

# CaféTO

## 2022 SIDEWALK CAFÉ APPLICATION GUIDE





# About this Application Guide

This guide explains the requirements for applying for a sidewalk café in the City of Toronto and provides direction on the permanent sidewalk café permit application process. Please see Toronto Municipal Code [Chapter 742](#), Sidewalk Cafés, Parklets and Marketing Displays for more information.

For more information about cafés located in the curb lane, please see the CaféTO Curb Lane Café Guidebook at [toronto.ca/CafeTO](https://toronto.ca/CafeTO).

New for 2022, café operators are now eligible for a matching grant of up to \$7,500 to cover 50 per cent of the cost of eligible property or site improvements related to curb lane café installations, sidewalk cafés or patios on private property through the [CaféTO Property Improvement Program](#).

**APPLY  
NOW!**

All CaféTO participants that had a new or expanded sidewalk café in 2020 or 2021 MUST apply for and obtain a permanent café permit in order to keep operating their café area. If you have an existing R57 permit (issued prior to March 2020) you do not need to reapply unless you expanded your café area from your original site plan.



# HOW TO APPLY FOR A PERMANENT SIDEWALK CAFÉ PERMIT

Restaurant and bar operators with a valid municipal business licence that includes a refreshment endorsement must follow the below steps to apply for a permanent R57 Sidewalk Café permit.

## 5 EASY STEPS TO APPLY FOR A CAFÉ PERMIT

1. Visit [toronto.ca/CafeTO](https://toronto.ca/CafeTO) to download and complete the café application form and apply for your sidewalk café through the [permit portal](#).
2. You must submit a detailed, scaled site plan of the proposed permit area in your application. More information on site plans is on [page 10](#).
3. City staff will review and circulate your completed application and submitted documents in order to ensure compliance with [Chapter 742](#). City staff will also review your past compliance with other applicable bylaws.
4. Successful applicants will receive a permanent R57 Sidewalk Café permit, and will be required to agree to and sign a Sidewalk Café Agreement identifying the terms and conditions of the permit.
5. Permit Holders may renew their permanent R57 Sidewalk Café permit annually thereafter.

### Fees

The City of Toronto recognizes the financial hardships faced by the restaurant industry as a result of the COVID-19 pandemic. There are no application, transfer or monthly permit fees for sidewalk café permits in 2022. The size of your permitted sidewalk café in 2022 will be used to assess fees when they are reinstated. Adjusting the size of your café after your permit is issued will require a new application requirement. Consider the space you intend to pay for in the future.

### Alcohol

Restaurant and bar operators wishing to apply for permanent changes to liquor licences will need to apply for approvals through the AGCO. Further instructions on new permanent licences are available [online](#).



# TYPES OF SIDEWALK CAFÉS

## Frontage Cafés

- Located on the sidewalk adjacent to the frontage wall of a building.
- Sidewalk cafés may be expanded in front of a neighbouring business' frontage if written permission is granted from the directly adjacent tenant and/or property owner.
- This café type requires a permit.

## Small Frontage Cafés

- This café type does not require a permit with the City of Toronto but must comply with Article 8 of Chapter 742.
- Café is located directly against the building.
- Maximum size of a small frontage café is 0.8 metres deep by 5.5 metres wide or the width of the establishment frontage, whichever is less. If you exceed these dimensions, you **MUST** apply for a sidewalk café permit.
- Must have a planter or similar item with a solid base as a white cane navigation aid to make your café safe for people with low or no vision.
- Umbrellas, fencing, and enclosures are not permitted for this café type.

## Frontage Cafés on Local Streets (Flankage Cafés)

- Sidewalk Cafés located on [designated local roads](#) are subject to additional regulations for alcohol service and closing times.
- These may be either the frontage of a business located on a local road or the side (flankage of) a corner unit
- This café type requires a permit.



Frontage Cafés



Small Frontage Cafés



Frontage Cafés on Local Streets (Flankages)



# TYPES OF SIDEWALK CAFÉS

## Curbside Cafés

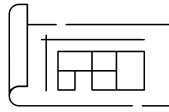
- Located on the sidewalk at the curbside (between the sidewalk and the road) in front of the associated establishment.
- Curbside cafés may be expanded in front of a neighbouring business if written permission is granted from the adjacent tenant and/or property owner.
- This café type requires a permit.
- To apply for a Curb Lane Café (café located on the street, requiring closure of a curb lane) please visit [toronto.ca/CafeTO](https://toronto.ca/CafeTO).



