



Temporary Use Permit

- Applies to selling food, goods or services on private property and public parking lots. This includes food trucks; and
- Applies to mobile vendors (i.e. readily movable at all times) on sidewalks that are not associated with the adjacent business. A vendor that is associated with an adjacent business will instead need to obtain a Pedestrian Interference Permit
- Meet zoning, fire and building code standards (outlined below)
- Apply online; any City fees/costs associated with the application will be waived
- Required plans/documents are outlined in the attached Temporary Use Application Checklist

Temporary Use Permit Zoning Standards for Sales on Private Property and Public Parking Lots

1. Merchandise displays may only occupy parking stalls which are in excess of city parking requirements
2. There shall be no obstruction of emergency exits, fire lanes or other emergency apparatus
3. Sales areas shall be maintained in an attractive and trash-free manner
4. Sales areas shall not substantially alter the existing circulation pattern of the site

Temporary Use Permit Zoning Standards for Mobile Vendors on Sidewalks not Associated with Adjacent Businesses

1. Temporary use permit is valid for 1 year
2. Approval needed from the adjacent property owner
3. Public sidewalks used by mobile vendors shall have a minimum width of 8 feet
4. The clear walking area around a sidewalk vendor must be at least 4 feet, or 6 feet within the downtown "Pedestrian Walking Lane" area
5. Maximum length of space occupied by a mobile sidewalk vendor is 8 feet
6. Mobile sidewalk vendor stands must be readily movable at all times
7. Mobile sidewalk vendors must locate stands at the back of the sidewalk away from curb
8. All locations shall be approved on a first-come, first-serve basis
9. Mobile sidewalk vendors shall sign a Hold Harmless Agreement with the City of Olympia

For questions, contact Haylee Ferguson: hferguso@ci.olympia.wa.us; 360.570.3747.

Pedestrian Interference Permit

- Applies to selling food, goods or services on public streets and alleys; and
- Applies to any business that wants to expand their services to the sidewalk in front of their store
- Meet Fire and building code standards (outline below)
- Apply online; any City fees/costs associated with the application will be waived
- Required plans/documents are outlined in the attached Pedestrian Interference Application Checklist

For questions, contact Mark Rentfrow: mrentfro@ci.olympia.wa.us; 360.570.3798.

Fire Code Standards: Access to Fire Department connections (i.e. hydrants, exterior building wall connections) must not be blocked. A 36-inch minimum clearance must be maintained around all connections. A clear and unobstructed path of travel must be maintained from the street to the Fire Department connections or any other Fire Department appurtenances and equipment.



Outdoor Public Space Permit Types

For questions, contact Assistant Chief Fire Marshal, Kevin Bossard: kbossard@ci.olympia.wa.us; 360.709.2719.

Building Code Standards: Provide accessibility from business entrance or exit to alley; maintain accessible path and accessibility to all exiting to a public way; not to exceed posted maximum occupancy of the business; illumination must be provided at exterior space in consideration.

For questions, contact Building Official, Larry Merrell: lmerrell@ci.olympia.wa.us; 360.753.8347.



TEMPORARY USE APPLICATION CHECKLIST

The following information will need to be gathered prior to applying online for temporary use permit (it will be needed to fill in the online form):

- Applicant information (address, phone number, email address).
- Description of temporary use. Please include your business name in the description.
- The type of temporary use. (Art/Craft show, Entertainment event, Christmas tree sales, Mobile Vendor, Parking lot sales, Residence rented for social event, other)
- Address of the site of the temporary use and the tax parcel number
- Proposed date or timeframe of proposed temporary use

The following documents meeting the Document Submission Standards (see handout document for information) will need to be uploaded within two (2) business days of completing the online application. Failure to do so may result in cancellation of the permit application.

The following documents will be needed (if applicable):

- **Document-** a detailed description of the event or business
Include proposed hours of operation, activity to be expected, source of power needed etc.
- **Detailed Site Plan**
Show all aspects of temporary use proposed on the site. Show property boundaries, locations of existing access, parking, buildings, temporary tent structures and size and the location of any existing vendors set up on site, etc.
- **Written Permission/Agreement from Property Owner**
In form of a lease agreement or a statement signed by the property owner stating that you have permission to occupy the site.
- **Mobile Vendor Agreement from Property Owner** (see attached)
For mobile vendors only, the property owner must sign this statement.
- **Copy of Olympia Fire Department-** Mobile food vendor unit Inspection Approval.
Required for mobile food vendors. Contact the fire department at 360.753.8348 to request an inspection.
- **Copy of Health Department Approval** (food services only)
You will want to start the Thurston County Health Department review process prior to submitting for temporary use permit with the city. The approval granted by TC Health is not the temporary use permit. You can submit the application for temporary use permit with the City of Olympia

while you are awaiting for the health department approval. Your permit will not be issued until we have received a copy.

- **Proof of City of Olympia Business License**

To obtain a business license, you will need add the City of Olympia to your Master Business License with the WA ST Department of Licensing.

- **Hold Harmless Agreement.**

This is a requirement is for sidewalk vendors only and would be required prior to issuance of any permit.

