



OUTDOOR BUSINESS EXPANSION PROGRAM REQUIREMENT

The City is committed to supporting our businesses during these changing and challenging times. It is also our upmost priority to ensure the safety of all our residence and guests in our community. The [Temporary Expansion of Business Operations Outdoors](#), allows the City to facilitate a business's ability to expand outdoors. For expansion onto private property or public property please use the following applications: [PRIVATE](#) or [PUBLIC](#).

We want to work with you to get you open safely! Some of the notable requirements include:

- Contact and operational information
- County of Ventura Business Attestation Form
- Approval from the property owner (if you are not the property owner)
- Notification of all private parties and businesses within a 700-foot radius (.13 miles)
- Insurance (if required by your permit type)
- Site Map: please include the following basic requirements. *
 - Proximity/Adjacency from existing buildings to expansion area
 - Expansion site dimensions (length, width, height)
 - Expansion site access points (enter & exit) clearly identified with number of inches (36"- 48" depending on requirement for space)
 - Expansion site perimeter material used
 - Barricades: In some cases, barricades may be needed to ensure patron safety from rogue automobile access to expansion site. City staff can help determine if barricades are needed. Examples of where barricades may be needed include: parklets and where vehicular traffic has to be diverted in any way.
- Alcohol: If the establishment would like to serve alcohol in the expanded area, then the establishment needs to contact the [Alcohol and Beverage Control office](#). ABC has approved the use of temporary catering authorizations. The COVID-19 Temporary Catering Authorization authorizes the on-site consumption of those alcoholic beverages for which the licensee has on-sale privileges; on property that is adjacent to the licensed premises and that is under the control of the licensee. More details and information on the COVID-19 Temporary Catering Authorization can be found [here](#).
 - PLEASE NOTE: Violation of the ABC COVID-19 guidelines may be grounds for suspension or revocation of the licensee's license, as though the violation occurred on the licensed premises (please see the section "[how to apply](#)").

Please let us know if you have any questions about the form or requirements.

*PLEASE NOTE: *Site Maps* are reviewed by Fire and Police. Virtual and in-person fire reviews are available to quickly determine the safety of a designated space.

- Structures: must be reviewed by Fire and potentially Building & Safety to ensure basic safety requirements are met. These include but are not limited to:
 - Accessibility into the space.
 - ADA
 - There must be two points of access (exiting/entering) from the designated area
 - Materials must not be easily flammable (avoid hay bales, loose fabric, candles)
- Electrical: any suspended electrical, must be consulted/reviewed by Building and Safety
- Dimensions of space: must still allow for proper fire access to adjacent building. Due to Fire Code, these are best determined on a case by case basis.