

Outdoor Customer Service Area (OCSA) Checklist

Appendix 1: Outdoor Customer Service Area (OCSA) Checklist

The Checklist below must be submitted with your OCSA Proposal. Please complete and send, along with all Submission Requirements listed in the *Guide for Establishing Outdoor Customer Service Areas*, to PropertyUse@dnv.org.

Identification and Operation	
Business Name	
Business Licence No. (if applicable)	
Address of Business	
Property owner written support of patio	<input type="checkbox"/> Yes <input type="checkbox"/> No
Purpose	<input type="checkbox"/> create a new OCSA <input type="checkbox"/> modify an existing OCSA
Which best describes where your OCSA will be located (select multiple if applicable)?	<input type="checkbox"/> On private property not occupying required on-site parking <input type="checkbox"/> On private property occupying some required on-site parking* <input type="checkbox"/> On public sidewalk or boulevard <input type="checkbox"/> On public street (or parking on street)
*If your patio is occupying required on-site parking, how many spaces?	_____
Does the proposal increase business occupancy (i.e. # of people on premise)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will liquor be served on the patios? If yes, under which type of license?	<input type="checkbox"/> Yes <input type="checkbox"/> Food Primary <input type="checkbox"/> Liquor Primary <input type="checkbox"/> Manufacturer w/ Lounge Endorsement <input type="checkbox"/> Other _____ <input type="checkbox"/> No
Have you started your LCRB application to serve liquor on your patio?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Expected duration of patio use	<input type="checkbox"/> All year <input type="checkbox"/> Other (Specify): _____
What are the intended hours of operation for the patio(s)?	

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Instructions – Read First:

- If the patio is on private property, complete Section 1 and Section 2 below
- If your patio is on public property, complete Section 1 and Section 3 below
- If your patio is on both private and public property, complete all sections below
- Tick off the ☐ to demonstrate that your patio meets the requirement
- If you are unsure whether your patio meets the requirement, leave ☐ blank and use the Additional Information column to explain

Section 1: Requirements for All Patios			
No	Requirement	✓	Additional Information
1.1	When combined with any other existing outdoor patios, total outdoor patio space is equal or less than 50% of the full interior floor space of the establishment it is adjacent to	<input type="checkbox"/>	Total patio space: _____ Total interior floor space: _____
1.2	The patio is situated adjacent to, is accessory and is operationally connected to a building or buildings containing an establishment that is a restaurant, retail food service, neighbourhood public house, or licenced lounge	<input type="checkbox"/>	
1.3	The patio is for the purpose of consuming food and beverages and does not allow cooking and food preparation	<input type="checkbox"/>	
1.4	Does the patio abut one or more single family residential properties? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <ul style="list-style-type: none"> • the establishment that the patio is adjacent to completely blocks any view of the patio from any ground level point on any abutting single family residential property or properties 	<input type="checkbox"/>	
1.5	The patio does not add to the occupancy load of the establishment ¹	<input type="checkbox"/>	

¹ Additions to occupancy load have expanded building and fire code requirements, such as washroom calculations, modified exits, etc. For more information, contact propertyuse@dnv.org

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[illegible]

² For information on when a Building Permit is required, go to [Building Permits](#) or contact building@dnv.org

³ For more information on Development Permit Areas, go to [Development Permit Areas](#) or contact propertyuse@dnv.org

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	<ul style="list-style-type: none"> The heaters are located in a clear space a minimum of 1.0 m (3.3 feet) from any combustible material (including trees and landscaping) 	<input type="checkbox"/>	
1.16	A fire extinguisher with minimum size 2A-10BC for a space of up to 139 m ² or 1500 sq. ft. is available within 23 m (75 ft.) of any part of the patio	<input type="checkbox"/>	
1.17	All railing, fencing, or other installed physical patio separation is not less than 0.9 m (3.0 ft.) in height and not more than 1.0 m (3.5 ft.) in height	<input type="checkbox"/>	
1.18	The patio does not obstruct critical sightlines or create hazards for pedestrians, cyclists, or drivers using public infrastructure	<input type="checkbox"/>	
1.19	The patio does not block access to municipal infrastructure such as fire hydrants, valves, or manholes or access to third party utilities such as gas, hydro or telecommunications manholes, kiosks, boxes, etc.	<input type="checkbox"/>	
1.20	<p>Is your patio fronting parking spaces?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <ul style="list-style-type: none"> Curb stop(s) are installed between the parking space(s) and the patio 	<input type="checkbox"/>	
1.21	<p>Does your patio include a business sign?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <ul style="list-style-type: none"> The sign includes the business name and logo only and no other banners, advertising or signage, including third party, with the exception of any signage required under WorkSafeBC Guidelines, or similar advisory signage 	<input type="checkbox"/>	

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Section 2: Additional Requirements for Patios on District Property			
No	Requirement	✓	Additional Information
2.1	<p>The patio does not remove any:</p> <ul style="list-style-type: none"> existing public landscaped area no stopping area no loading area cycle lane 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
2.2	<p>Is the patio located within 2.5 m (8.2 ft) of an adjacent roadway?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, I acknowledge that a temporary 30 km/hr posted speed signage may be required to be installed adjacent to the patio</p>	<input type="checkbox"/> <input type="checkbox"/>	
2.3	<p>Is the patio located on an arterial of higher travelled road?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, a greater degree of separation between the patio space and adjacent vehicle lane(s), such as "jersey barriers" and signage along the interface of the patio are included</p>	<input type="checkbox"/> <input type="checkbox"/>	
2.4	No permanent structures (other than fences, railings, stairs, paths, awnings and platforms) and structures for which a Building Permit is required (other than an awning) have been used	<input type="checkbox"/>	
2.5	<p>Are you introducing landscaping elements to your patio?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, patio landscape elements are provided in easily removable planters that do not obstruct sightlines or create hazards for vehicle operators or pedestrians</p>	<input type="checkbox"/> <input type="checkbox"/>	
2.6	All tables, chairs, and other patio furniture are secured at the end of each business day	<input type="checkbox"/>	
2.7	Patio elements are not secured to sidewalks, lamp posts, street lights, trees or other public use assets	<input type="checkbox"/>	

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Section 3: Additional Requirements for Patios on District Property – Curbside			
No	Requirement	✓	Additional Information
3.1	The patio is in an approved by the District curbside spot	<input type="checkbox"/>	
3.2	<p>The patio boundary meets the following conditions:</p> <ul style="list-style-type: none"> • All patio fencing or partitioning is a total height of between 0.9 m (3.0 ft) and 1.0 m (3.5 ft) • Railings and fences are constructed of durable, quality materials that reflect the scale, character and natural setting of the area and are comprised of natural grain wood and/or dark metal • Patio fencing designs alternate between at least 50% empty space and filled space • No bollards, chains or rope fencing are used • Planters are interspersed with fencing/railing and do not form a continuous wall 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
3.3	There is no power running from the building to the patio	<input type="checkbox"/>	
3.4	No part of the patio, including but not limited to excessive planter growth, lights or umbrellas, overhangs or extends past the patio area	<input type="checkbox"/>	

Authorized Signatory Declaration:

By signing or clicking the box below, I certify that, to the best of my knowledge, the information provided above is truthful and accurate. I further acknowledge that it is my establishment's responsibility to meet the requirements of related District and third-party regulations, including but not limited to the Provincial Liquor and Cannabis Regulation Branch and the Public Health Officer.

Date: _____

Name: _____

Signature: _____

I understand that checking this box constitutes a signature ☐