

Licensing Process after Application Submission

(Apply any time. For seasonal cafés, apply well in advance of April 15.)

- Letter to construct (every effort is made to issue this letter in 7 – 10 business days)
- Inspection
- License issued

Applications will be accepted at the following Customer Service Centres:

- 5201 Duke St. (Scotia Square) in Halifax
- 40 Alderney Dr. (1st floor, Alderney Gate) in Dartmouth
- 7071 Bayers Rd. (Suite 2005, Bayers Rd. Centre) in Halifax
- 636 Sackville Dr. (Acadia Centre) in Lower Sackville

For more information regarding By-law S-1000 “Respecting the Regulation of Sidewalk Cafés” visit halifax.ca

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Sidewalk Cafés Café Licensing



Sidewalk Café Installation

Property owners/proprietors installing sidewalk cafés in the municipal right-of-way are required to submit an application to obtain a license. A license will be issued for a seasonal or annual café if all requirements are met including design in accordance with CAN/CSA B651-12, Accessible Design for the Built Environment.

Licensing Options

- Seasonal Café License:
April 15 – November 15 of the same calendar year.
- Annual Café License:
Permits a seasonal style café for an encroachment term no longer than one year from the date of issue.

Apply for both options annually. Apply any time. For approved seasonal cafés, construction can begin on April 15.

Licensing Fees

Café Type	Fee
Seasonal Unenclosed Café where tables and chairs are removed from the sidewalk each day by the closing time of the principle use property	No fee
Seasonal Unenclosed Café	\$250
Seasonal Enclosed “Small Café” (100 square feet maximum)	\$400
Seasonal Enclosed Café	\$800
Annual Sidewalk Café	\$1000

Infrastructure Fees

Removal and reinstatement fees for parking meters, street posts for a cost of \$150/item.

Sidewalk Café Design Requirements

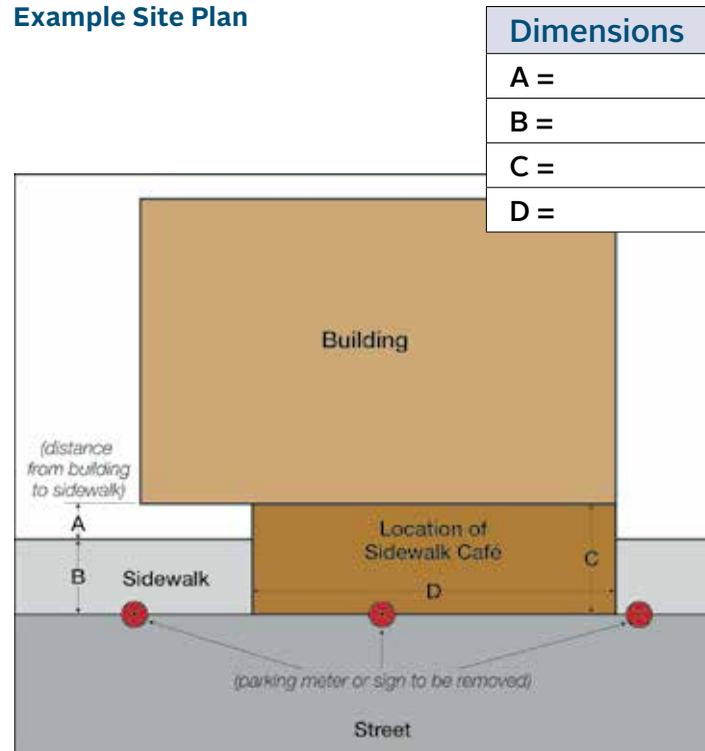
Information is required at the time of application, please include:

- completed license application form including name of the applicant and written consent from the owner of the principal use property or security deposit
- construction drawings
- engineer’s design (if your patio is greater than 2’ high)
- site plan
- café plan
- proof of insurance
- fee payment

Note:

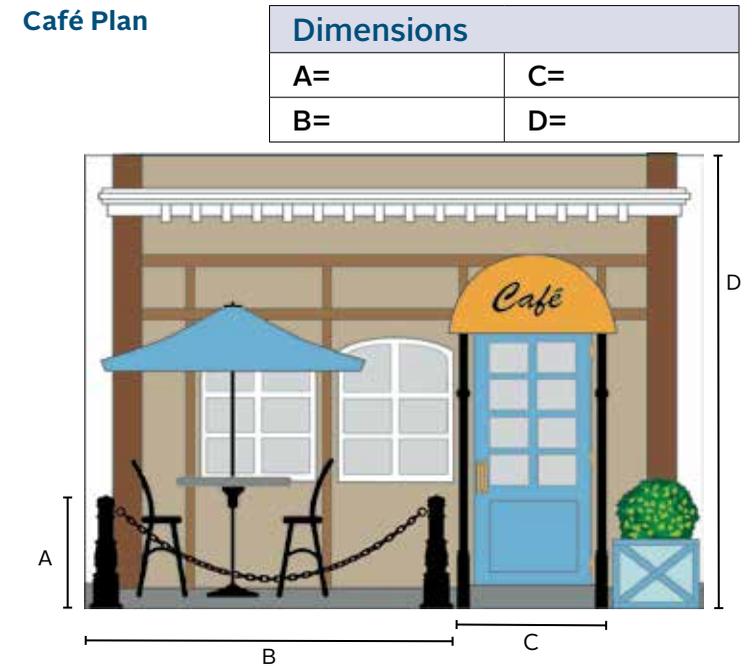
If the plans remain the same and written consent is unchanged/security deposit maintained, renewals are possible with updated insurance, application form and fee payment.

Example Site Plan



Include locations of existing fire hydrants, street furniture or bus shelters on plans.

Café Plan



- A - Height of of café barrier
- B - Length of of café barrier
- C - Exit width
- D - Dimension of encroachment to street corner if applicable