

Temporary Outdoor Flex Space Permit – FAQs

Who is eligible for a Temporary Outdoor Flex Space Permit?

- Any business with a valid City of Riverside Business license is eligible for this program provided the State’s Resilience Roadmap <https://covid19.ca.gov/roadmap/> and State guidance is followed.

What are the Categories?

A. Category 1 (Self-Certification) - Completely on Private Property/Less than 50 patrons

On private property, businesses may operate outdoors on areas where vehicular activity does not normally occur, such as private walkways/plazas/patios, or, on private parking spaces, with owner consent, when the parking is located on the same parcel.

Self-Certified Approval – Upon receipt of the complete application, the business may begin outdoor operations. The City reserves the right to audit the submission of any application to ensure compliance as required to maintain health, safety and accessibility.

B. Category 2 (Self-Certification) - Completely on Private Property/50 or more patrons

Category 2 is the same as Category 1, but serves 50 or more patrons and requires additional review by staff.

Provisional Approval - Upon receipt of the complete application, the business may begin outdoor operations. The City reserves the right to audit the submission of any application to ensure compliance as required to maintain health, safety and accessibility.

C. Category 3 (Self Certification) – On Public Sidewalk/Plazas and Parking Lots

Businesses with access to sidewalks/plazas including, but not limited to the Main Street Pedestrian Mall may be established with City or property owner consent. The proposed use of the sidewalk/plazas and parking lots shall maintain ADA pedestrian paths and assess impacts to metered parking stalls, if applicable.

Provisional Approval - Upon receipt of the complete application, the business may begin outdoor operations. The City shall retroactively review Category 3 applications to ensure compliance with these guidelines and procedures as required to maintain health, safety and accessibility.

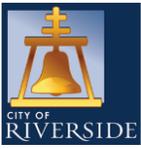
D. Category 4 – (City Review Required) - O City Roadways, Alleyways and Rights-of-Way

Outdoor operations may expand operating space in designated portions of the public rights-of-way. These include City roadways, alleyways and rights-of-way having a posted speed limit of 35 miles-per-hour (mph) or lower. The proposed use of the public right-of-way shall maintain ADA pedestrian paths, review impacted utilities, and assess impacts to metered parking stalls, bike lanes, bus stops, travel lanes, and other roadway amenities.

City Approval Required - A determination for approval/denial or the need for modifications will be made within 14 business days from the date of complete application submittal.

What must I submit to get started?

- The information you are required to submit for a Temporary Outdoor Flex-Space Permit can be found at the following link: <https://www.riversideca.gov/sites/default/files/COVID/2020-07%20Outdoor%20Flex%20Permit%20Application%20-%20Clean%207-14.pdf>. Please contact us at (951) 826-5371 with any questions.



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Are my outdoor operations limited?

- Depending on the space where the outdoor operations are proposed, you can accommodate no more than 100% of the combined indoor occupant load that has been approved by the City, provided all other state or local requirements are met in accordance with the Program.

Does the Temporary Outdoor Flex Space Permit have a fee?

- There is no fee for the Temporary Outdoor Flex Space permit.

How long will my permit be valid?

- The permit shall expire 90 days from issuance.
- It may be extended up to 90 days per the requirement of the program or until the end of the City's Emergency Declaration.

Do I need to provide liability insurance for the outdoor dining on City property?

- For any outdoor operations on publicly owned lands, you must provide a General Liability Insurance Certificate providing evidence of general liability insurance coverage in the minimum amount of \$1,000,000 combined single limit, \$2,000,000 aggregate AND an additional insured endorsement naming the City of Riverside, its officers, employees and agents' as additional insured. The applicant will also be required to provide a waiver of subrogation in favor of the City of Riverside. \$1,000,000 Liquor Liability if the event is selling alcohol. \$1,000,000 Liquor Host if the event is distributing alcohol at no charge.

Is County approval needed?

- All County requirements must be met. Proof must be submitted with your application.

Do I need permission from the State?

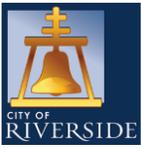
- All outdoor dining will require the appropriate ABC license to serve alcohol. Proof of your license is required as part of your application and you must follow all ABC requirements. Please contact ABC to obtain a COVID-19 catering permit.
- All requirements of the Board of Barbering and Cosmetology shall be met.
- Any other State of California requirements shall be met.

Can I use my neighbor's property with their permission?

- Yes. Applicants may coordinate with adjacent property owners/tenants to extend their outdoor operations.

Will I need a variance if I use my on-site parking?

- No. This is a temporary use. No variances will be required for the duration of the Program.



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Can I use on-street parking for my outdoor operations?

- Yes. You will need to apply through the City’s Temporary Parklet program. Please contact Public Works at (951) 826-5553.

What safety requirements are addressed?

- Requirements for accessibility, fire/safety access are included in the Program guidelines and must be followed.

Can I put up signs for my outdoor dining??

- Yes. But they are limited to signage on private property. If you are proposing outdoor dining, you must put up signs restricting areas where alcohol can be consumed, if applicable.

Is lighting allowed for evening dining?

- Lighting is required for evening outdoor operations but cannot include flashing or blinking lights.

Can we prepare food outside or use heaters?

- No. Cooking, heaters and any open flames are prohibited.

Can we have umbrellas or tent structures?

- Yes. Umbrellas must be secured, and they cannot obstruct sight-lines.
- Tents and membrane structures must obtain permits. Please contact the Fire Department at (951) 826-5737.