Curbside Cafés



**Below is a checklist to help ensure a complete Sidewalk Café Permit application. Incomplete or incorrect applications may experience delays in processing time.**



## 1. Site Plan

Detailed, scaled plans and specifications must be submitted to determine if the proposed sidewalk café complies with the requirements set in [Chapter 742](#) (Sidewalk Cafés, Parklets and Marketing Displays).

### Format:

- ☐ Computer drafted plans (CAD) are strongly encouraged. All plans must be accurate, legible and drawn to scale using metric measurements.
- ☐ Legend: A legend must be provided showing what the lines and objects mean in the drawing. Ensure clear labels
- ☐ If paper drawings are provided, they must be on paper no larger than 279mm x 432mm (11"x17") and drawn in blue or black ink. Poorly scanned/photocopied plans will not be accepted.

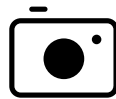
### You must include and label the following on your site plan:

- ☐ Show the plan view of the proposed permit area from above, showing the outer edges and the dimensions (width and depth)
- ☐ Pedestrian clearway measurements: distance between outer edge of proposed permit area to nearest object and back of the curb
- ☐ Pedestrian clearances must be minimum 2.1m for arterial and collector roads, 1.8m for local roads. Refer to the [Road Classification System Map](#) to determine the correct type of road
- ☐ Pedestrian clearance must be minimum 2.5m for sidewalks wider than 5.0m with high pedestrian volumes. See page 14 of this guide for more details
- ☐ Property lines (dimensioned to the street), name of street, name of business, and address
- ☐ Exterior walls of buildings including doors and windows, and all entrances/exits (location and widths)
- ☐ Width of sidewalk from the building wall to the back of the curb



- ☐ Plan view must extend at least 5.0m to either side of the proposed permit area and show all objects on the sidewalk and measurements indicating their location relative to the edge of the proposed permit area. See page 10 of this guide for more details. Objects on the sidewalk may include but not limited to:
  - ☐ fire connections
  - ☐ gas/electric/phone/internet equipment
  - ☐ trees/tree grate/planters, benches
  - ☐ bicycle parking
  - ☐ waste bins, newspaper boxes, parking meters
  - ☐ transit stop poles and transit shelters, accessible transit ramps
  - ☐ utility covers and hydro vaults
  - ☐ loading/delivery zones, taxi stands
  - ☐ sign posts
- ☐ Nearest object measurements must assume the use of the object, e.g., person sitting on bench (add 0.4m for seated person's legs) or bike locked to bicycle parking ring (add 0.7m for the width of a bike on either side of the bike ring).
- ☐ Location and dimensions of the accessible entrance/exit to the proposed permit area.
- ☐ If the café is on a local street, show the visual screen location and dimensions (required at the end of a café that faces a residential area).

## 2. Three Photos of the Proposed Café Area



- ☐ Your application must include three photos, one for each of the following views:
  - ☐ view of the front of your property including the full width of your property and the sidewalk in front of your property,
  - ☐ left view of your property showing the sidewalk parallel to the street
  - ☐ right view of your property showing the sidewalk parallel to the street.
- ☐ Photos must show the whole sidewalk area including the view to the curb and the neighbouring properties, and all sidewalk objects and elements. Google Streetview cannot be used.
- ☐ Two sets of photos are required if applying for a frontage and a flankage in the same application. An additional photo set is also required for curbside café applications and must show the curb lane.



### 3. Application Form and Valid Municipal Business Licence

- ☐ [Café Application Form](#) must be filled out by Director/Officer listed on the corporation.
- ☐ One piece of government-issued photo ID for the Director/Officer to be uploaded at the time of application.
- ☐ Municipal Business Licence must be valid and in good standing at the time of application.



### 4. Insurance

- ☐ Proof of \$2,000,000 in Commercial General Liability (CGL) insurance. The completed Certificate of Insurance PDF must be signed and stamped by the insurer.
- ☐ The completed Certificate of Insurance must be on the City of Toronto [form](#).



