seating:	Area Size:	<input type="checkbox"/> Other:	Area Size:

SECTION 3. Storefront Use Types and Materials	
<p><b>Sales area:</b> means a portion of the City sidewalk located directly in front and not extending further than 1.8m from a storefront. This area can be used for displays, merchandising, bike racks or artwork.</p> <p><b>Seating area:</b> means the portion of a sidewalk directly in front and not extending further than 1.8m from a storefront. It is typically used for the service of food and beverages.</p> <p><b>Sidewalk café:</b> means a portion of a City sidewalk used for the service of food and beverages in connection with a restaurant or café use in an abutting building, which may include the sale of liquor as regulated by the Liquor and Cannabis Regulation Branch (LCRB)</p>	<p>Storefront uses that cannot provide 1.8m clear pedestrian treadway – must provide a sidewalk extension or limit storefront use from the front of business to meet the 1.8m width. Railings will be required. (Refer to guide page 2 and 3)</p>

<b>Railing type</b> (if required) – see page 2&3 <input type="checkbox"/> metal <input type="checkbox"/> wood <input type="checkbox"/> Other(Please specify)	<b>Sidewalk extension</b> (if required) – see page 2&3 <input type="checkbox"/> Concrete <input type="checkbox"/> wood boardwalk (seasonal use) <input type="checkbox"/> Other(Please specify)
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SECTION 4. Required Submissions:	
<input type="checkbox"/> Insurance Forms (Current Year) - to provide and maintain \$5 million comprehensive general liability insurance. <input type="checkbox"/> Storefront Use layout – see page 02 for general requirements. <input type="checkbox"/> Application Fees: Please refer to Fees And Charges Bylaw for applicable Fees (Appendix 4).	
Staff will prepare a Storefront Use agreement for you to review and sign as part of the Storefront Use permit.	

Acknowledgements	
I/we will agree to abide by the terms and conditions set out within the City of Penticton Storefront Use regulations and enter into a Store front Use agreement if granted a Storefront Use permit.	
Date: _____	Signature: _____

## Storefront Use Area Drawing Requirements

Please provide a general layout of your proposed storefront use area. Please include locations of:

- Building width showing window and door locations,
- Storefront use area and pedestrian treadway width,
- City infrastructure such as tree and light standards,
- Railings, seating, display racks or other temporary or permanent structures.

**Requests for Sidewalk Cafés** may require more detailed drawings, particularly if you wish to extend liquor service to the storefront use area. Staff will review and follow up with you.

**Note** - Attaching awnings or roofed structures will require a Building Permit. Please contact the Building Department at 250- 490- 2571 for further assistance.

**Storefront Use Bylaw 2020-22 – General design only, please refer to the Bylaw for all regulation requirements.**

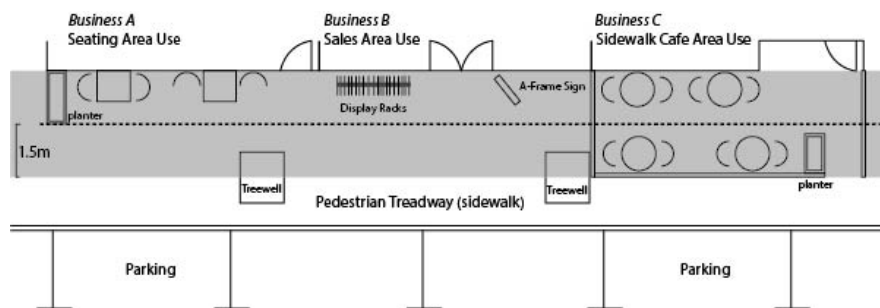
## Sidewalk Treadway Requirements

7.4. The layout of a storefront use shall include a sidewalk treadway providing unobstructed pedestrian access through, or around the storefront use.

