

Customer Portal Series

How To: Sidewalk Café License Application

A Sidewalk Café is a deck, patio, ramp, temporary sidewalk or a group of chairs/tables situated on a street or sidewalk for the consumption of food/beverages sold to the public.

Seasonal Cafés can be open from April 15 through to November 15.

Annual Cafés are renewable and can be open throughout the year.

NOTE: *Café construction is NOT permitted before the License is Issued – also known as a Letter to Construct.*

1. From the Home page of the Customer Portal, select Apply for or Renew Licenses.

The screenshot shows the 'Home' page of the 'Online Permitting, Planning, Licensing & Compliance Customer Portal'. It includes a welcome message, instructions on how to manage permits and licenses, and a list of system requirements such as browser version, cookies, JavaScript, and autofill. At the bottom, there are three navigation tabs: 'Permitting' (with links for 'Apply for a Permit' and 'Estimate Fees'), 'Licensing' (with a link for 'Apply for or Renew Licenses' circled in red), and 'Compliance' (with a link for 'Report an Issue').

Customer Portal Series

2. Select the type of Sidewalk Café Seasonal or Annual. For this example, we will be using a Seasonal Café.

Apply for a Business License

Select license type below to open application
For tips on completing your application visit halifax.ca

<h3>Vendor</h3> <p>To sell food (stand or truck) or handmade crafts (artisan) on municipal land, you must have a vendor's license for a specific site.</p> <p>Vendor - Artisan Vendor - Food</p>	<h3>Signs</h3> <p>Temporary signs are any signs NOT intended for permanent installation to be used for a limited time.</p> <p>NS Highway Directional Signs are for businesses or organizations wanting to display an ad along Hwy 333 or Hwy 3.</p> <p>Temporary Sign NS Highway Directional Signs</p>	<h3>Vehicle for Hire</h3> <p>(Taxi, Limo, and TNC)</p> <p>All taxi brokers, independent brokers and transportation network companies (TNCs), and related drivers must be licensed to operate in HRM.</p> <p>If you have a concern about either your driver abstract or criminal record report, please email the Taxi Office at licensing@halifax.ca or by contacting 311 before completing the English test or applying.</p> <p>Vehicle for Hire - Broker / TNC Vehicle for Hire - Driver - Conditional Vehicle for Hire - Driver - Permanent Vehicle for Hire - Owner Vehicle for Hire - Owner - Waitlist</p>
<h3>Newspaper Box</h3> <p>A Newspaper Box is a license to have an unattended box for the purpose of vending or distributing newspapers or periodicals.</p> <p>Newspaper Box</p>	<h3>Sidewalk Café</h3> <p>Sidewalk café means a deck, patio, ramp, temp sidewalk, group of tables/chairs situated on a street/ sidewalk for consumption of food/beverages sold to the public.</p> <p>Seasonal Cafés: Apr 15 to Nov 15 (same calendar year). Annual Cafés: one calendar year (renewable).</p> <p>NOTE: CAFE CONSTRUCTION IS NOT PERMITTED BEFORE LICENSE IS ISSUED</p> <p>Sidewalk Café Seasonal Sidewalk Café Annual</p>	
<h3>Update a Business License</h3> <p>To make changes to an existing license select Amend a Business License</p> <p>To renew an existing license about to expire select Renew a Business License</p> <p>Amend a Business License Renew a Business License</p>		

3. Enter the date you wish to open your sidewalk café – any time after April 15 until November 15. Click Next.

Business License Application BA-2022-000650 (Draft)

DETAILS

License Type: Sidewalk Café Seasonal
Select the date you intend to begin your licensed work.

*Activity Start Date:

[Next](#)

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4. Enter the information for a New Business (see the job aide) or select your Existing Business from the dropdown. Click Next.

Business License Application BA-2022-000650 (Draft)

If you have an existing business profile in our system, select it from the dropdown menu below.
If you are a new business, select New Business and complete the form to provide required information.

