



OUTDOOR DINING & SEATING PERMIT

*IN CONJUNCTION WITH CITY OF TAYLOR COVID-19 RECOVERY ORDINANCE.

BUSINESS MUST COMPLY WITH BEST PRACTICES (ATTACHED) AT ALL TIMES

(*Expires with EMERGENCY COVID RECOVERY ORDINANCE)

Type : Restaurant Bar Other _____

Concessions: Food & Beverages Alcohol to be consumed on premises
 License attached
 Other _____

Event will have: Tent Canopy Table(s) Other _____
Estimated attendance: _____ Security Plan attached

If event will require any of the following municipal equipment, the applicant will be charged for use, placement and maintenance of items:

Traffic Cones Barricades Trash Receptacles Other _____
 City Personnel (*applicable hourly rate will apply*)

Completed Application & Site Plan may be dropped off or sent to: City of Taylor Building Department
23555 Goddard Road, Taylor, Michigan 48180, Email: Fax (734) 374-2732

Name of Business: _____

Location of Business: _____

Start Date(s): _____

Event Hours: _____

Estimated set up date/time: _____

You must call the Building Dept. (734) 287-6550 & Fire Dept. (734) 374-1355, during regular business hours, for an inspection, prior to start of use or fines may be assessed.

Estimated clean up date/time: _____
(You must call the Building Dept. for final inspection after event.)

CONTACT PERSON:

