



2022 TEMPORARY PREMISES EXPANSION PERMIT APPLICATION

City of Savage | 6000 McColl Drive, Savage, MN 55378 | 952-882-2650 | cityofsavage.com

This application is a temporary expansion of customer service areas for businesses. It addresses options to develop new customer service areas to maintain social distancing during the COVID-19 pandemic.

Permits are valid from May 6, 2022 to December 30, 2022 unless extended by the City Council.

SITE AND BUSINESS INFORMATION

Site Address:

Business Name:

Type of Business (restaurant, retail, etc.):

Building Occupancy (set by Building Code):

PROPERTY OWNER

Property Owner is required to be aware and accepting of information in this application.

Property Fee Owner(s):

Mailing Address:

City:

State:

Zip:

Email:

Phone:

APPLICANT/CONTACT PERSON

Applicant Name:

Mailing Address:

City:

State:

Zip:

Contact Person:

Office Phone:

Email:

Cell Phone:

EXPANSION INFORMATION

Expansion Dates (**Must Not Exceed 12-30-2022**):

Start Date:

End Date:

Daily Hours of Operation of Expansion:

Are you requesting to the use of a tent* larger than 120 square feet? Yes No

*** Prior to acquiring a tent, contact Fire/Building Inspections Department. Tents must be wind and fire rated. Other requirements for tents larger than 120 sf are listed on page two under Application Submittal Process.**

Please provide description of the temporary expansion, such as entertainment including any amplified music, food and beverage service, lighting and security plans.

SERVING OF LIQUOR (IF APPLICABLE)

Only complete this section if applicant holds a pre-existing liquor license AND is requesting to serve liquor outside of current licensed area.

| | | |
|---|-----|----|
| Are you requesting to serve liquor in the expanded premise? | Yes | No |
| Do you have a current pre-existing liquor license? | Yes | No |

Please check each item below to confirm additional liquor standards and requirements are met:

| | |
|---|--|
| Area liquor will be served is clearly identified in the submitted floor plan diagram. | |
| The area liquor will be served will be completely enclosed by a barrier. | |
| The applicant certifies that all federal, state and city alcohol regulations shall apply to the temporary expansion area and compliance shall be met. | |
| A certificate of liquor liability insurance is attached (submittal requirement #5), indicating coverage is extended to the temporary expansion area. | |
| The area liquor will be served will be completely enclosed by a compact and contiguous barrier. | |

APPLICATION SUBMITTAL PROCESS

The following items must be submitted electronically on the [City of Savage website](#) or dropped off at City Hall.

The Planning Department is available to help with the submittal items including the site plan drawing. An existing site plan may be on file at the City that can be used for your submittal. Please contact the Planning Department at 952-882-2650 for assistance.

Submittal Items:

1. Application form filled out completely.
2. Drawing of site to scale showing the following:
 - Location and dimensions of entire expansion area
 - Location of existing building with entrances and exits shown
 - Location and dimension of tents and any other temporary structures with exits shown
 - Location of water and electrical hookups
 - Scale of drawing and north arrow
 - Location of all parking stalls and depict all stalls utilized for temporary expansion area – please clearly identify number of stalls that remain available for customer parking
 - Traffic management (fencing, barricades) materials and placement
 - Any other important features
3. Floor plan diagram of expansion area showing the following:
 - Location of exits
 - Location of fire extinguishers
 - Location of tables, chairs and walkway
 - Food and beverage stations and cooking stations
 - If serving liquor, clearly identify where liquor will be served
 - Any other important features
4. If tent is larger than 120 square feet, the following is required:
 - Prior to acquiring tent, contact Fire/Building Inspections Departments regarding wind and fire rating regulations
 - Tent drawing showing dimensions (height & width)
 - Indicate type of tent material and include Certificate of Flame Resistance
 - Provide details on tent anchoring
5. For restaurants with liquor licenses that will serve liquor in expansion area, a Certificate of Liability Insurance covering the expansion area must be submitted.

ACKNOWLEDGEMENT OF RESPONSIBILITY

By signing below, I certify that:

- I am responsible for complying with all City Code requirements and the laws of the State of Minnesota with regard to this request.
- I certify the information I have supplied is true and correct to the best of my knowledge.
- I will comply with all Building Code and Fire Code regulations and understand that violations of such codes may be grounds for revocation of this permit. The City may inspect the outdoor dining area any time to enforce compliance with the above provisions.
- The City may require the temporary outdoor dining to be closed if there it is detrimental to the health, safety and welfare of the general public.
- I understand the temporary customer service area shall be removed no later than September 8, 2020 unless extended by the City Council.

Applicant Signature(s)*:

Date:

Print Name of Applicant(s):

*e-signatures or a scanned copy of signatures are acceptable

NOTES

- In order to provide flexibility in this time of uncertainty, there is **no fee** for this application or any corresponding applications necessary for the temporary expansion.
- Some permits may require inspections. Once permit is issued, please refer to permit documents to determine what inspections are required and contact the Savage Building Inspections Department at 952-882-2650 to schedule inspections prior to operating.
- The applicant and any associates are responsible for complying with the Savage City Code, State Building Code and State Fire Code at all times.