- **Proof of utility service (i.e., Solid Waste)**

Provide proof of service either from the property owner (existing account or statement on letterhead of existing business allowing you the use of their refuse facility) or provide a statement of how garbage will be managed.

I, _____, agree to allow _____ to establish a mobile vendor business on my property at _____ (location). I understand that mobile vendor permits are valid for one (1) year from the date of city-issued permit. I understand that within three (3) days after termination of the permit, the mobile vendor business shall be abated and all structures, signs, and evidence of such use removed. As the property owner, I am responsible for such abatement action and costs should the permitted fail to properly clean and repair the property.

Signature

Date

Print Name



PEDESTRIAN INTERFERENCE PERMIT CHECKLIST

This information will help you with your business needs and provide you with information about the City of Olympia Pedestrian Interference Ordinance. The Pedestrian Interference Ordinance can be found on the City's website at: [Olympia Municipal Code - http://www.codepublishing.com/wa/olympia/](http://www.codepublishing.com/wa/olympia/)

Follow the link to Olympia Municipal Code (OMC) 9.16.180 - Pedestrian interference, also reference Ordinance 6461.

How do I get started?

1. Review the site location and identify if the business is located in the Pedestrian Interference Ordinance Zone.
2. Layout a site plan of your proposed interference or sidewalk seating and identify all other items on the sidewalk. Consider how your proposed interference complies with guidelines from the Americans with Disabilities Act (ADA).
3. You will be responsible for meeting the requirements of the Thurston County Health Department. The Health Department may be contacted at (360)867-2500.
4. City staff can help answer questions or meet you on site prior to submitting.
5. *** If you wish to extend your liquor license to include sidewalk seating, you will be responsible for obeying all City and State laws and ordinances, including those established by Washington State Liquor Cannabis Board (LCB). An approved LCB barrier or City approved demarcation is required for any establishment intending to serve alcohol outside and may be subject to additional requirements by the LCB.**
6. *** Additionally, the installation of permanent barriers (railings, fencing, etc.) to City right-of-way (i.e. city sidewalks) may require a Commercial Tenant Improvement Permit (subject to review and approval by the City Engineer and Director of Community Planning and Development). Permanent Installations are also subject to Right-of-Way excavation and obstruction fees.**

Pedestrian Interference Permit – (No Permit Fees)

- Must maintain a 6-foot walkway for wheelchair travel on all public and private rights-of-way
- Must not create a traffic hazard, nor obstruct car doors from opening, bus stops, loading zones or pedestrian traffic



PEDESTRIAN INTERFERENCE PERMIT CHECKLIST

***Additional requirements and costs for Sidewalk Café Alcohol Demarcation**

- Pedestrian Interference site plan - *(Subject to permit, plan check and demarcation fees)*
- No-slip Duracast markers must be placed at least every 10 feet of outdoor café perimeter – *(Markers provided by the City of Olympia. \$10 each, minimum of 4)*
- Site plan
- Additional Bonding and Insurance
(certificate of insurance must list the City as: “City of Olympia is added as additionally insured”)

This document should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all codes and policy requirements, regardless of whether they are referred to or contained within this document.

***Additional Requirements and costs for Permanent Barriers**

Pedestrian Obstruction – *(Subject to Permit and Plan Check Fees)* – OMC 12.24.100 Obstruction Permit Requirements

- Commercial Tenant Improvement Permit
(permit and plan-check fees are based on project valuation)
- Right-of-Way Excavation *(Subject to permit, plan check fees, \$184)*
- Right-of-Way Obstruction Permit Fee *(\$184)*
- Additional Bonding and Insurance
*(certificate of insurance must list the City as:
“City of Olympia is added as additionally insured”)*

For more information, please contact City of Olympia

Community Planning and Development at (360)753-8087

cpdinfo@ci.olympia.wa.us

PEDESTRIAN INTERFERENCE PERMIT SUBMISSION REQUIREMENTS

The following information will need to be gathered before making an application for pedestrian interference permit:

Applicant Information

- Name and contact information (address, phone, and email)

Site Information of all parcels involved

- Site addresses



PEDESTRIAN INTERFERENCE PERMIT CHECKLIST

- Tax Parcel Numbers
- Property owner names, email information

Type of Obstruction

- Tables/Chairs/Planters
- Storage of Materials
- Other Use

Description of the Obstruction please be very specific:

The following documents are required to be uploaded **after** the application has been submitted on the portal in order to be considered complete:

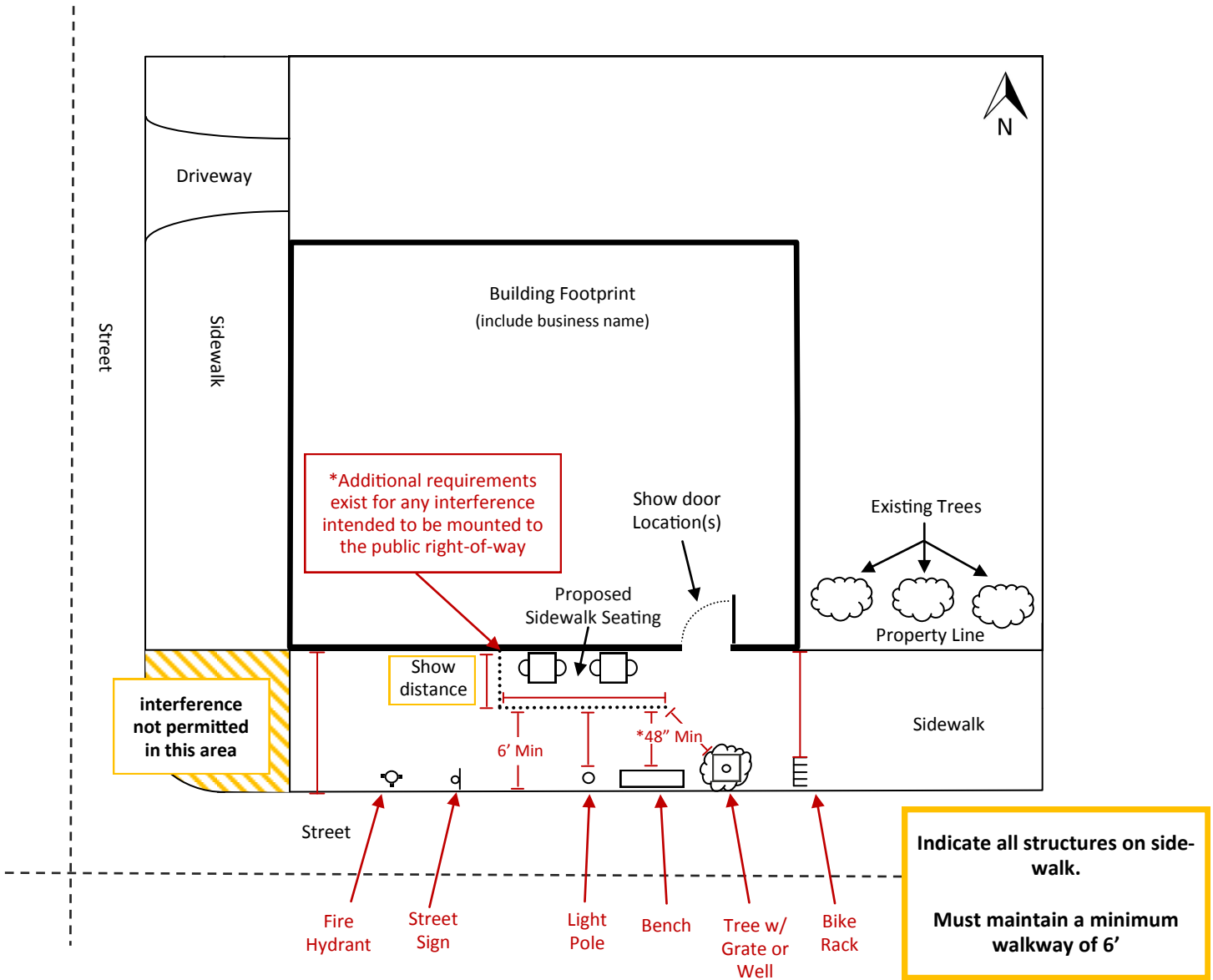
1. **Vicinity Map** (showing project location)
2. **Site Plan**, to scale showing details of the obstruction, sidewalk dimensions, edge of pavement, adjacent property lines, locations of any power poles, utility boxes, fire hydrants adjacent to area to be obstructed. Also, provide business names adjacent to the area obstructed.
3. **Traffic Control Plan**, if applicable

**ANY AND ALL SUBMITTAL DOCUMENTS MUST MEET THE PDF SUBMISSION REQUIREMENTS
(SEE HANDOUT FOR MORE INFORMATION)**

Technology Fee – 3.9% on all Land Use, Building and Engineering permit & plan review fees

Example Site Plan

(required with pedestrian interference application)



Required Elements:

1. Clearly label all street frontage(s) and sidewalk(s) surrounding the property
2. Identify business and building footprint
3. Label property lines and landscaping areas
4. Driveway(s) on property
5. Show existing structures on sidewalk (hydrants, lights, parking meters, trees, bike racks, etc.)
6. Show proposed sidewalk interference(s) and layout
7. Provide accurate dimensions of all walkway clearances
8. North arrow

* Notes: Interferences Mounted to Right-of-Way

1. Any interferences intended to be mounted to the public right of way (i.e. city sidewalk) will require a building permit in addition to the pedestrian interference permit and are subject to additional right-of-way obstruction and excavation fees.
2. Walkway clearances of 48" may be permitted, provided that the interfering object is city owned (i.e. hydrants, street signs, parking meters, street lights, etc.).
3. As a condition to issuance, applicants will be required to provide additional bonding and insurance.
4. Outdoor areas designated for the consumption of alcohol require barrier approval by the Liquor and Cannabis Board prior to permit issuance.

Additional Information: OMC 9.16.180 & Ord. 6461