New Business Existing Business

USE EXISTING BUSINESS

* Existing Business:

5. Answer all the questions on the next page. Answering particular questions will trigger additional questions be added to the page. Click Next.

Business License Application BA-2022-000650 (Draft)

SIDEWALK CAFÉ SEASONAL

An answer of Yes or No must be selected for each question (do not choose NONE)

NOTE: CAFE CONSTRUCTION IS NOT PERMITTED BEFORE LICENSE IS ISSUED

* Are you the property owner? Yes No (None)

* Type of Café:

* How many parking spaces will be impacted? (Provide an estimate.)

* Will accessible parking space(s) be impacted? Yes No (None)

* How many parking stations will be impacted?

* How many posts / signs will be impacted?

* Will HRM-owned trees be impacted? Yes No (None)

* If the building is using natural gas, is the gas service on the same wall as the café? Yes No (None)

* What is the total area of your café in square meters?

* Is this a returning café from a previous year? Yes No (None)

* Has there been any changes made to the sidewalk around your café? (e.g., planter or bike rack has been added) Yes No (None)

* What type of barrier is applicable for your café?

* Does your café include a deck? Yes No (None)

* Will your café include umbrellas, awnings, or other plastic/fabric enclosures? Yes No (None)

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6. Upload all Required documents and click Next. The required documents will be updated depending on the answers from the previous page. For more information on uploading documents see the job aide.

Business License Application BA-2022-000650 (Draft)

Upload the required documents outlined below.
All required documents must be uploaded in order to submit application.
Maximum File Size is 100Mb per document.

DOCUMENTS TO ATTACH

Uploaded	Document Type	Description	Sample Form	
	Café Plan	Café Plan shows the layout and size of the sidewalk café including the amount and location of furniture and exits and, if the applicant is providing a security deposit, the total frontage measured in feet that the sidewalk café fronts on each street.	None	Required
	Proof of Insurance	A document proving \$2,000,000 coverage and naming Halifax Regional Municipality as additionally insured.	None	Required
	Site Plan - Sidewalk Café	Site Plan shows the location of the sidewalk café relative to the street and the sidewalk, the location of any municipal street furniture and municipal infrastructure that is located within the proposed location of the sidewalk café, and the principle use of the property which has applied for the café license.	None	Required
	A11 Field Review Certification - Sidewalk Café	This letter must be signed by a Professional Engineer in accordance with provincial legislation and must be submitted before the License is issued.	None	Optional
	A3 Letter of Undertaking - Sidewalk Café	This letter states that the professional appointed by the owner or prime consultant is to perform the Field Review of Construction for the STRUCTURAL DESIGN requirements.	None	Optional
	Construction Plan - Sidewalk Café	Shows the technical drawings and specifications used to specify assembly requirements for elements of the sidewalk café.	None	Optional
	Engineering Plan - Sidewalk Café	Engineer's design (if the patio is greater than 2' high)	None	Optional
	Optional Documents - Business Licensing		None	Optional
	Property Owner Consent - Sidewalk Café	Written consent from the owner of the principle use property if other than the applicant.	None	Optional

UPLOADED DOCUMENTS

+ Upload File

* Attachment Type	Description	Acceptance Status
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Back **Next**

Customer Portal Series

7. A page providing an overview of all the information is shown. Once you confirm everything is correct, click Submit Now. If you need to make changes click the Back button until you reach the page you need.

Business License Application BA-2022-000650 (Draft)

SUBMIT APPLICATION

LICENSE INFORMATION

Activity Start Date: Apr 15, 2022

BUSINESS

Existing Business: Amazing Business Empire (Amazing Newspaper Boxes)
1791 BARRINGTON ST, HALIFAX, NS B3J3K9

BUSINESS OWNERSHIP

Legal Entity: Amazing Business (Individual)