### 5. Letter of Permission (Optional)

If you have the agreement of your neighbouring property owner or tenant to extend the café area in front of your neighbour's establishment, then you can apply for an extended sidewalk café.

You will require:

- ☐ A [written letter of consent](#) from the adjacent property owner or tenant is required that is satisfactory to the City that acknowledges they are providing consent for the term of the permit.
- ☐ Note that consent can be revoked by the adjacent property owner or tenant at any time.

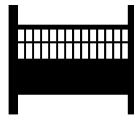




## 6. Awning (Optional)

An awning is a removable or retractable unenclosed temporary structure affixed to the building wall that covers a café area. If you are applying for an awning, you must provide professional detailed drawings of the awning with your sidewalk café application. Please check with [Toronto Building](#) if you need to apply for a building permit. You can find more information about requirements for Awnings in Section 9.6 of Chapter 742.

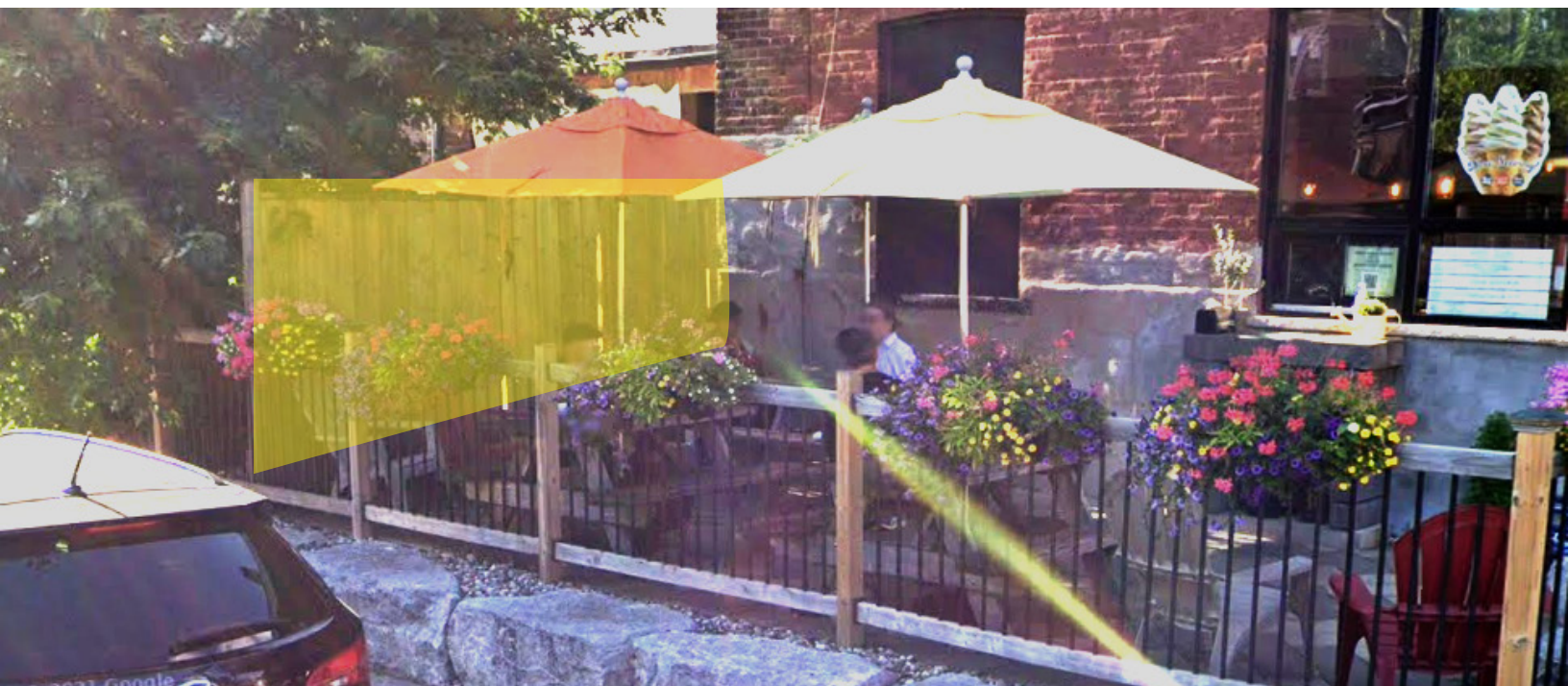
- ☐ You must submit detailed drawings that show the awning location, design, dimensions and mechanical specifications for its framing, mounting and materials
- ☐ A certificate indicating the Fire Proof Rating of the fabric/materials.
- ☐ Any applicable permit approvals from the Chief Building Official or Heritage Preservation Services if your building is on the Heritage Register.
- ☐ Awnings must be at least 2.1m above the level of the sidewalk so no part of the frame, curtain, canopy or fabric or part of these is any lower.
- ☐ Awnings must be easily removable or retractable, and cannot be attached to the surface of the sidewalk.

