

Outdoor seating permit for commercial applications

The outdoor seating permit is required for all permanent and temporary outdoor commercial seating areas that remain in place for a duration of more than seven consecutive days within a 12-month calendar year. Outdoor seating areas include all tables and chairs on covered and uncovered patios, decks or similar areas.

The following guidelines provide an overview of the permitting process and necessary information, links and contacts. A building permit application with a detailed site plan is required to be submitted to the city before beginning any work or establishing seating. Once the permit has been reviewed and all requirements and conditions have been met, a permit can be issued.

Outdoor seating permits must be renewed annually. If issued, the permit is valid through Dec. 31. If you are reapplying and no changes have been made to the previously approved outdoor seating arrangement, you must submit a new application and pay the annual fee; no additional information is required.

Alcoholic beverages: If alcoholic beverages are to be served in the outdoor seating area, a separate liquor license premises extension application is required. Please contact the city clerk's office to complete the liquor license premises extension process. Premise extension amendments shall be approved prior to alcoholic beverages being sold or consumed in outdoor seating areas and are contingent upon approval of an outdoor seating permit and therefore must be completed each year. Email the deputy city clerk, Amanda Scott-Lerdal, at AScottLerdal@stlouisparkmn.gov for more information. If your establishment does not have a liquor license, you do not need to contact the clerk's office.

How to submit the permit

Obtain approval from the following agencies prior to submitting your permit application:

- **Hennepin County Health**, food license: Hennepin County inspector – 612.543.5200
Hennepin County Environmental Health must approve expanded seating and services for the establishment's food license before final city approval.
- **Metropolitan Council – SAC:** Contact the Metropolitan Council for a determination and pay any SAC fee prior to permit issuance. Email SACprogram@metc.state.mn.us or [submit online](#).

Submit a permit application via [e-permits](#), and include the following information for all outdoor seating areas. A survey is preferred; however, a sketch plan of the property is acceptable. The plan needs to be drawn to scale and indicate the distance between obstructions.

- A detailed site plan to include:
 - Building floor plan showing the gross floor area of both indoor and outdoor seating areas.
 - Seating layout for indoor and outdoor areas, including number of tables, number of seats per table, and ADA-compliant aisle widths.
 - Parking plan identifying the number of on-site parking spaces.
 - Location of all bollards, fencing, enclosures, pergolas, tents, planters and other improvements, including material, heights, and spacing between improvements.
 - Details of all light fixtures. Note: All light fixtures must be downcast and shielded so the light source is not visible from off-site. String lighting may be exempt.
 - Include distance between patio improvements, furniture, and other objects, including trees, light poles, signs, street or sidewalk curbs, planters, lot lines, etc.
- Metropolitan Council – SAC determination letter.
- Liquor license premises extension application.
- Additional items as requested.