



**Retail & dining pop-ups.** A great way to increase business capacity for retail shops or restaurants, encourage visitors to explore a variety of vendors and add vitality to our city. The intent of the City's OPEN(Air) Pilot Program is to increase capacity for businesses so that they can continue to operate under COVID-19 restrictions, while ensuring public safety and continued adherence to state guidelines. The City's Pilot Program will end on October 31, 2021. There are two types of retail pop-ups:

1. Pop-ups/dining on City-owned parking & sidewalks
2. Pop-ups/dining on private property

### PERMITTING CHECKLIST



- Permit Application (Site Plan is included)
- Certificate of Liability Insurance (City of Puyallup as additional insured with CG2012 attachment)
- Proof of ownership and proof of signature authority

### HOW DO I GET STARTED?

- ✓ Determine which type of retail or dining pop-up is appropriate and review the general guidelines below.
- ✓ Pop-up tents / dining spaces may be subject to building and fire inspection by Central Pierce Fire and City staff.
- ✓ Consider contacting City staff prior to submitting an application if you have questions or need assistance. P: (253) 841-4321 / E: [Cindy@ci.puyallup.wa.us](mailto:Cindy@ci.puyallup.wa.us)
- ✓ Complete Alteration Request Form through WA State Liquor and Cannabis Board if extending liquor services outside. See *page 3 for requirements and forms.*

### REVIEW PROCESS STEPS

- ✓ Complete the Temporary Stand permit application [here](#).
- ✓ Submit all required documents with application.
- ✓ Temporary Stand permits will be reviewed and approved by City staff and a temporary permit will be issued.

### GENERAL GUIDELINES (CITY PROPERTY)

- ✓ Permits expire after October 31<sup>st</sup>, 2021.
- ✓ **All permit fees have been waived for Temporary Stand permits utilized under the Pilot Program throughout the end of October.**
- ✓ Must comply with noise standards set by [PMC 6.16.050](#)
- ✓ Business owners must hold a valid business license.
- ✓ Maintain a valid liability insurance policy with the City of Puyallup named as the additional insured throughout life of the permit. Informational flier for insurance provider [here](#).



**NOTE:** This tip sheet does not substitute for codes and regulations. The applicant is responsible for complying with all codes and regulations as relevant to their business and permit type. **Rev. 1 / June 30, 2020.**



- ✓ Tents/dining spaces must be placed a minimum of 6 feet apart, with adequate walking paths for customers, to ensure adherence to social distancing requirements. Pop-up shall adhere to all other the State's Safe Start program guidelines.
- ✓ Pop-ups/dining spaces must comply with Title III of the ADA to ensure access by all individuals.
- ✓ Temporary Stand permits are of a temporary nature and can be revoked by the City of Puyallup.
- ✓ All operational requirements can be found on page 5 of the Temporary Stand permit application.

## GENERAL GUIDELINES (PRIVATE PROPERTY)

- ✓ Permits expire after October 31<sup>st</sup>, 2021.
- ✓ **All permit fees have been waived for Temporary Stand permits utilized under the Pilot Program throughout the end of October.**
- ✓ Must comply with noise standards set by [PMC 6.16.050](#)
- ✓ Business owners must hold a valid business license.
- ✓ Tents/dining spaces must be placed a minimum of 6 feet apart, with adequate walking paths for customers, to ensure adherence to social distancing requirements. Pop-up shall adhere to all other the State's Safe Start program guidelines.
- ✓ If property owner differs from pop-up vendor, vendor must receive owner's permission to operate on private property.
- ✓ Temporary Stand permits are of a temporary nature and can be revoked by the City of Puyallup.

## SITE PLAN REQUIREMENTS

In order to review your application in a timely manner, it is important that special attention be paid to the development of a site plan included in the Temporary Stand application packet. Please use the following checklist:

- ✓ Label the property address and business name.
- ✓ Show boundaries of the property and nearby streets.
- ✓ Show proposed parking lot layout: Number and location of tents/dining spaces on site, number of stalls structure occupies and spacing between pop-ups or dining spaces.
- ✓ Provide accurate dimensions between business pop-up and other crucial structures (e.g., signs, street ROW, flammable liquid storage area, property line, etc.)
- ✓ Space shall adhere to the State's Safe Start program guidelines (e.g. social distancing)
- ✓ Conform to the applicable provisions, rules, regulations, and guidance of the Americans with Disabilities Act (ADA).



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## DINING SPACES – LIQUOR GUIDELINES



Restaurants wanting to extend liquor services to an outside space (not previously included in their liquor license application) must complete an alteration request form - free of charge - through the Washington State Liquor and Cannabis Board.

- ✓ Alteration Request Forms – dependent on your business type - can be found here:
  - [LIQ-761-Alteration-Request Form .doc](#)
  - [LIQ-1423-Alteration-Request Form-Restaurants \(Beer, Wine, Spirits\).docx](#)
- ✓ Forms must be emailed to the contact listed on the Alteration Request Form.
- ✓ Alterations to your liquor license may take up to 30 days for approval, but the Board recently increased staff capacity to decrease turnaround times to help business owners during these difficult times.
- ✓ Outside liquor service cannot be extended until the alteration request has been formally approved.
- ✓ Have questions? Learn more [here](#).



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