



Borough of Phoenixville  
 351 Bridge Street  
 Phoenixville, PA 19460  
 Phone (610) 933-8801  
[www.phoenixville.org](http://www.phoenixville.org)

Permit #:	
Application Fee:	\$50
Per Seat (\$5/seat only on public sidewalk):	\$
TOTAL:	\$

## Outdoor Café Permit Application

**Property Information:** (Please Print)

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

Owner Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_

**Applicant Information:**

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**Business Information:**

Company Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Total Seats Requested: \_\_\_\_\_

**Café Specifications:**

Present number of Restroom Facilities Male \_\_\_\_\_ Female: \_\_\_\_\_

Are any of the restroom facilities handicap accessible?: Male \_\_\_\_\_ Female: \_\_\_\_\_

Is the property in the Historic District? \_\_\_\_\_ Is the property a corner lot? \_\_\_\_\_

**Name and Address of Adjacent Property Owners:**

\_\_\_\_\_

\_\_\_\_\_

Liability Insurance: The Borough of Phoenixville's insurance provider requires all individuals and entities using Borough facilities to have liability insurance, naming the Borough as a Certificate Holder, in case of injury to the public, requiring the following limits:

General Liability Aggregate Limit: \$2,000,000

Each Occurrence: \$1,000,000

Fire Legal Liability: \$300,000

Name of Insurance Provider: \_\_\_\_\_

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

Agent Name and Phone #: \_\_\_\_\_  
Policy #: \_\_\_\_\_

**Outdoor Café Required Documents/Inspections:**

- 1) Insurance Certificate with "Borough of Phoenixville 351 Bridge St. Phoenixville, PA 19460" as certificate holder if utilizing the public sidewalk.
- 2) Scaled Plot Plan showing: neighboring buildings, layout and inventory of tabling and number of seats
- 3) Permit shall not be issued until a Site Inspection is conducted by the Borough Code Enforcement Department where the regulations will be reviewed and acknowledged by the applicant.

**On August 9, 2011, Phoenixville Borough Council adopted the "Neighborhood Blight Protections and Enforcement" Ordinance 2180, that enables Borough Staff to deny any permit application if the owner of said property, on that or any other property owned in the Commonwealth, (1) has Tax and/or Municipal Services delinquencies on account of the actions of the Owner; or (2) has a Serious Violation with having no corrective, Substantial Steps in place. A printed copy of this ordinance is available upon request at the Borough Code Enforcement Department.**

*I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as the authorized agent and we agree to conform to all applicable laws of this jurisdiction. Construction shall comply with all Borough Codes and the most current ICC Building Codes as adopted by the Commonwealth of Pennsylvania. Building/Structure shall also comply with the American Disabilities Act of 1990 where applicable. I have examined this application, its requirements and to my knowledge and belief, is a true, correct and complete application.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I would like:  To be called to pick up the permit upon approval  To have the permit mailed

*Please be advised: As per the Borough of Phoenixville Schedule of Fees, the applicant shall be responsible for any additional Consultant Fees above and beyond the collected inspection fees on an "as invoiced" basis that may not be able to be ascertained at the submission of the application, and are due upon pick up.*

**OFFICE USE ONLY**

**Submitted Documents:**

Plot Plan:	YES	NO	
Insurance Certificate:	YES	NO	N/A
Application Completion:	YES	NO	
Signature of Applicant:	YES	NO	
Accepted/Returned by:	_____		Date: _____

Ordinance 2180 Clearance: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Officer: \_\_\_\_\_ Date: \_\_\_\_\_