

# Simplified Permit Review FAQs

## **1. Why does my address not come up when I enter it?**

The easiest way to find your address is to put the least amount of information in as possible. Input the street number and just the first few letters of the street name and then hit search.

## **2. How much detail should I provide in the Description of work?**

We need to see information about how many proposed seats and the location of the outdoor seating.

## **3. What do you mean by how many restaurant seats were you previously allowed?**

We are looking for the total number of seats inside and including the previous number of outdoor seating before the pandemic.

## **4. What do you mean how many outside seats are you proposing?**

Only provide the number of new outdoor seats, do not include any seats that existed prior to the pandemic.

## **5. What do you mean where is my outdoor seating located?**

We need to know is this 'public' or 'private' property and is this property under your control as owner or tenant with the landlord as the owner.

## **6. What documents do you need me to upload?**

You need to provide a site plan, showing the proposed location of the new seating area, a diagram of how the tables and seating will be arranged. If the seating is located in an area subject to traffic, barriers will be required. Please provide details on how those barriers will be constructed.