LICENSE TYPE

Name	Category	NAICS
Sidewalk Café Seasonal	Food	722511

SIDEWALK CAFÉ SEASONAL

Are you the property owner?	Yes
Type of Café:	Unenclosed
Will all furniture be removed at the close of business each day?	No
How many parking spaces will be impacted? (Provide an estimate.)	0
Will accessible parking space(s) be impacted?	No
How many parking stations will be impacted?	0
How many posts / signs will be impacted?	0
Will HRM-owned trees be impacted?	No
If the building is using natural gas, is the gas service on the same wall as the café?	No
What is the total area of your café in square meters?	75.00
Is this a returning café from a previous year?	No
Has there been any changes made to the sidewalk around your café? (e.g., planter or bike rack has been added)	No
What type of barrier is applicable for your café?	Moveable Barrier (Posts & Rope)
Does your café include a deck?	No
Will your café include umbrellas, awnings, or other plastic/fabric enclosures?	Yes

[Back](#) [Save](#) [Submit Now](#)

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8. If fees are required, the application will be returned to you through the Customer Portal for payment. For more information on payment of fees, see the job aide.

How much does a sidewalk café licence cost?	
The licensing fee changes depending on the size and intended use of the café.	
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 (no alcohol is permitted to be served)	\$250.00
Seasonal enclosed "small café" (9.29 m2 (100 ft2) maximum)	\$400.00
Seasonal enclosed "café" (larger than 9.29 m2 (100 ft2))	\$800.00
Annual sidewalk café	\$1,000.00
Infrastructure fees; parking pay station, stree post or sign removal/reinstatement	\$150 per pay station/post/sign per café season

9. A confirmation page will appear next.

 **Business License Application** BA-2022-000650 (Submission Pending)
CONFIRMATION
Your Business License Application was submitted successfully. You will be notified when your Business License is ready to issue.
Application Number: BA-2022-000650
To view the information and status for this Business License Application, [click here](#).

10. The application will show as Submitted.

Type	File Number	Description	Location	Status	Created Date	Submitted Date	Revisions Required	Next Action
 Business License Application	BA-2022-002402	Amazing Business Sidewalk Café Annual	1350 MAIN RD, EASTERN PASSAGE NS B3G1M8	Submitted		Oct 26, 2022		

Customer Portal Series

11. Once municipal staff have reviewed the application, fees will be added to the application and returned to you for payment. The application will show as Application Incomplete.

MY ACTIVITIES										MY INSPECTIONS										MY PROJECTS										MY BUSINESSES									
Type	File Number	Description	Location	Status	Created Date	Submitted Date	Revisions Required	Next Action																															
 Business License Application	BA-2022-002402	Amazing Business Sidewalk Café Annual	1350 MAIN RD, EASTERN PASSAG NS B3G1M8	Application Incomplete	Oct 26, 2022																																		

Customer Portal Series

12. Click Next until you reach this screen. Using the job aid for fees payment, complete the process and submit the updated application.

Business License Application BA-2022-002402 (Application Incomplete)

RE-SUBMIT APPLICATION

LICENSE INFORMATION

Activity Start Date: Nov 1, 2022

BUSINESS

Existing Business: Amazing Business
1350 MAIN RD, EASTERN PASSAGE, NS B3G1M8

BUSINESS OWNERSHIP

Legal Entity: Erin Dobson (Individual)

LICENSE TYPE

Name	Category	NAICS
Sidewalk Café Annual	Food	722511

SIDEWALK CAFÉ ANNUAL

Are you the property owner? Yes

Type of Café: Enclosed

How many parking spaces will be impacted? (Provide an estimate.) 0

Will accessible parking space(s) be impacted? No

How many parking pay stations will be impacted? 0

How many posts / signs will be impacted? 0

Are there municipally-owned trees located within, or directly adjacent to the planned sidewalk café? No

If the building is using natural gas, is the gas service on the same wall as the café? N/A

What is the total area of your café in square meters? 100.00

Is this a returning café from a previous year? No

Has there been any changes made to the sidewalk around your café? (e.g., planter or bike rack has been added) No

What type of barrier is applicable for your café? Moveable Barrier (Posts & Rope)

Does your café include a deck? No

Will your café include umbrellas, awnings, or other plastic/fabric enclosures? No

FEES

The following fees must be paid as part of your license application.

