



Town of Fairfield

COVID 19 Temporary Outdoor Seating Permit Application

Expansion of a previously approved outdoor dining area or establishment of new outdoor dining requires an Outdoor Seating Permit (which can be found at the end of this document) to be approved by the Building Official, Fire Marshal, Health and Zoning Officials (ALL FEES WAIVED). Please attach a site plan to this page before submitting this to the Town of Fairfield. The permit will be valid until the end of the outdoor dining season, or the cessation of occupancy restrictions by the State of Connecticut, whichever is earliest. The Planning Director, Jim Wendt will be the point of contact for this process.

Outdoor Seating Permit MUST include:

- Property owner signature/authorization
- A site plan sketch is required with permit indicating new, expansion or tent area. Depending on circumstances a survey may be requested.
- Outdoor dining area must be clearly delineated by railings, stanchions, or other suitable barriers and shown on the plan. No service shall be permitted outside delineated area.
- Handicap access to and from the seating to the building, restrooms, and parking areas must be shown on the plan.

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Date: _____

I am applying for the following application (check all that apply):

- A New Outdoor Seating Space**
 - Size of Proposed Space in Sq. Ft. _____
 - Proposed Date of Install: _____
 - Electrical Install? Yes No

- An Expanded Outdoor Seating Space**
 - Size of Proposed Space in Sq. Ft. _____
 - Existing Square Footage: _____
 - Proposed Date of Install: _____
 - Electrical Install? Yes No

- A Tent Over Seating Space**
 - Size of Proposed Tent in Sq. Ft. _____
 - Proposed Date of Install: _____
 - Electrical Install? Yes No
 - Size of Tent Sq. Ft. _____

Town of Fairfield

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Restaurant/Business Information

Restaurant/Business Name _____

Restaurant/Business Address _____

Point of Contact Name _____

Point of Contact Phone _____

Point of Contact Email _____

Restaurant/Business Owner's Name _____

Restaurant/Business Owner's Home Address _____

Restaurant/Business Owner's Phone _____

Restaurant/Business Owner's Email _____

Contractor Information *(if more than 2 contractors use another sheet to complete the information below for each)*

Contractor 1 Name _____

Type of Contractor _____

Contractor 1 Registration # _____ Exp. Date _____ CYBD# _____

Contractor 1 Address _____

Contractor 1: Phone _____

Contractor 1 Email _____

Contractor 2 Name _____

Type of Contractor _____

Contractor 2 Registration # _____ Exp. Date _____ CYBD# _____

Contractor 2 Address _____

Contractor 2: Phone _____

Contractor 2 Email _____

Guidelines for Outdoor Seating

- Patio space and tents shall not block fire department access.
- Must follow current REOPEN Connecticut Guidelines.
- 50% capacity of existing areas and new extension areas.
- Customers shall be served only when seated at tables. No standees.
- No outdoor food or beverage prep shall be permitted.
- No outside music or sound system shall be permitted.
- Social distancing must be maintained. No waiting queues are permitted; patrons required to make reservations or have a mobile device notification.
- No parties greater than 5.
- Outdoor area must close no later than 10:00 p.m. (Sunday-Thursday) 11:00 p.m. (Friday and Saturday)
- Must maintain clear path for pedestrians, a minimum of 6'
- Maintain 6' between tables, distance measures closest chair to closest chair.
- Failure to abide by the required criteria can be cause for the Town of Fairfield to revoke the right to have outdoor seating.

Tent Requirements

- Tents of all sizes require completion of a permit. Tents over 900 sq. feet will require a physical inspection from the Office of the Fire Marshal and the Building Department prior to permit use. All tents must comply with the following:
 - No Sides
 - No heaters under the tent
 - No cooking under the tent
 - All tents up to 900 sq. ft. can only be occupied by 50 people or less
 - Electricity is permitted with a Building Department Inspection
 - Tents shall not be located within 20 feet of lot lines, parked vehicles of internal combustion motors.
 - Any tent within excess of 10,000 square feet should not be closer than 12 feet to another structure.

- No smoking, fireworks or open flames of any kind shall be permitted in any tent or shelter.
- NO SMOKING signs shall be posted.
- No flammable liquids or gases (this includes LP gas) shall be brought into any tent.
- Fire extinguishers are required.
- Tents shall have at least TWO means of egress remote from each other. Means of egress shall have suitable exit indicating signs.
- Tents with center poles shall have them securely lashed (figure 8s) to ground driven stakes.
- Tents shall not be erected for more than 180 consecutive days per CSFSC 3103.5.
- Dining areas must be protected from vehicle traffic with an approved method (ex. Cement block/barrier) when appropriate but must not interfere with access for first responders.

I understand the approval and enforcement of this permit is contingent upon meeting the required Outdoor Seating and Tent specifications above and that the Town of Fairfield may revoke this permit at any time for any reason, specifically if there is a failure to adhere by these guidelines.

Property Owners Signature _____ Date _____

Business Owner Signature _____ Date _____

Please attach a site plan to this page before submitting this to the Town of Fairfield.

--- Town of Fairfield Use ---

Date Application Received _____ Receiver's Name _____

Zoning Official Approval _____ Date _____

Fire Marshal Approval _____ Date _____

Health Department Approval _____ Date _____

Building Official Approval _____ Date _____