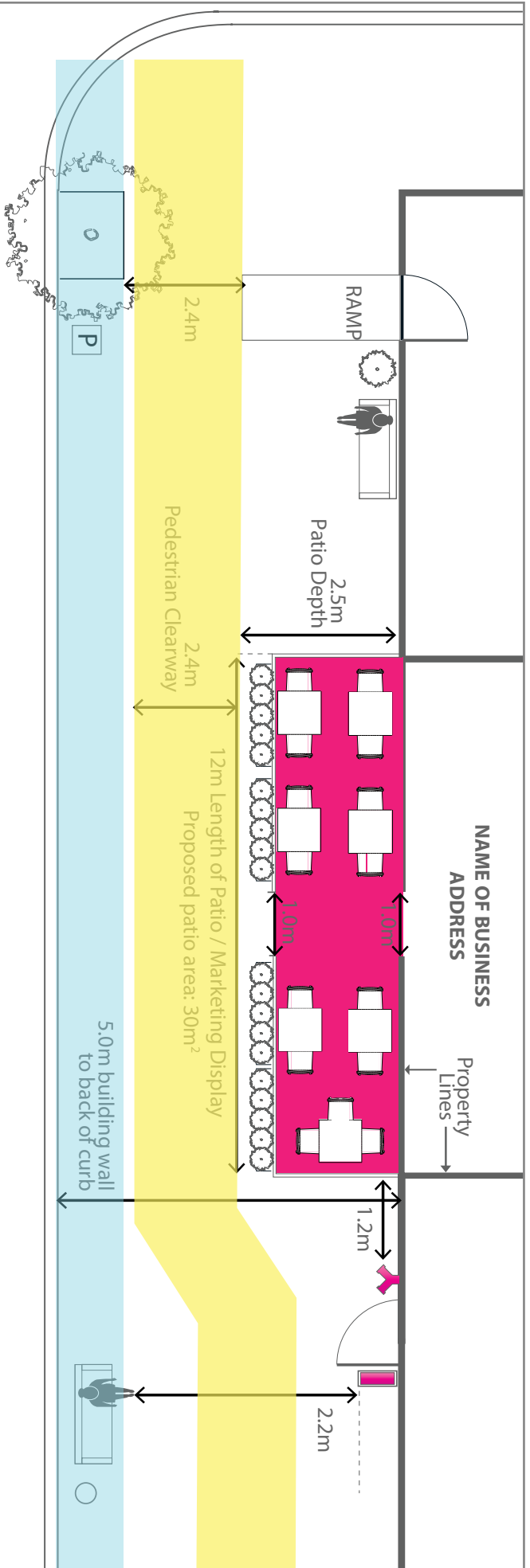


## 7. Visual Screen (Cafés on Local Roads)

If you are applying for a sidewalk café on a local road, you must have a visual screen on the edge of the permit area facing any residential area.

- ☐ You must provide a copy of your visual screen design drawing
- ☐ Visual screens must not be taller than 1.8m





# Sidewalk Café Site Plan Example

**RESTAURANT NAME**  
**ADDRESS**

Proposed patio area: 30.0m<sup>2</sup>  
(total square metres)



## Minimum Separation Distances

(must be indicated on your site plan)

