



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



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***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)*
- Additional Bonding and Insurance
(certificate of insurance must list the City as: “City of Olympia is added as additionally insured”)

***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
- Tax Parcel Numbers
- Property owner names, email information



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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