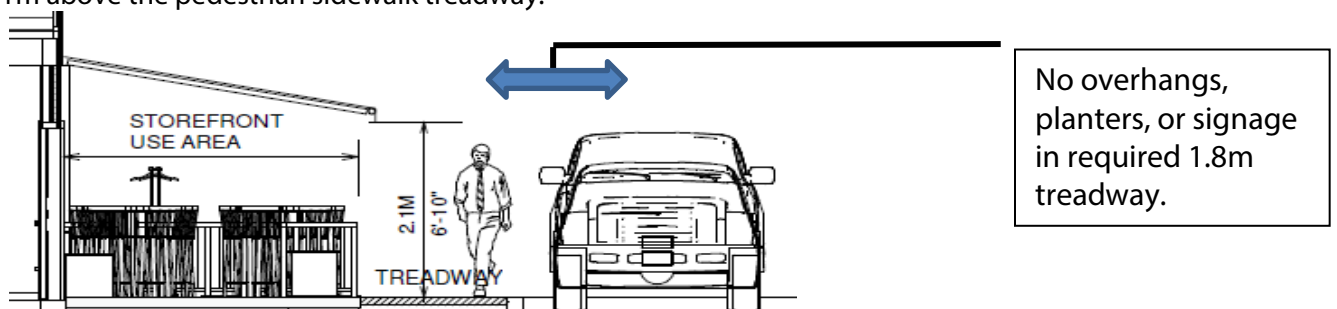
7.5. A sidewalk treadway shall be a minimum 1.8m in width.

7.6. Where a sidewalk treadway is not possible, the storefront use will not be permitted.

7.7. A sidewalk treadway shall be dedicated exclusively to the passage of pedestrians. No planters, signs, or other items shall be placed in the sidewalk treadway.



7.8. Overhead projections, such as an umbrella or awning, may project beyond the storefront use area if it is more than 2.1m above the pedestrian sidewalk treadway.



7.9. Except on the 200 and 300 Blocks of Main Street, a pedestrian treadway may extend over an on-street parking area or flex parking area, but may not extend within 300mm from a vehicle travel lane.

## **Martin Street (200 block) – Specific requirements**

7.10 Where a pedestrian treadway extends into the flex parking area along the 200 Block of Martin Street, the following provisions shall apply:

7.10.1. Railings between the sides of the sidewalk treadway and the area used for a storefront as in accordance with Section 7.15;

7.10.2. City bollards, located by the city, along the outside edge of the flex parking areas; and

7.10.3. Any other requirements where the Director has reasonable grounds to believe there is a need to prevent a collision between vehicles and pedestrians.

## **Sidewalk extension for pedestrian treadway**

7.11. Where a pedestrian treadway extends into a parking area, the following provisions apply:

7.11.1. A pedestrian platform, of a durable surface, accessible for persons of all abilities, must be installed following the grade of the sidewalk around the storefront use, provide a minimum 150mmx50mm storm drainage clearance along the existing curb, keeping a minimum continuous width of 1.8m;

7.11.2. Pedestrian platforms shall not occupy more than 8 parking spaces along a block face unless authorized by the Director;

7.11.3. A durable, secure railing, coloured either black or grey, must be installed a minimum of 0.9m in height, separating the pedestrian treadway from the adjacent vehicle travel lane.

## **Access for Persons with Disabilities**

7.15. A storefront use shall be designed to allow reasonable access for persons with disabilities and shall be designed and constructed in a manner consistent with the British Columbia Building Access Handbook.

## **Storefront Use Railings (Please review with City staff: any addition of railings or sidewalk extensions)**

7.16. The following designed standards are to be used for construction of storefront use railings:

7.16.1. Other than sidewalk cafes, the storefront use can remain open, or permanent or temporary railings may be installed, depending on the needs of the business;

7.16.2. If temporary railings, or stanchions, are used to delineate a storefront area, they shall be removed when the business is not in active use.

7.16.3. Permanent railings shall be constructed of a durable ridged material; affixed in a secure fashion to the satisfaction of the Director; be either black, grey or a colour matching the aesthetic quality of the business; and, be a minimum 0.9m in height.

7.16.4. Railings shall not be covered with signage, trellis or other decorative material unless approved by the Director.