



TEMPORARY OUTDOOR BUSINESS PERMIT INSTRUCTIONS

The City recognizes with the continuously evolving COVID-19 situation, this can be an uncertain time for many businesses. In an effort to revitalize and support local economy, many modifications are being required by State and County health officials in order to resume business operations. This permit application is required for businesses approved to operate outdoors with certain modifications.

Please fill out the application and you may submit either, in person to the Planning Division at City Hall located at 110 East La Habra Boulevard, La Habra, California 90631 or by email. To submit by email please call the Planning Division at (562) 383-4100.

Upon approval, a Temporary Outdoor Business Permit is valid for 90 days. This period may be extended upon approval of a written request submitted to the Planning Division.

SUBMITTAL REQUIREMENTS:

An application submitted for staff review shall include all of the applicable items listed below before being accepted for processing. Incomplete application submittals will not be accepted.

- A. **A Site Plan** showing the location of all existing structures, the location of the proposed outdoor permit area. This includes the location of any, tents, signs, and portable restroom facilities (if applicable). The location of any barriers being provided to protect the outdoor area and how circulation/parking and traffic control is being designed. The plan should also show/describe:
- If alcoholic beverages will be served in the Outdoor Permit Area, describe how and provide a copy of the applicable ABC license (*only applicable to restaurants*).
 - Outdoor hair/nail salons, barbershops and other personal services must be conducted under a temporary tent with no more than one side wall closed allowing sufficient air movement.
 - If any portable sanitation/restroom facilities are provided, please show on plan.
- B. **Temporary Tent Limitations.** For purposes of this permit, the term “temporary tent” includes tents; canopies; EZ-Ups and similar portable or pop-up structures; awnings; membrane structures; and air-inflated/supported structures.
- **Maximum 400 square feet** for tents with one side wall; tents that are not separated by at least 20 feet shall be considered a single tent for determination of area.
 - **Maximum 700 square feet without sidewalls;** tents without sidewalls that are not separated by at least 12 feet shall be considered a single tent for determination of area

- **Tent may not block or hinder access to:** accessible parking stalls and loading zones, passenger loading zones, accessible pathways, exit doorways, marked curbs, fire hydrants or any other fire and life safety related elements as applicable.
- C. Indemnification Agreement, compliance with City insurance requirements and property owner permission shall be obtained prior to the approval of any Temporary Outdoor Permit.

Notes:

- All business owners are responsible for reviewing and following the COVID-19 industry guidance from California Department of Public Health and CAL/OSHA.
- This permit does NOT include the use of amplified sound/music.
- Should you wish to utilize a banner/sign(s), a separate (no fee) permit is required. The temporary banner/sign(s) can be a collective square footage not to exceed 60 square feet.
- Submittal of an application does not automatically assure approval of the permit. The application must be fully processed and approved by the City of La Habra before you can initiate the event. You will be notified when your application has been approved or denied. Should you have any questions, please contact the Planning Division at (562) 383-4100.



TEMPORARY OUTDOOR BUSINESS PERMIT APPLICATION FORM

Application No. TOP _____

Project Type: Restaurant - Hair/Nail/Barbershop - Other: _____

SECTION 1 - Applicant Data

Date: _____

Applicant's Name: _____

Mailing Address: _____

Telephone Number: _____ Cell Number: _____

Contact Person: _____ Contact Number: _____

Email: _____ City Business License Number: _____

Applicant's Signature: _____ Date: _____

SECTION 2 – Project location

Site Address: _____

Business Name: _____

Temporary Outdoor Area size (square feet): _____

Number of Parking spaces to be utilized _____

SECTION 2 – Property Owner Authorization:

I am the owner of record, or his/her authorized representative of the property (Provide letter of authorization) which is the subject of this application. I approve of the action requested above.

Property owner of record: _____

Print Name: _____ Print Title: _____

Owner Signature: _____ Date: _____

Firm Name: _____ Phone: _____

Street Address: _____ City: _____ Zip Code: _____



TEMPORARY OUTDOOR BUSINESS PERMIT INDEMNIFICATION AGREEMENT

In consideration of being granted a Temporary Outdoor Business Permit, and to the full extent permitted by law, the undersigned _____

on behalf of _____, hereby agrees to defend, indemnify, and hold free and harmless the City of La Habra, its elected officials, officers, employees, agents, and volunteers, with respect to any and all liabilities, claims, suits, actions, losses, expenses or costs of any kind, whether actual, alleged or threatened, including the payment of actual attorney's fees, court costs and any and all other costs of defense, incurred as a consequence of, arising out of, or in any way attributable to, the granting of Temporary Outdoor Business Permit for:

(Project description)

The undersigned hereby represents that he or she has read and fully understands that by signing this Agreement, important legal rights are being waived and legal obligations are being assumed. If signing as a representative, the undersigned further represents that he or she is fully authorized to enter into this Agreement on behalf of each and every person, group, business and/or organization to which the Temporary Outdoor Business Permit is being issued. All listed representatives are subject to reviewing and abiding by the State's COVID-19 Industry Guidelines as applicable to their specific business type.

Applicant Signature

Date

Property Owner Signature

Date