



Linda D. Thompson
Mayor

City of Harrisburg
Bureau of Codes
10 N Second Street, Suite 205
Harrisburg, PA, 17101-1618
717-255-6553 Fax 717-255-6421



Sidewalk Use Annual Permit Application

Effective July 1, 2005

Application is hereby made for a Sidewalk Use Annual Permit for the year _____ as required by Chapter 3-357.1 of the Codified Ordinance for the City of Harrisburg.

Annual Application Fee of \$25.00 with check or money order payable to "City Treasurer" must accompany this completed application and is non-refundable.

PROPERTY ADDRESS: _____ Property Number: _____

	Applicant	Property Owner
Name of Business		
Name of Owner/Agent		
Mailing Address/P.O. Box		
State and Zip Code		
Telephone Number		
Email Address		

REQUIRED ATTACHMENTS:

- 1. Scale drawing detailing relationship of sidewalk use to curb-line and building, including exits and obstacles (such as utility poles, parking meters, newspaper boxes, etc.). In addition, include any and all equipment/carts, tables, decorations, signs and railings. Nothing located at the curb line may impede the egress from passenger vehicles at a parking space. Businesses with an existing zoning permit on file with the City of Harrisburg may utilize pictures in lieu of aforementioned plan.
- 2. Attach a copy of a Certificate of Insurance listing the City of Harrisburg as an additional insured for General Liability for no less than 1,000,000.00 for each occurrence.
- 3. Attach a copy of your lease and/or a letter on official company stationary and/or a notarized letter from the property owner granting you permission to utilize the sidewalk in front of the listed property. Exception: Whereas the property owner, per the deed, and the business owner, per City records, are the same; this is not required.
- 4. Attach a copy of an approved zoning permit or the receipt for application of such.
- 5. Where applicable, attach a receipt for an approved building permit should any of the conditions listed in item (C.) under "Conditions of Approval" apply.
- 6. If a food serviced establishment licensed by the Pennsylvania Liquor Control Board and will be serving Alcohol, attach a copy of your valid Liquor License and an application or approved application for extension of premise.

CONDITIONS OF APPROVAL:

- A. A minimum of 5 clear feet for pedestrian right of way must be maintained at all times. Head clearance of not less than 80 inches is required over any portion of pedestrian right of way or aisle way for sidewalk cafe or building entrances or egresses. No building entrance or egress may be blocked at any time.**
- B. It is the responsibility of the business to maintain this insurance, notify the City within 24 hours of any changes and to cease operations immediately should this insurance lapse.**
- C. Any and all additions, changes or alterations including but not limited to the barriers, decorations, signage, canopies, etc.; must be done with and approved building and zoning permit regardless of cost.**
- D. It is the responsibility of the applicant to assure the area and surrounding areas are cleaned and maintained at all times. Food service establishments are required to clean the sidewalk daily, when in operation, with an environmentally friendly degreaser (when required) and/or plain water. Unless an approved physical barrier is in place to separate business and pedestrians; when not physically in operation, sidewalks are to be cleared including all equipment, tables, chairs, trash, debris and decorations. In the event of sustained winds reaching 10 mph and gusts or 14 mph, appropriate measures must be taken to secure any object subject to high winds. Winds over 24 mph require all loose objects to be secured indoors. In the event of below freezing temperatures, ice, or snow, sidewalks, including barricades must be clear.**
- E. In addition to the requirements as listed, Food Service Establishments must comply with the notices, directives, rules & regulations as well as applicable laws regarding their Health License (provided at time of renewal or available in Suite 205 of the Rev. Dr. Martin Luther King Jr. City Government Center at the address listed above. This provision, as well as those all conditions of this permit are enforceable by any agent of the Bureau of Codes Administration or the Harrisburg Department of Public Safety.**
- F. Compliance with any and all federal, state and local laws is required.**

PENALTIES FOR VIOLATION:

Signature of this application serves as notice. Your failure to comply with the plans submitted with this permit, conditions of this permit and any associated laws, rules or regulations may result in citation and/or “immediate” suspension of permit and/or suspension of permit for a time as determined by the Codes Administrator or their designee and/or revocation of this permit. If you disagree with this action, you may appeal in specific writing to the City of Harrisburg Codes Administrator, Suite 206, Martin Luther Jr., City Government Center, 10 North Second Street, Harrisburg, Pennsylvania 17101, within (15) days of the posting/receipt of said notice. An appeal fee of One Hundred Dollars (\$100.00) or proof of indigence must accompany appeal.

In addition, pursuant to Executive Order 1 of 2002, “this permit or license may be suspended or revoked at any time by the Mayor or designee if it is determined that the holder of the permit or license secured the same by misrepresentation; failed to maintain qualifications required by federal, state or local laws, engaged in fraudulent behavior or misleading advertising; consented to or allowed any behavior which would constitute a crime under federal, state or local laws, including, but not limited to drug trafficking or drug possession; committed an act of gross negligence or allowed any manner or form of public nuisance”.