Name: _____ Title: _____

Telephone: () _____ Email Address: _____

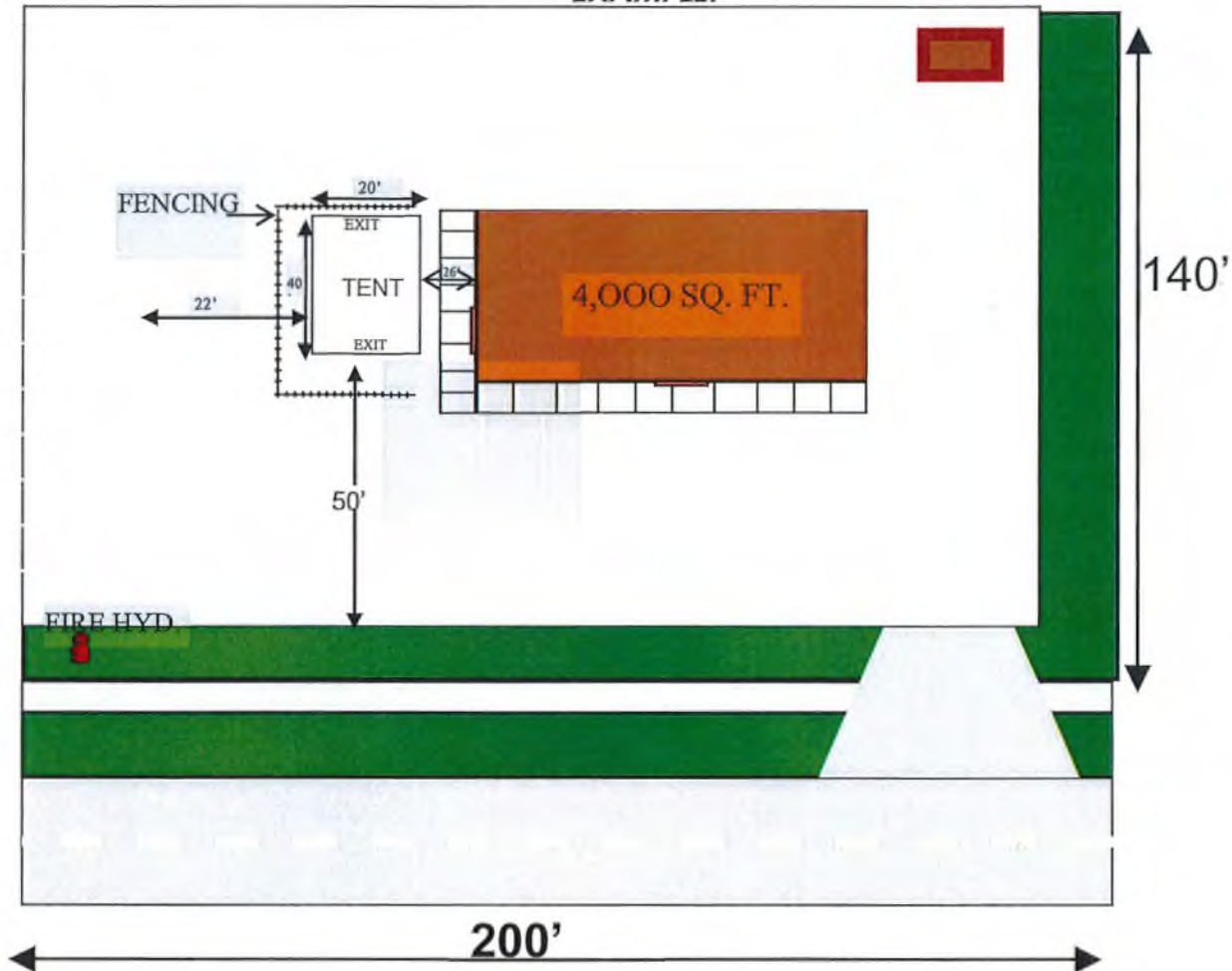
CELL PHONE # () _____ - _____

OUTDOOR DINING / SEATING PLAN

YOU MUST PROVIDE A DRAWING OF THE PROPOSED LAYOUT AT TIME OF APPLICATION

Show location & sizes of tents, booths, tables, portable toilets, parking layout, storage area, aisle way widths, exits, location of fire hydrant, fire extinguishers, portable generators, temporary fencing, access routes, location & sizes of any signage, etc.

EXAMPLE:



1. A sketch plan (to scale) must be provided showing the following information:

- a. Lot lines
- b. Adjacent uses & zoning
- c. Existing & proposed buildings & structures (including tents - — please show all dimensions, exits, distances to other structures & lot lines. Must comply with 2016 International Fire Code re: Tents, Canopies & Other Membrane Structures.
- d. Location of any areas for storage
- e. Fire Hydrants (located at every tent exit)
- f. Layout of parking & handicap parking spaces
- g. Boundaries of proposed sales areas- entrances/exits
- h. Location & size of any signs (incl. off premise)
- i. Surge protectors – No extension cords of any kind.
- j. Emergency lighting

Other requirements of Section 14.12 of the City of Taylor Zoning Ordinance apply - Your event must not prevent the continued use of sidewalks, right-of-ways, fire lanes, etc. If you are not the property owner, you must have written permission from the owner. A minimum of one parking space must be provided for each 800 sq. ft. of event area (not including storage areas) in addition to the required parking for the permanent building. Public restrooms must be provided. Tents cannot be located within 20 feet of lot lines, buildings, parked cars or other structures. Each tent must have a certificate of flame resistance and an adequate number of fire extinguishers, per local fire code. No open flames, heat, flammable or combustible materials can be within 20 feet of tent. Any outdoor seating must be shown on plan. Exits signs are required and must be illuminated at dusk. All equipment and materials associated with the event must be removed and the site restored to a clean condition within 5 days of end of event.

OUTDOOR DINING /SEATING

Location: _____ Date: _____

Applicant:

Property Owner:

(Print Name)

(Print Name)

(Signature)*

(Signature)*

(Address)

(Address)

(City) (State) (Zip)

(City) (State) (Zip)

(Phone) (Cell Phone)

(Phone) (Cell Phone)

(Email address)

(Email address)

**Your signature above authorizes representatives of the City of Taylor to access the property for purpose of site investigation associated with this application and you have obtained permission from the property owner for the event. It also signifies that you agree to comply with all City and County ordinances and applicable State laws and you will provide prompt payment for City services which may be rendered or deemed necessary as part of the event and event approval.*

You acknowledge to adhere to Best Practices for prevention of COVID-19 AT ALL TIMES.

You also acknowledge that the City may require site improvements, such as fencing, increased setbacks, additional security and/or restricted hours of operation to help ensure compatibility with the surrounding land uses.

Failure to adhere to any municipal, county, state or federal laws may cause cancellation of your permit. Applicable fines for ordinance violations may be assessed.

OFFICE USE ONLY:

Date : _____ Approved Denied (reason for denial) _____

OSEV # _____

City of Taylor
23555 Goddard Road
Taylor, Michigan 48180



Planning Department
Ph. (734) 374-1572
Fax (734) 374-2732

OUTDOOR DINING / SEATING PERMIT APPLICATION

**RELEASE AND HOLD HARMLESS AGREEMENT
CITY OF TAYLOR**

NAME: _____

NAME OF BUSINESS: _____

ADDRESS: _____

The undersigned has requested a filming permit from the City for the limited purpose of temporary outdoor seating / dining in accordance with Ordinance _____ of the City's Code of Ordinances. Permittee to provide an agreement to hold the City harmless from and defend it against any and all claims, lawsuits or other liability arising from or as a result of the activity, event or use relating to the permitted activity. The undersigned acknowledges and affirms that the City has agreed to permit such activity subject to all the conditions and requirements of Ordinance _____, until its expiration date, and the following condition:

Permittee shall agree to, and hereby does agree to indemnify, defend, and hold harmless the City, its Council, and its agents, officials, and employees, from and against any and all claims, loss, liability, damages, costs, and expenses, including, but not limited to, any and all liability for damage to property and/or any and all liability for personal injury or death as a result of the activity, event, or use provided for in the Permit, caused by the negligent acts, errors or omissions of the Permittee, its agent, subcontractors, or employees, or others, regardless of whether or not Permittee alleges such claim, loss, liability, damage, cost, or expense is caused or contributed to, in part, by the City.

