

**CITY OF FAIRFIELD  
PUBLIC WORKS DEPARTMENT**

**ENCROACHMENT PERMIT CHECKLIST FOR  
TABLES & CHAIRS in the PUBLIC  
RIGHT-OF-WAY including SIDEWALKS**

The permit is a one-page document issued over the Public Works front counter (located at City Hall, 1000 Webster Street, 3<sup>rd</sup> Floor). The permit shall identify the location of the tables and chairs, the length of time the tables and chairs will be located in the public right-of-way, and the Business Owner who will be responsible for them. *In order to obtain an encroachment permit, the following additional information must be provided:*

- ❑ **PLAN:** Plan showing the location of the tables and chairs in relation to the business location and the public street. Include street names and appropriate addresses. Note that outside tables and chairs shall be located to permit safe passage of pedestrians including compliance with ADA clearance requirements (minimum 48 inches clear). Contact the Planning and Development Department for any additional requirements/restrictions.
- ❑ **FEES:** An Encroachment Permit Fee and an Inspection Fee will be charged for each permit. The total fees to be collected will be \$46.00
- ❑ **INSURANCE.** The Business Owners wishing to place tables and chairs with the public right-of-way shall provide the following prior to issuance of the permit:
  1. **Certificate of Insurance-** summarizing the Business Owner's insurance coverage, including Liability Insurance in the amount of \$1,000,000. **Note:** *Insurance Provider must have a minimum BEST rating of "A"*.
  2. **City Standard Endorsement Naming the City of Fairfield as Additional Insured-** A special City form which adds the City as an "additional insured" to the Business Owner's insurance policy. Other forms (such as Form B) may be substituted in place of the City-standard form. Please note additional time may be needed to review non-standard endorsement forms. Copies of 2 common endorsement forms are attached.

***The following restriction shall apply:***

1. Tables and chairs shall not be anchored directly to the sidewalk by any means. Using chains, etc. to secure tables and chairs will be allowed upon review and approval from the Public Works Department. The Department of Public Works recommends that tables and chairs be stored inside overnight to discourage vandalism.
2. For those owners wishing to place tables and chairs in the Downtown Area (Texas Street), you must first call 428-7473 to get the schedule for sidewalk steam cleaning for the Downtown Area. All tables and chairs shall be removed prior to sidewalk cleaning.
3. The encroachment permit can be revoked or suspended if persistent problems arise that are not adequately responded to by the Business Owner.

**If you have any questions, please contact the Public Works Department at 428-7485.**