



Outdoor Dining Guide - Renewal

Application requirements and process guide for the renewal of previously approved outdoor dining areas within a public right-of-way.

Previously approved outdoor dining areas may be renewed each calendar year if all operational (hours of operation) and design (layout, furnishings, signage, etc) specifications will be unchanged. For new outdoor dining areas, please see the [Outdoor Dining Guide - New](#) and [Application](#). Outdoor dining in City parks or plazas is administered by the Parks and Recreation Department (540.853.2236).

Process:

1. Submit completed application and required attachments by one of these methods:
 - a. **Mail:** Mail all submission requirements to City of Roanoke Planning, Building, and Development Department at 215 Church Avenue SW, Room 170, Roanoke, Virginia 24011.
 - b. **Email:** Attach all submission requirements as a PDF to an email and send to planning@roanokeva.gov.

We recommend email as the most reliable form of communication with department personnel at this time.

2. Your application will be routed to designated departments for review prior to final approval by the Director of Public Works. You will be notified of approval within 30 days of application submission.
3. Obtain the approved permit from the City of Roanoke Planning, Building, and Development Department by return email. The permit fee will be collected at this time (see *"Permit Fee" under Submittal Requirements*).
4. Once the outdoor dining area is established, a staff person from the Public Works Department will make periodic inspections to ensure compliance. A copy of your outdoor dining, Health Department, and Alcoholic Beverage Control approvals must be available for inspection at all times.
5. Upon expiration of the permit, all furnishings and other objects must be removed from the public right-of-way immediately. Tables, chairs, and other furnishings shall not be stacked or stored outdoors in the public right-of-way. If all furnishings are not removed, the City reserves the right to remove and dispose of them without further notice.

Submittal Requirements:

- Completed [Outdoor Dining Renewal Permit](#) application.
- Updated Certificate of Insurance.
- Updated consent letter from adjoining property owner, if proposed outdoor dining area extends beyond subject property.
- Permit Fee (due at permit issuance).



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Only the permit fee, or monthly lease, is collected for outdoor dining renewals. Based on square footage (\$3.25 per square foot) and months of operation of the outdoor dining area, the calculation for this fee is $(\text{Total Square Feet}) \times (3.25) \times (\text{Months of Operation}) / (12)$. A fee calculator is provided on the Outdoor Dining Renewal Permit application. Extensions during the same calendar year require a written request and payment in full prior to continued use. Payment accepted in person by check payable to 'Treasurer, City of Roanoke' or credit card* or online at www.roanokeva.gov/treasurer by credit card once a permit number (also known as an 'APD' number) is assigned. Credit card payments incur a service fee of 2.45% with a minimum charge of \$3.95.

Submit questions or completed applications to planning@roanokeva.gov.

Operational, Design & Environmental Regulations:

The applicant must comply with all applicable rules, regulations, ordinances, laws or statues, including the American with Disabilities Act and those enforced by the Virginia Alcoholic Beverage Control Board and the Roanoke City Department of Health. Outdoor dining permits shall be revocable with or without cause by the discretion of the City Manager.

1. By requesting to renew an existing permit, the applicant certifies that previously approved hours of operation, layout, furnishings, signage, and barriers associated with the outdoor dining area will remain the same.
2. No toxic, hazardous or dangerous materials shall be introduced into the outdoor dining area unless such material is stored, safeguarded, or used in accordance with applicable laws and regulations. If use of such materials becomes necessary, at no times shall any toxic, hazardous, or dangerous materials be left unattended, nor be allowed to leave the area of use by spillage, leaks, drips, over-application, or other means.
3. Garbage, trash, refuse, and other waste materials shall be frequently monitored to maintain a clean and usable space and to protect the right-of-way from damage. Any food drink or other items spilled on the right-of-way must be properly cleaned and removed for the safety of pedestrians and for environmental concerns. It is not permissible to sweep, rinse, or otherwise move any such waste materials to the street, gutter, or any portion of the municipal storm sewer system.
4. Adequate lighting must be provided to comply with Virginia Department of Alcoholic Beverage Control regulations (if applicable) and for pedestrian traffic.
5. Access to and use of City electricity, including and without limitation the use of any outdoor electrical outlet(s), shall be prohibited. Space heaters may be utilized so long as the use and operation is in compliance with all applicable building and fire codes and does not present a threat to the health, safety, or welfare of the public.
6. The outdoor dining area shall be used and occupied in a safe and reasonable manner and in accordance with all applicable laws. The City maintains the right to enter the outdoor dining area at any time for inspections or to make repairs to sidewalks or streets. The applicant shall keep and maintain the outdoor dining area in good and complete state of repair and condition, except for ordinary wear and tear.