Street Furniture or Utility	Minimum Separation Distances (m)	
	Fixed café elements (i.e. café fencing)	Movable café elements
bicycle ring**	2.5	2.5
catch basin**	3.0	3.0
fire hydrant or fire connections (Siamese)*	1.2	1.2
gas assets or gas meters	0.6	0.3
hydro cable chamber (from lid edge)*	2.0	0.3
hydro padmount transformer or switchgear*	3.0	3.0
hydro vault (from edge)*	1.0	1.0
Intersection or pedestrian crossover*****	3.0	3.0
maintenance access point	1.0	none
other utility pole	0.6 for local street or 1.0	0.3
street light	0.6 for local street or 1.0	0.3
planter*	1.0	0.3
postering column**	1.5	1.5
street furniture: bench, garbage/recycling bin, news corral, parking ticket kiosk*	1.0	1.0
street tree* and ***	1.0	0.3
traffic or parking sign pole (not at an intersection)	0.3 for local street or 1.0	0.3
traffic signal / control box (not at an intersection)	1.0	1.0
transit shelter with ads or InfoPillar with ads**	5.0	5.0
transit stops/transit stop markers or transit shelters without ads**	2.5	2.5
BikeShare Station	1.0	1.0
wayfinding signs (no ads)**	3.0	3.0

Street furniture or utility listed without any asterisk (\*) may be located within proposed permit area if approved by the city and requires the minimum distance around the object (minimum radius).

\* must be measured as a minimum radius width from the street element or utility

\*\* must be measured as a minimum linear distance along the curb edge; and for transit stops/shelters must have a minimum 2.4m width for the transit platform area where transit riders get on/off

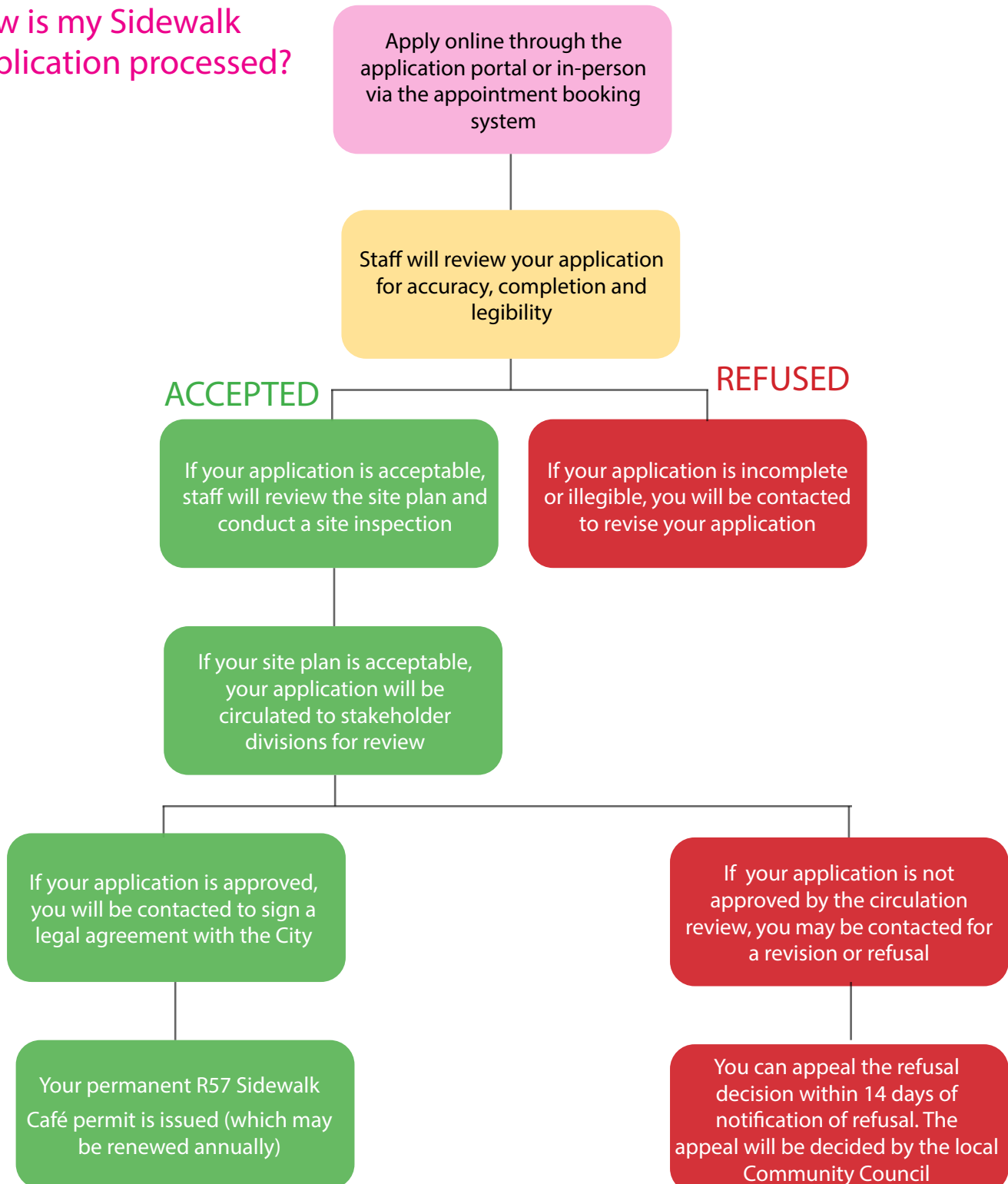
\*\*\* café elements must not be placed on open soil or soft surfaces adjacent to street trees, nor be fixed to the tree pit surface, so Urban Forestry has full access