Description	Amount	Balance
Annual Sidewalk Café	\$1000.00	\$1000.00

[Back](#) [Save](#) [Pay Fees & Re-Submit Application](#) [Pay & Submit Later](#)

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13. After payment is submitted and all reviews by municipal staff have been completed, the application will be returned to you via a “letter to construct”. This will appear on the home page as Additional Info Required. Click the link.

The screenshot shows the Customer Portal home page with three main navigation tabs: **Permitting**, **Licensing**, and **Compliance**. Under **Permitting**, there are links for '> Apply for a Permit' and '> Estimate Fees'. Under **Licensing**, there is a link for '> Apply for or Renew Licenses'. Under **Compliance**, there is a link for '> Report an Issue'. Below these tabs are four sections: **MY ACTIVITIES** (selected), **MY INSPECTIONS**, **MY PROJECTS**, and **MY BUSINESSES**. A **Show more...** link is present. A note states: 'Note: Permits or Licenses with a status of DRAFT have not been submitted.' Below the note is a table with the following data:

Type	File Number	Description	Location	Status	Created Date	Submitted Date	Revisions Required	Next Action
Business License Application	BA-2022-000650	Amazing Business Empire (Amazing Newspaper Boxes) Sidewalk Café Seasonal	1791 BARRINGTON ST, HALIFAX, NS B3J3K9	Applicant Revisions	Jun 28, 2022		Additional Info. Required	

14. The Required Information section will advise that you can proceed with your sidewalk café construction.

The screenshot shows the **Business License Application** page for file number BA-2022-000650, specifically the **Applicant Revisions** section. The **Required Information** section is circled in red and contains the following text: 'All reviews of the application have been passed. You are now authorized to construct your sidewalk cafe as per the plans submitted. Once complete, please advise and we will schedule your inspection prior to issuance of the license.' Below this is a **Response:** text area. Underneath is the **UPLOADED DOCUMENTS** section, which includes an **+ Upload File** button and a table with columns for *** Attachment Type**, **Description**, and **Acceptance Status**. A **Submit** button is located at the bottom of the page.

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15. Once this is completed, enter a Response, upload any additional documents or pictures that may be required or useful. Click Submit.

Business License Application BA-2022-000650: Applicant Revisions

Required Information: All reviews of the application have been passed. You are now authorized to construct your sidewalk cafe as per the plans submitted, Once complete, please advise and we will schedule your inspection prior to issuance of the license.

Response: Cafe has been constructed - we are ready for inspection.

UPLOADED DOCUMENTS

[+ Upload File](#)

* Attachment Type	Description	Acceptance Status
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[Submit](#)

16. A confirmation page will appear. You can view the application by [clicking the blue link](#).

Business License Application BA-2022-000650: In Adjudication

CONFIRMATION

Additional Information Submitted Successfully

To view the information and status of this Business License Application [click here...](#)

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17. The application information will look like this.

Business License Application BA-2022-000650 (In Adjudication)

