

Sidewalk Café

Permitting Checklist

If you are interested in having a dining area on public right-of-way, you must obtain a Street Use Permit from the City of Bellevue's Right of Way (ROW) team. This applies both sidewalk and on-street dining areas. The following documents must be included with your application.

Required Documents

These documents must be submitted as separate PDFs at the time you submit your application:

- **Site Plan.** You must include a Site Plan, drawn to scale, which illustrates the proposed Sidewalk Café area and includes all [required elements](#) (see page 5). It's easiest and recommended (though not required) to hire an architect or engineer to draw your Site Plan. If you choose to create your own site plan, please carefully review the required elements.
- **Description of proposed use.** You must include a simple description of the proposed Sidewalk Café and its operations. For simplicity, you can complete and save [this form](#).
- **Property Owner Authorization form.** Your property owner or manager must complete an [authorization form](#) acknowledging that you have permission to add a Sidewalk Café.
- **Certificate of Insurance.** You must upload a valid Certificate of Insurance (COI). No permits will be issued for sidewalk cafés without a Certificate of Insurance. You can request one from your insurance broker. Please ensure that the COI meets these standards:
 - The City of Bellevue must be listed as an "additional insured."
 - A valid CG 20 12 or CG 20 26 endorsement in the amount of at least \$2 million must be included for a Sidewalk Café. A Seating Area with no table service may supply an endorsement in the amount of at least \$1 million.
- **(If applicable) Washington State liquor license.** If your establishment intends to offer alcohol service on the sidewalk, you must include a copy of your Washington State liquor license. Please also be aware of WSLCB requirements for your site design.
- **Bill-To Form.** You must provide a completed [Bill-To Form](#) with your application, in case your plan review requires payment of fees or review time.

These documents must be submitted prior to permit issuance:

- **Indemnification and Hold Harmless Agreement.** You must complete an Indemnification and Hold Harmless Agreement prior to permit issuance. Our Permitting staff will provide this document to you for signature before your permit is issued.
- **Added Activities Acknowledgement for liquor license.** You must apply with the WSLCB for an alteration to your liquor license to allow sidewalk service. Learn more [here](#).

Submitting Your Application

Once you have gathered the above documents, you are ready to submit your permit application. Take the following steps to apply for a Sidewalk Café Permit:

1. Go to mybuildingpermit.com. All applications must be submitted online.
2. Click “apply for a permit” and log in or create an account, if necessary.
3. Select your Jurisdiction (Bellevue), and on the “Application Information” step, make the following selections:
 - a. **Application Type:** Right-of-Way
 - b. **Project Type:** Other Project Type
 - c. **Activity Type:** Annual Permit
 - d. **Scope of Work:** Sidewalk Café
4. Enter your Project Start and End Date.
5. Start your application by following the given instructions.