



# SPECIALIZED PERMIT APPLICATION

## TYPE OF PERMIT REQUESTED:

Special Event **Complete Form A**  
(Race, Run, Parade, Festival, Block Party, Filming)

The **Preliminary** Application should be submitted not less than **60 days** prior to event date. As per City Code Sec 74, 284(B) a completed application which includes an executed Notification Affidavit **must** be received by Office of Business Inclusion & Advancement not less than **30 days** prior to the event date. Submission of a permit application in no way constitutes permit approval. \_\_\_\_\_ **Initial**

Pushcart/Mobile Food Unit **Complete Form B**

Foot Peddler **Complete Form C**

Sidewalk Café/Dining **Complete Form D**

Office of Business  
Inclusion and Advancement

City of Winston-Salem  
P.O. Box 2511  
Winston-Salem, NC 27102  
CityLink 311 (336.727.8000)  
[www.cityofws.org](http://www.cityofws.org)

## Applicant Information

Applicant's Name: \_\_\_\_\_  
(Applicant's Name must be same as Insured's Name shown on Certificate of Liability Insurance)

Applicant's Address: \_\_\_\_\_

Applicant's Contact Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

### Agreement

I have read and understand this application and the requirements placed upon this applicant and organization. I agree to abide by the City of Winston-Salem's rules, regulations and ordinances should my permit application be approved. I will fulfill the requirements placed upon this permit application. \_\_\_\_\_ **Initial**

### **NOTE:**

- Special Event – Complete Permit Application (Pages 1 - 2) and **Form A (3 pages)**
- Pushcart/Mobile Food Unit – Complete Permit Application (Pages 1 - 2) and **Form B (1 page)**
- Foot Peddler – Complete Application (Pages 1 - 2) and **Form C (1 page)**
- Sidewalk Café/Dining – Complete Permit Application (Pages 1 - 2) and **Form D (2 pages)**

### Permits may be submitted via:

Mail or In Person to:  
Office of Business Inclusion & Advancement  
City Hall, Suite 232  
101 N. Main Street  
Winston-Salem, NC 27101  
Attn: Permits



Call 311 or 336-727-8000  
[citylink@cityofws.org](mailto:citylink@cityofws.org)

**City Council:** Mayor Allen Joines; Vivian H. Burke, Mayor Pro Tempore, Northeast Ward; Denise D. Adams, North Ward; Dan Besse, Southwest Ward; Robert C. Clark, West Ward; John C. Larson, South Ward; Jeff MacIntosh, Northwest Ward; Annette Scipio, East Ward; James Taylor, Jr., Southeast Ward; City Manager: Lee D. Garrity



**OFFICE OF BUSINESS INCLUSION & ADVANCEMENT DEPARTMENT**  
**Specialized Permit Payment Form**

*Permit application will not be processed until receipt of payment is received.*

DATE: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

<u>TYPE OF PERMIT NUMBER</u>	<u>FEE</u>	<u>ACCOUNT</u>
<input checked="" type="checkbox"/> Foot Peddler Permit	\$ 25.00	0172-42402
<input type="checkbox"/> Push Cart/ Mobile Food Unit	\$ 75.00	0172-42403
<input type="checkbox"/> Sidewalk Dining Permit	\$100.00	0172-42404
<input type="checkbox"/> Special Events Permit 1 to 2 Events	\$ 50.00	0172-42401
<input type="checkbox"/> Special Events Permit Series – 3 to 5 Events	\$100.00	0172-42401
<input type="checkbox"/> Special Events Permit Series – 6 or more Events	\$200.00	0172-42401

**Mailing Address**

Office of Business Inclusion & Advancement  
City Hall, Suite 232  
101 N. Main Street  
Winston-Salem, NC 27101  
Attn: Permits

Applicable Code Ordinances can be obtained at the City of Winston-Salem's Website or by contacting Office of Business Inclusion & Advancement Department. Form A Codes listed in Appendix A- pages 1 - 3, Form B and C Codes listed in Appendix B – pages 5 - 9, and Form D Codes listed in Appendix D – pages 10 - 13.