LICENSE INFORMATION	APPLICATION ACTIVITIES						
Activity Start Date: Apr 15, 2022	<i>This is where you can make requests on your application. The eligible request types will appear depending on what your application status is. The requests can include:</i>						
BUSINESS	WITHDRAW APPLICATION						
Existing Business: Amazing Business Empire (Amazing Newspaper Boxes) 1791 BARRINGTON ST, HALIFAX, NS B3J3K9	Withdraw Application						
BUSINESS OWNERSHIP	FEES						
Legal Entity: Amazing Business (Individual)	You have no outstanding fees.						
LICENSE TYPE							
<table><thead><tr><th>Name</th><th>Category</th><th>NAICS</th></tr></thead><tbody><tr><td>Sidewalk Café Seasonal</td><td>Food</td><td>722511</td></tr></tbody></table>	Name	Category	NAICS	Sidewalk Café Seasonal	Food	722511	
Name	Category	NAICS					
Sidewalk Café Seasonal	Food	722511					
SIDEWALK CAFÉ SEASONAL							
Are you the property owner?	Yes						
Type of Café:	Unenclosed						
Will all furniture be removed at the close of business each day?	No						
How many parking spaces will be impacted? (Provide an estimate.)	0						
Will accessible parking space(s) be impacted?	No						
How many parking stations will be impacted?	0						
How many posts / signs will be impacted?	0						
Will HRM-owned trees be impacted?	No						
If the building is using natural gas, is the gas service on the same wall as the café?	No						
What is the total area of your café in square meters?	75.00						
Is this a returning café from a previous year?	No						
Has there been any changes made to the sidewalk around your café? (e.g., planter or bike rack has been added)	No						
What type of barrier is applicable for your café?	Moveable Barrier (Posts & Rope)						
Does your café include a deck?	No						
Will your café include umbrellas, awnings, or other plastic/fabric enclosures?	Yes						
RELATED INFORMATION							
<table><thead><tr><th>Type</th><th>Description</th></tr></thead><tbody><tr><td> Business</td><td>Amazing Business Empire (Amazing Newspaper Boxes) 1791 BARRINGTON ST, HALIFAX, NS B3J3K9</td></tr></tbody></table>	Type	Description	 Business	Amazing Business Empire (Amazing Newspaper Boxes) 1791 BARRINGTON ST, HALIFAX, NS B3J3K9			
Type	Description						
 Business	Amazing Business Empire (Amazing Newspaper Boxes) 1791 BARRINGTON ST, HALIFAX, NS B3J3K9						

18. Business Licensing Support staff will coordinate the inspection with you.

19. The Compliance Officer will visit the site and inspect the café.

- If the inspection gets a PASS – License Document provided, and License Stickers are affixed by the Compliance Officer
- If the inspection does not PASS – applicant will be informed and must schedule an inspection in conjunction with the Business Licensing Support staff

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20. To view the license, go to the Home page. You will note the application is Approved. Click to open the information.

Permitting
[> Apply for a Permit](#)
[> Estimate Fees](#)

Licensing
[> Apply for or Renew Licenses](#)

Compliance
[> Report an Issue](#)

MY ACTIVITIES

MY INSPECTIONS

MY PROJECTS

MY BUSINESSES

[Show more...](#)

Note: Permits or Licenses with a status of DRAFT have not been submitted.

Type	File Number	Description	Location	Status	Created Date	Submitted Date	Revisions Required	Next Action
 Business License Application	BA-2022-000650	Amazing Business Empire (Amazing Newspaper Boxes) Sidewalk Café Seasonal	1791 BARRINGTON ST HALIFAX, NS B3J3K9	Approved	Jun 28, 2022			

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21. An overview of the application is shown with a link to both the Business and the License itself at the bottom under Related Information. Click the license to open.

Business License Application BA-2022-000650 (Approved)

