SPECIALIZED PERMIT APPLICATION

TYPE OF PERMIT REQUESTED:

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

☐ Pushcart/Mobile Food Unit  Complete Form B

☐ Foot Peddler  Complete Form C

☐ Sidewalk Café/Dining  Complete Form D

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

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
**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:** ____________________________________________

<table>
<thead>
<tr>
<th>TYPE OF PERMIT</th>
<th>FEE</th>
<th>ACCOUNT</th>
</tr>
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<tbody>
<tr>
<td>Foot Peddler Permit</td>
<td>$25.00</td>
<td>0172-42402</td>
</tr>
<tr>
<td>Push Cart/ Mobile Food Unit</td>
<td>$75.00</td>
<td>0172-42403</td>
</tr>
<tr>
<td>Sidewalk Dining Permit</td>
<td>$100.00</td>
<td>0172-42404</td>
</tr>
<tr>
<td>Special Events Permit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 to 2 Events</td>
<td>$50.00</td>
<td>0172-42401</td>
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<tr>
<td>Special Events Permit</td>
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<td></td>
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<tr>
<td>Series – 3 to 5 Events</td>
<td>$100.00</td>
<td>0172-42401</td>
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<tr>
<td>Special Events Permit</td>
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<tr>
<td>Series – 6 or more Events</td>
<td>$200.00</td>
<td>0172-42401</td>
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</tbody>
</table>

**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 AGREEMENT (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

CITY OF WINSTON-SALEM:

Risk Management Approved: □YES □NO  

________________________                         ____________________________
Signature                                      Date

Office of Business Inclusion & Advancement

________________________                         ____________________________
Director/Designee                                      Date