# SIDEWALK CAFÉ PERMIT APPLICATION

(IN THE CENTRAL BUSINESS OR PEDESTRIAN BUSINESS ZONING DISTRICT)

**Restaurant Name and Address:**

\_\_\_\_\_

**Restaurant Owner(s) and/or Operator:**

\_\_\_\_\_

(Owner)

\_\_\_\_\_

(Operator)

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

*(If the restaurant is operated by a person, firm or corporation who is **NOT** the owner, this application must be filled out jointly.)*

Types of Food and Beverages to be served: \_\_\_\_\_

Hours of Operation: Restaurant: \_\_\_\_\_ Sidewalk Café: \_\_\_\_\_

**Please attach the following documents:**

1. **Site Plan** – Show the section of the sidewalk to be used for the sidewalk café and section to be kept clear for pedestrian use. Provide dimensions and the proposed placement of tables, chairs, barricades and other furnishings within the sidewalk or pedestrian way.
2. **Certificate of Insurance** – Comprehensive general liability insurance with the City of Winston-Salem named as an additional insured. Required coverage limits are described in Sec. 74-292(e) of the City Code. See attachment.
3. **Licenses and Permits** – Copies of those licenses and permits issued by the State of North Carolina, County of Forsyth and City of Winston-Salem necessary for the operation of the restaurant business.
4. **Insurance Agreement** – Complete and sign (including corporate secretary attestation). See attachment.
5. **Violations** – A sworn statement describing any violation by the restaurant operator of any laws, regulations or ordinances relating to the possession, sale, consumption or transportation of intoxicating beverages or controlled substances during the five years immediately preceding the date of the permit application.

**Indemnity** – I have read the Winston-Salem City Code of Ordinances Sec. 74-291 and 74-292 and understand that if I am granted a permit, I must abide by the provisions of said ordinance and agree to indemnify and hold harmless the City, its officers, agents and employees against any loss or expense for damages arising out of or in consequence of the granting of this permit.

*Approved permit expires June 31, \_\_\_\_\_*

Application Submitted by:

\_\_\_\_\_

Restaurant Owner Signature

\_\_\_\_\_

Restaurant Owner (Print)

\_\_\_\_\_

Date

\_\_\_\_\_

Restaurant Operator Signature

\_\_\_\_\_

Restaurant Operator (Print)

\_\_\_\_\_

Date

**Date Received by Staff:** \_\_\_\_\_

**THIS INSURANCE AGEEMENT** (hereinafter, this "Agreement"), entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the **CITY OF WINSTON-SALEM**, a North Carolina municipal corporation (hereinafter, the "City") and \_\_\_\_\_, (hereinafter "Restaurant").

**IN CONSIDERATION** of receiving a permit to operate a sidewalk café at \_\_\_\_\_, Winston-Salem, NC, the Restaurant hereby agrees as follows:

**In General.** The term of this Agreement shall coincide with the Restaurant's Permit to provide a sidewalk café pursuant to §§ 74-291 and 292 of the City's Code of Ordinances.

**Release.** The Restaurant hereby releases and forever discharges the City, its agents and employees from any and all claims and demands for personal injury and property damage, including attorney's fees, arising out of the performance of these services.

**Indemnity.** The Restaurant shall indemnify, defend and hold harmless the City, its agents and employees from and against any and all claims and demands of any kind or nature, directly or indirectly caused by, arising out of, or related to the intentional or negligent acts or omissions of the Restaurateur, its agents, employees or sub-contractors in the performance of these services.

**Insurance.** During the performance of the services described herein, the Restaurant shall maintain the following insurance policies and comply with the following requirements:

- (1) Commercial General and Liquor Liability Insurance, including but not limited to coverage for all premises and non-premises operations, independent contractors, personal injury liability protection including coverage relating to serving alcoholic beverages, social host liability, employment of persons, contractual liability protection, and products and completed operations coverage. This insurance shall provide bodily injury limits of not less than \$1,000,000 for each occurrence and with property damage limits of not less than \$1,000,000 for each occurrence.
- (2) The Restaurant will provide an original, signed Certificate of Insurance, evidencing such insurance and such endorsements as prescribed herein, and shall have it filed with the Risk Manager, City of Winston-Salem before the sidewalk café opens for business. The Restaurant shall furnish the City of Winston-Salem thirty days written notice of any changes or cancellation of the policy. The City of Winston-Salem shall be named as an additional insured in the General and Liquor Liability policies and it shall be stated on the Insurance Certificate with the provision that this coverage is primary to any other coverage the City of Winston-Salem may possess. Should the Restaurant fail to provide acceptable evidence of current insurance within seven days of written notice at any time during the Permit Term, the City of Winston-Salem shall have the absolute right to terminate this Contract and Permit without any further obligation to the Contractor.

**IN WITNESS WHEREOF**, the parties have caused this to be executed by their duly authorized representatives on the day and the year first above written.

_____ Organization/Business	_____ Signature	_____ Date
On this the ___ day of _____, 20____, _____, personally appeared before me and acknowledged that he/she/they executed this agreement.		
Witness my hand and official seal		
_____ Signature of Notary		

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**CITY OF WINSTON-SALEM:**  
**Risk Management Approved:**      YES   NO      \_\_\_\_\_  
Signature Date

**Office of Business Inclusion & Advancement** \_\_\_\_\_  
Director/Designee Date