



## Department of Building and Zoning Services

### Temporary Outdoor Seating Requirements for Patios at Restaurants and Bars

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(Columbus – August 25, 2020) In order to assist restaurant and bar owners with the opening of outdoor patios and in compliance with the Governor's orders, our office will permit time limited outdoor seating with or without tent coverings.

NOTICE: This BZS process only applies to privately owned parcels. It does not apply if you are wanting seating in the right of way, sidewalk or street areas. Those areas are under the Department of Public Service. Contact Drew Williams at [ANWilliamsJr@columbus.gov](mailto:ANWilliamsJr@columbus.gov) to discuss those areas.

To apply for patio seating on private parcels please follow the process outline below:

1. Contact the Building Inspection Manger, David Daniel at [dldaniel@columbus.gov](mailto:dldaniel@columbus.gov) to start the process.
2. A miscellaneous permit application will be required for a non-permit inspection. A fee of \$125.00 will be assessed and will include one on-site inspection from BZS and CFD. Link to application: <https://www.columbus.gov/WorkArea/DownloadAsset.aspx?id=68352>
3. Documents will be reviewed at the site during the inspection.
4. Documents must include:
  - a. Site plan with property lines.
  - b. Location of tent(s) with dimensions.
  - c. Distance between existing buildings and tent(s).
  - d. Location of outdoor seating with indication of tables and chairs.
  - e. Location of cooking or open flame both outside and inside of tents; tents used for cooking shall be separated from all other tents, canopies and structures by at least 20 feet. Equipment used for cooking shall not be located within 10 feet of an exit or combustible materials.
  - f. A handicap accessible route to the outdoor seating.
  - g. Flame resistant certificate for tent(s).
  - h. Anchoring locations and information; installer must verify the tie-down is capable of resisting an uplift of at least 10 pounds per square foot of horizontal tent area.

- i. A note instructing the occupants to evacuate the tent(s), if necessary, when wind speed meets or exceeds 40 MPH.
  - j. Location of fire extinguishers, heating and electrical equipment.
- 5. Review of the documents and site inspection will include:
  - a. No more than 25% of parking spaces required for the establishment may be displaced for a temporary patio.
  - b. Accessible parking spaces are not to be obstructed or approved alternative spaces of the same dimensions must be provided elsewhere on the parcel
  - c. Outside seating or tent(s) are not located in the right-of-way.
  - d. Outdoor seating or tent(s) do not obstruct exiting or accessible route from the building.
  - e. A barrier or other device is provided to prevent vehicles from parking within 20 feet of tent(s). For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure or tent.
  - f. Tents are located a minimum of 12 feet from the building. This dimension may be decreased or eliminated at CFD's discretion based on building construction and windows directly above the tent(s).
  - g. Generators and other internal combustion power sources are separated from tents by not less than 20 ft. and isolated from contact with the public by fencing, enclosure or other approved means.
  - h. Portable fire extinguishers are provided as follows: Extinguishers shall be mounted on hangars, brackets or stands and shall have signage if obscured from view unless otherwise approved.
    - i. 500 square feet or less requires 1 fire extinguisher.
    - ii. Each additional 2,000 square feet or fraction thereof: one additional (2A:10 BC portable fire extinguisher).
  - i. Approved "No Smoking" signs are conspicuously posted inside and outside of tent(s). Smoking shall not be permitted in or within 20 feet of any tent or membrane structure.
  - j. Exit and emergency lighting may be required depending on size of tent(s), occupant load and location of tables and chairs where obstructions prevent ease of exit discharge. If illumination is required: Exit signs shall be either listed and labeled in accordance with UL 924 as listed in rule 1301:7-7-80 of the Administrative Code as the internally illuminated type and used in accordance with the listing or shall be externally illuminated by luminaires supplied in either of the following manners:
    - i. Two separate circuits, one of which shall be separate from all other circuits, for occupant loads of 300 or less.
    - ii. Two separate sources of power, one of which shall be an approved emergency system, shall be provided where the occupant load exceeds 300. Emergency systems shall be supplied from storage batteries or from the on-site generator set, and the system shall be installed in accordance with NFPA 70 as listed in rule 1301:7-7-80 of the Administrative Code. The emergency system provided shall have a minimum duration of 90 minutes when operated at full design demand.
  - k. Tent heaters, if used must be approved by CFD. Non-electric heating units shall be located outside of tent. LPG/Natural gas heat must be ducted into tent. Heating units cannot be within 10 feet of a tent exit.
  - l. LP-gas containers shall be located outside. Safety release valves shall be pointed away from the tent or membrane structure. The distance between the container, structure and exits should be not less than 10 feet.

6. An electrical permit is required when the lighting and power is hard-wired (new service and panel are being installed) or lighting and power are being supplied by vehicle or trailer mounted generator. When an electrical permit is required, the electrical contractor must be registered with the City of Columbus. An electrical inspection is required for electrical permits and must be completed prior to use. An electrical permit is not required when electric power is plugged into permanently mounted existing exterior GFCI receptacles or connection is made to a small portable generator that does not utilize distribution panels.
7. Time limited approvals will be granted for 90 days with the following conditions:
  - a. 75% of the tent sides must remain open when in use.
  - b. 25% of the required parking spaces may be used for outdoor seating.
  - c. The tent contractor must visit the site every 30 days and certify their tent(s) are maintained in conformance to the approval. The certification is to be sent to [CFDEVENTS@COLUMBUS.GOV](mailto:CFDEVENTS@COLUMBUS.GOV)
8. Time limited approvals will not increase the current posted maximum capacity.
9. A copy of this application will be sent to Columbus Public Health at [FoodPlanReview@Columbus.gov](mailto:FoodPlanReview@Columbus.gov).