SIGNATURE: _____

PRINTED SIGNATURE NAME: _____

TITLE: COMPANY: _____

PHONE: _____

START DATE(S) OF USE: _____

STATE OF MICHIGAN)
)ss.
WAYNE COUNTY)

Subscribed and sworn to before me this _____ day of _____, 20__ by
_____ of _____, a Michigan _____, on behalf of said _____

Notary Public

_____, County, Michigan

**USER GUIDE
FOR
TENTS, CANOPIES AND OTHER MEMBRANE STRUCTURES**

Section 1 – Design Provisions

Design Approval Required by Code Officials if:

- Tents & Membrane Structures > 200 sq. ft.
- Canopies > 400 sq. ft.

- Exceptions:
 - Fabric canopies open on all sides which comply with the following:
 - (a) Individual canopies of a maximum of 700 sq. ft.
 - (b) Multiple canopies placed side by side without a fire break of 12 feet, not exceeding 700 sq. ft. total.
 - (c) Minimum clearance of 12 feet to all other structures or other tents.

Use Period:

- Maximum 180 days within a 12 month period on a single premise.

Construction Documents:

- For occupant load of 50 or more persons.
- Detailed site & floor plan (drawn to scale)
- Location and type of heating and electrical equipment.

Inspections:

- Permitted party responsible for inspection.
- Regular intervals, not less than two times per use period.
- Owner or agent to ensure installation is maintained in accordance with these rules.
- Inspection Reports – when required by the Code Official-shall be provided relating to maintenance, anchors and fabric.

Access, Location and Parking:

- Fire Apparatus access shall be provided and maintained per Code official.
- Fire Extinguishers must be located at every tent exit.
- Surge protectors – no extension cords of any kind.
- Emergency lighting required
- Shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines.

PROCEDURES

Step 1 – Obtain Permit Application: Use Approval / Site Check

Please make sure permit application is complete and submit to the Planning Department to obtain approval for the intended use of the business in the zoning district in which it is located.

Submit an updated Sketch Plan of the site (see attached example & Section 19.04 of the Zoning Ordinance). The site must meet all Zoning, Planning and Site Development requirements (see attached Section 19.11.c of the Zoning Ordinance). Sketch plans are reviewed at the same time inspections are done.

You will be notified **within two weeks** of your use approval status. *For faster notification please make sure an email address is provided on the application.

Step 2- Inspections- To be scheduled upon notification that use has been approved.

Please contact the Building Department at (734) 374-6550 to schedule your inspections. Upon examination of the site, you will be notified of inspection status.

*Please be advised that someone will need to be on the premises to sign for all inspections. To schedule an appointment for re-inspection, or for further information, please contact Building Department at (734) 374-6550.

Step 3 – Fire Marshal Division: Fire Inspection

Please contact either the Fire Department or the Fire Marshal (734) 374-1355 to schedule an appointment for a fire inspection. This appointment cannot be scheduled through the Building Department.

Step 4 – Building Department: After successful completion of all inspections, you will be issued an Outdoor Dining / Seating Permit.

IT IS YOUR RESPONSIBILITY TO CALL FOR ALL FINAL INSPECTIONS.

THE USE IS NOT TO COMMENCE UNTIL YOU ARE ISSUED A FINAL PERMIT

Applications may be mailed in to:
Applications may be dropped off at City Hall between
the hours of 9:00 A.M. – 5:00 P.M.

**City of Taylor
Building Department
23555 Goddard Road
Taylor, MI 48180**

Questions regarding your application: (734) 374-6550



BUSINESS CHECKLIST

- Submit Competed Application, Sketch Plan, Liquor License (if applicable) to Planning Department
- Receive Notification of Zoning Approval
- Apply for Inspections through Building Department
- Contact Fire Department for Inspection
- Correct any insufficient items on inspection lists.
- Call for Building and Fire final inspections, after all corrections/deficiencies are completed.
- Obtain a Final Permit from Building Department.



Warren C. Evans
Wayne County Executive

Wayne County Department of
Health, Human & Veterans Services
Public Health Division

Public Health Guidance for Restaurants and Bars

Conduct Risk Assessment

Establish critical protective guidelines. Consider the following questions:

- Are there locations where employees routinely congregate?
- Are tools and equipment frequently shared by multiple employees?
- Does customer flow allow for social distancing measures?
- Where are areas in your business that would not allow customers and staff to properly distance?
- Who are your high risk employees?
- Is your business actively engaged in activities that promote disease transmission?
- Does your business have existing cleaning and disinfecting procedures?
- How quickly can you communicate with employees?
- Are communication resources needed in multiple languages?

