



REGISTRATION FORM

2022 Outdoor Parking Lot or other Hard Surface Temporary Patio

Applicable to Restaurants/Food Service and Retail Only

Please return the completed registration form to Realty Services via email to luisa.burgess@thunderbay.ca fax to (807) 623-9344 – questions regarding the form can be directed to (807) 625-2991

(PLEASE PRINT CLEARLY)

NAME OF REGISTRANT: _____ DATE: _____ 2022

TELEPHONE # _____ FAX# _____ EMAIL: _____

BUSINESS NAME: _____

NAME OF PROPERTY OWNER: _____
(If different from Registrant)

ADDRESS OF BUSINESS: _____

MAILING ADDRESS: _____
(If different from Business Address)

CITY: _____ POSTAL CODE: _____

EATING EST. LICENCE NUMBER: _____ Expiry Date: _____

LIQUOR LICENCE NUMBER (if applicable): _____ Expiry Date: _____

Registrant intends to serve alcohol on the proposed patio and requests the City provide a “non objection letter” to the Business by either of the above methods: email fax regular mail.

Proposed Patio Specifics:

Location of Patio	
Size of Patio Area	
Number of Parking spaces affected	

Guidelines to Temporary Outdoor Patios on Private Property

In order to help facilitate the reopening for businesses, the following is a series of guidelines to follow for the establishment of Outdoor Patios on Private Property. By submitting this registration form, the Applicant acknowledges receipt and acceptance of these guidelines:

1. That the posted occupancy load of the applicable restaurant or retail store (including the new patio area) will not at any time be exceeded;
2. That the patio and access to the patio will be clearly delineated;
3. The patio area will be protected by curb stops, planters or similar objects sufficient to stop a rolling vehicle;
4. That safe customer and staff access is provided to the patio;
5. The patio must be accessible and meet the applicable requirements of the Accessibility for Ontarians with Disabilities Act (AODA) and applicable law generally;
6. That all exits, fire department access routes and fire department connections remain unobstructed and accessible; *[For questions call: Captain Kevin Anderson at Thunder Bay Fire Rescue at 628-4921];*
7. To obtain a building permit (if needed) prior to constructing any structure that requires a building permit under the Ontario Building Code Act *[For Building Permit related questions call (807) 625-2213];*
8. That the Registrant has obtained and will maintain all licences, permits and certificates that may be required for or in connection with the business including but not limited to the Alcohol and Gaming Commission of Ontario, where applicable and will abide by the Ontario Guidelines for restaurant and food services health and safety during COVID-19; The Registrant shall provide their liquor license or landlord consent, if requested by the City;
9. That the Registrant will comply with the requirements of every applicable statute, law, and ordinance, and with every applicable lawful regulation and order including but not limited to the requirements of the City's Noise By-law, the Smoke-Free Ontario Act and Municipal Smoking Prohibition By-law;
10. That the Registrant will comply with and shall ensure its staff, volunteers and invitees comply, with all applicable federal, provincial, municipal and Thunder Bay District Health Unit laws, regulations, policies, directions and recommendations, including, but not limited to, ensuring observance of social/physical distancing, with respect to the Covid-19 pandemic and generally which includes the arranging of tables and chairs so that a minimum distance of 2m (6ft) is maintained between groups or patrons *(if applicable);*
11. Temporary patios permitted under this guideline shall extend no later than October 15, 2022; however, the City may terminate these permissions upon 24 hours' notice;
12. The required number of designated Accessible Parking Spaces must remain available for parking use. A reasonable number of standard parking spaces should remain available to serve patrons;

13. That any existing accessibility features within the parking lot or leading to the parking lot must remain unobstructed;
14. Umbrellas must stand at least 2.1m (7ft) above the walking surface;
15. A fire extinguisher (minimum 2A-10BC) must be available within 15.2 m (50ft) of any part of the patio;
16. CSA-certified electric or propane patio heaters (with max 20lb tank) are permitted where located at least 3m (10ft) away from tree branches and any flammable construction, operated per the manufacturer's directions and not stored on the road right-of-way when not in use. Solid-, gel- or liquid-fuel fire features are not permitted; and
17. The Chief Building Official is authorized to inspect all temporary patios and require adjustments to the patio in order to address compliance with these Guidelines.

Signature of Registrant

Signature of Property Owner

The above referenced Guidelines, as well as additional information, resources and links are available on the City's website at: www.thunderbay.ca/patio