



GUIDELINES FOR Certificate of Use

FUNDAMENTALS

In order to maintain a sidewalk cafe in good standing, the Sidewalk Cafe permit holder must obtain a Certificate of Use annually from the Department of Consumer and Regulatory Affairs (DCRA) in accordance with the District of Columbia Municipal Regulations, DCMR 24.

REQUIREMENTS

For Renewal of After-Hours Permit:

- Completed Certificate of Use application form— print out the application form online at <http://dcra.dc.gov/publication/certificate-use-application>
- A copy of the previous year's Certificate of Use
- Certificate of Liability Insurance
- Proof of up-to-date public space rental fees

First-time Applicants for After-Hours Permit:

- Completed Certificate of Use application form— print out the application form online at <http://dcra.dc.gov/publication/certificate-use-application>
- A copy of the DDOT Sidewalk Café permit
- Certificate of Liability Insurance
- Proof of up-to-date public space rental fees

Certificate of Use applications will be reviewed and processed over the counter. Upon review and collection of the fees, the Certificate of Use will be issued.



Publications, forms and other useful information can be found online at:



www.dcra.dc.gov

Find DCRA: 1100 4th Street SW, Washington DC 20024

Permit Operations Center, 2nd floor
Homeowner Center, 2nd floor, (202) 442-9517
Building Plan Review, 3rd floor, (202) 442-8959
Office of the Surveyor, 3rd floor, (202) 442-4984
Office of the Zoning Administrator, 3rd floor, (202) 442-4576
Inspection, 4th floor, (202) 442-9557
Office of the Director, 5th floor, (202) 442-4400

Hours of Operation

Mon, Tues, Wed + Friday: 8:30 am — 3:30 pm
Thursday: 9:30 am — 3:30 pm

*This document is available in alternative formats and languages.
Please call (202) 442-4601, TTY (202) 123-4567 for more information.*

REQUIRED DOCUMENTS

Filing for a Certificate of Use requires submission of the following documents:

APPLICATION

Complete all fields in the Certificate of Use application including:

1. Original public space sidewalk cafe number
2. Seating capacity for the restaurant and cafe
3. Length and width of the cafe
4. Days and hours of operation

The application should be signed by the applicant or applicant's authorized agent.

CERTIFICATE OF LIABILITY INSURANCE

The Certificate of Liability Insurance demonstrates that the Sidewalk Cafe permit holder carries a public liability insurance policy covering all use of public space. The certificate holder on the Certificate of Liability Insurance shall be:

District of Columbia,
A Municipal Corporation
1100 4th Street, SW
Washington, DC 20024

PROOF OF PUBLIC SPACE RENTAL FEES

The applicant should check with the D.C. Office of Tax and Revenue (OTR) to ensure that the public space rental fees for the sidewalk cafe are current. Permitting staff will also check the public space rental fees. Any outstanding balances must be paid prior to a Certificate of Use being issued.

***** TIP:** Check online through the D.C. OTR Taxpayer Service Center website **

* www.taxpayerservicecenter.com

INSPECTIONS

After issuance, the applicant has 6 months to obtain an Inspection from the District of Columbia's Fire Marshall.

An inspection can be scheduled with representatives from the Fire Marshall Office in the Permit Center. To schedule an inspection the applicant will need a site plan and check for \$150.00 made payable to the District of Columbia Treasurer for the inspection fee.