Physical Distancing

Establish policies and procedures for social distancing. Consider the following:

- Provide take-out and curbside pick-up.
- Increase remote ordering capacity and infrastructure support through phone and online ordering.
- Conduct an evaluation of your facility to identify and apply operational changes in order to maintain social distancing if offering take-out/carry-out options.
- Establish designated pick-up zones for customers to help maintain social distancing.
- Practice social distancing when delivering food (e.g., offering 'no touch' deliveries and sending text alerts/calling when deliveries have arrived).
- Remind customers to stand at least six feet apart while waiting to order or for pick-up. Provide physical guides, such as tape on floors or sidewalks to ensure customers remain at least six feet apart in lines or ask customers to wait in their vehicles or away from the establishment while waiting to pick up food.
- Consider strategies to minimize face-to-face contact (e.g., drive-thru windows, phone-based communication, telework).
- If restaurant is open for sit-down dining all tables should be six feet apart, and tables should not seat more than six people. Outdoor eating and drinking with six feet distancing is permitted.
- Reduce on premise capacity by 50% and limit to maximum of 50 people, not including staff.

Engineering & Environmental Controls

Improve engineering controls and perform routine environmental cleaning. Consider the following:

- Increase ventilation rates; increase percentage of outdoor air that circulates into system. Keep windows open when the outdoor temperature is at least 70oF and skies are clear.
- Stop self-serve style operations, including salad bars, buffets, and dispensers.
- Install physical barriers, such as clear plastic guards, where feasible.
- Establish online, no-touch payment systems/processes.
- Limit shared items for customers (e.g., condiments, menus) and clean high-contact areas after each customer (e.g., menus, payment tools, condiments).

33030 Van Born Rd, Wayne, MI 48184 | T: 313-224-0810 | F: 734.727.7043

www.waynecounty.com



Warren C. Evans
Wayne County Executive

Wayne County Department of
Health, Human & Veterans Services
Public Health Division

Public Health Guidance for Restaurants and Bars

(Continued)

Engineering & Environmental Controls (continued)

Improve engineering controls and perform routine environmental cleaning.

Consider the following:

- Provide tissues, no-touch disposal receptacles, and soap and water (if not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol). Ensure adequate supplies are maintained and place in multiple locations.
- Place posters that encourage hand hygiene to help stop the spread COVID-19 in areas where they are likely to be seen.
- Discourage handshaking between employees – encourage the use of other non-contact methods of greeting. Direct employees to visit CDC website for information on coughing and sneezing etiquette and handwashing.
- Perform routine environmental cleaning and disinfection. Routinely disinfect all frequently touched surfaces. For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer’s instructions for all cleaning and disinfection products.
- Use touchless payment and no-touch trash cans and doors as much as possible, when available. Ask customers and employees to exchange cash or credit cards by placing in a receipt tray or on the counter rather than by hand and wipe any pens, counters, or hard surfaces between each use or customer. If possible, use phone app technology to alert patrons when their table is ready to avoid touching and use of ‘buzzers’.
- Consider installing physical barriers, such as plastic guards and partitions at cash registers, or other food pickup areas where maintaining physical distance of six feet is difficult.
- All tables and bar stools should remain at least six feet apart, marking tables and stools that are not for use.
- Reduce on premise capacity by 50% and limit to maximum of 50 people, not including staff. This can be done by blocking off half of the available parking spaces with rope or cones.
- Use blocked off parking areas as additional space for outdoor tables to promote further spacing.

Administrative Controls

Establish administrative controls while employees and visitors are onsite.

Consider the following:

- Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace. Employees should know who the workplace coordinator is and how to contact them.
- Review Human Resource policies to make sure that policies and practices are consistent with both public health recommendations and existing state and federal workplace laws.
- Talk with business partners about response plans. Share best practices with other businesses in your communities (especially in your supply chain), Chambers of Commerce, and associations to improve community response efforts.
- Implement flexible sick leave and supportive policies and practices. Ensure that sick leave policies are flexible and consistent with public health guidance and provide employee training on new policies. If sick leave is not a benefit, employer might want to draft non-punitive emergency sick leave policy.
- Assess essential functions and the reliance that the community have on your services/products. Identify alternate supply chains for critical goods and services as some may be in higher demand or unavailable.
- Screen employees daily for symptoms (fever, cough, shortness of breath). Employees who have symptoms should notify their supervisor and stay home.

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