\*\*\*\*\* intersections and pedestrian crossovers require adequate space for people of all ages and abilities waiting to cross the street and for safety and visibility. Additional separation distances are required for curbside and curb lane cafés for visibility and road safety.

## Sidewalk Application Process and Timeline

The expected application review process from receipt of a sidewalk café application to the issuance of an R57 Sidewalk Café permit is 6-8 weeks. This timing may vary depending on café application volumes, and if incorrect or insufficient information is submitted as part of a café application.

### How is my Sidewalk Application processed?





# APPENDIX

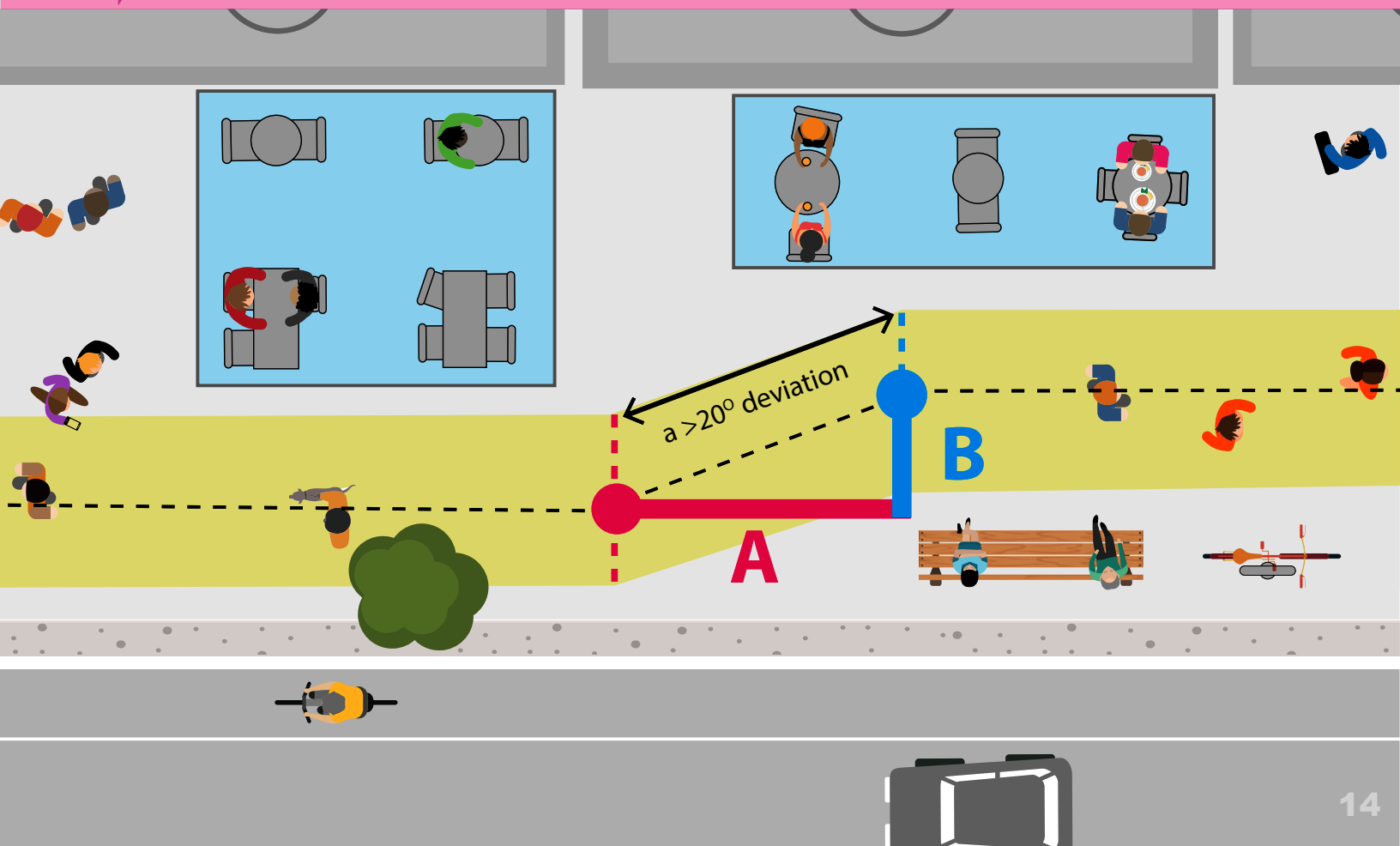
## Measuring Sidewalk Deviations

Abrupt or sharp changes in the path of travel on the sidewalk poses significant risk to persons with low to no vision or those requiring the use of mobility devices. To ensure your café area does not impose a change in direction of the pedestrian clearway of more than 20 degrees, you will need a tape measure and something to mark measurement points (pylons, chalk marks, etc.). Then follow the steps and refer to the diagram below to determine whether a direction change of more than 20 degrees has been created.

- Measure **A** (pink line) and **B** (blue line)
- **A** begins at the start of the deviation, and in the centre of the clearway. It ends where it meets **B**
- **B** begins at the centre of the clearway and goes across the clearway, perpendicular to the path of travel. It ends where it meets **A**
- Use a calculator to divide the **A** by **B** ( $A \div B =$ )
- If the result is equal to or greater than 3, then no action is required
- If the result is less than 3, take action that will either reduce **B** (blue line) or lengthen **A** (pink line). After, calculated the above measurements again to make sure the new result is equal to or greater than 3