LICENSE INFORMATION	APPLICATION ACTIVITIES						
Activity Start Date: Apr 15, 2022	<i>This is where you can make requests on your application. The eligible request types will appear depending on what your application status is. The requests can include:</i>						
BUSINESS	WITHDRAW APPLICATION You cannot withdraw this application at this time.						
Existing Business: Amazing Business Empire (Amazing Newspaper Boxes) 1791 BARRINGTON ST, HALIFAX, NS B3J3K9	FEES You have no outstanding fees.						
BUSINESS OWNERSHIP							
Legal Entity: Amazing Business (Individual)							
LICENSE TYPE							
<table><thead><tr><th>Name</th><th>Category</th><th>NAICS</th></tr></thead><tbody><tr><td>Sidewalk Café Seasonal</td><td>Food</td><td>722511</td></tr></tbody></table>	Name	Category	NAICS	Sidewalk Café Seasonal	Food	722511	
Name	Category	NAICS					
Sidewalk Café Seasonal	Food	722511					
SIDEWALK CAFÉ SEASONAL							
Are you the property owner?	Yes						
Type of Café:	Unenclosed						
Will all furniture be removed at the close of business each day?	No						
How many parking spaces will be impacted? (Provide an estimate.)	0						
Will accessible parking space(s) be impacted?	No						
How many parking stations will be impacted?	0						
How many posts / signs will be impacted?	0						
Will HRM-owned trees be impacted?	No						
If the building is using natural gas, is the gas service on the same wall as the café?	No						
What is the total area of your café in square meters?	75.00						
Is this a returning café from a previous year?	No						
Has there been any changes made to the sidewalk around your café? (e.g., planter or bike rack has been added)	No						
What type of barrier is applicable for your café?	Moveable Barrier (Posts & Rope)						
Does your café include a deck?	No						
Will your café include umbrellas, awnings, or other plastic/fabric enclosures?	Yes						
RELATED INFORMATION							
<table><thead><tr><th>Type</th><th>Description</th></tr></thead><tbody><tr><td> Business</td><td>Amazing Business Empire (Amazing Newspaper Boxes) 1791 BARRINGTON ST, HALIFAX, NS B3J3K9</td></tr><tr><td> License</td><td>SCS-2022-000083: Sidewalk Café Seasonal (Active) Amazing Business Empire - Expires: Nov 15, 2022</td></tr></tbody></table>	Type	Description	 Business	Amazing Business Empire (Amazing Newspaper Boxes) 1791 BARRINGTON ST, HALIFAX, NS B3J3K9	 License	SCS-2022-000083: Sidewalk Café Seasonal (Active) Amazing Business Empire - Expires: Nov 15, 2022	
Type	Description						
 Business	Amazing Business Empire (Amazing Newspaper Boxes) 1791 BARRINGTON ST, HALIFAX, NS B3J3K9						
 License	SCS-2022-000083: Sidewalk Café Seasonal (Active) Amazing Business Empire - Expires: Nov 15, 2022						

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22. You will note the application number and the License Number differ. Any time you refer to the License, use the License Number. From here you can also submit an Amendment (see the related job aide), Initiate a Renewal (if an annual café license), and Download the actual license provided by the Compliance Officer.

License SCS-2022-000083 (Active)

LICENSE INFORMATION

License Number: **SCS-2022-000083**
License Type: Sidewalk Café Seasonal

NAICS Code: 722511
Business: Amazing Business Empire (Amazing Newspaper Boxes) 1791 BARRINGTON ST, HALIFAX, NS B3J3K9
Initial Issue Date: Jun 28, 2022
Most Recent Issue Date: Jun 28, 2022
Effective Date: Jun 28, 2022
Expiration Date: Nov 15, 2022
License State: Active

Are you the property owner? Yes
Type of Café Unenclosed
Will all furniture be removed at the close of business each day? No
How many parking spaces will be impacted? (Provide an estimate.) 0
Will accessible parking space(s) be impacted? No
How many parking stations will be impacted? 0
How many posts / signs will be impacted? 0
Will HRM-owned trees be impacted? No
If the building is using natural gas, is the gas service on the same wall as the café? No
What is the total area of your café in square meters? 75.00
Is this a returning café from a previous year? No

Have there been any changes made to the sidewalk around your café? (e.g., planter or bike rack has been added) No
What type of barrier is applicable for your café? Moveable Barrier (Posts & Rope)
Does your café include a deck? No

Will your café include umbrellas, awnings, or other plastic/fabric enclosures? Yes

LICENSE ACTIVITIES
This is where you can make requests on your license. The eligible request types will appear depending on what your license status is. The requests can include:

APPLY FOR AMENDMENT
Apply for Amendment

INITIATE RENEWAL
You cannot renew this license at this time.

DOWNLOAD LICENSE
Download License

RELATED INFORMATION

Type	Description
 Business	Amazing Business Empire (Amazing Newspaper Boxes) 1791 BARRINGTON ST, HALIFAX, NS B3J3K9
 Business License Application	BA-2022-000650: Approved - Sidewalk Café Seasonal Amazing Business Empire (Amazing Newspaper Boxes)