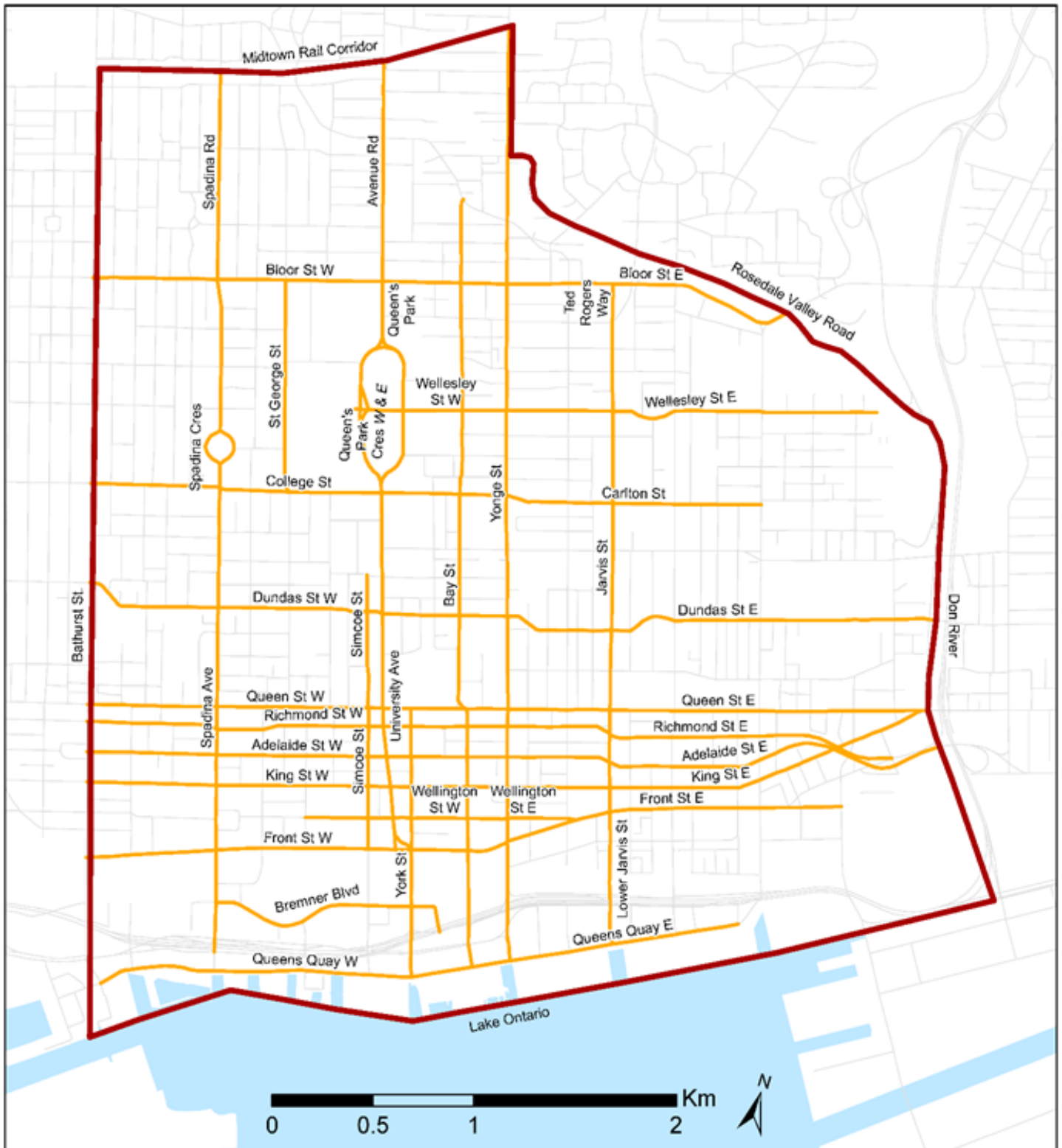
### IMPORTANT

If the deviation is pointing in the other direction, mirror the lines and make sure **A** is always parallel to the path of travel and **B** is always perpendicular to the path of travel.



## Pedestrian Clearway

Some streets in Toronto's downtown core have sidewalks that have very high pedestrian volumes and require a wider pedestrian clearway of 2.5 metres. Sidewalk cafés on streets indicated within the boundaries of the below map where the distance from the building face to the edge of the curb is at least 5 metres must maintain a 2.5 metre pedestrian clearway. A list of affected streets is available on page 41 of [Chapter 742](#).







## Toronto Fire Services Portable Heater Guidelines

Your portable heating appliance must:

- Be certified by CSA/ULC
- Meet the requirements of TSSA Act 2000
- Be designed for outdoor use only
- Have an anti-tilt feature that automatically shuts off the heater
- Be free-standing, with a minimum height of 160 cm (65 inches)
- Table top heating appliances are not permitted

### **DO install your portable heating appliance:**

- On a non-combustible solid surface (e.g. not on grass or uneven sidewalk)
- With a minimum of 1.0 metre (3 feet) clearance from the base of the unit to any combustible material

### **DO NOT install your portable heating appliance:**

- In windy conditions. Wind negatively impacts efficiency and can create a hazard if the unit is blown over
- Under fire escapes
- Within a means of egress or adjacent to a sidewalk
- Near a combustible structure
- Adjacent to or otherwise obstructing firefighting equipment like fire hydrants or connections
- Within the Tree Protection Zone of any trees. For more information or to request an exception, please contact your district [Tree Protection and Plan Review office](#).
- Near or attached to any utilities or other street elements free-standing, with a minimum height of 160 cm (65 inches)
- If electrical wires need to be placed on the pedestrian clearway



### **Fueled Heating Appliances**

- Do not store the unit indoors
- Keep a maximum of one (1) day's supply of propane on site
- Storage of additional cylinders (including cylinders in cages) is not permitted in public thoroughfares or sidewalks)
- The maximum allowable propane tank size is a single 9 kg (20 lb) tank (approximately 10 hours of operation)
- Do not move portable heaters while the flame is still open. Ensure the gas supply is properly shut off and the unit is cool before relocating
- Follow all manufacturer safety requirements for the safe transportation, operation and storage of fuel

**The Technical Standards & Safety Authority (TSSA) has released Patio Heater Safety Guidelines and propane cylinder safety information. More information is available [online](#).**

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VERSION 1.0

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