

OUTDOOR SERVICE AREAS QUICK REFERENCE GUIDE

Outdoor service areas require review and approval annually by the City of Berkley Community Development Department. Below is a guide to submission requirements and regulations to be aware of for outdoor service areas. Please note that rooftop outdoor service areas must follow a separate process and require special land use approval. Please contact the Community Development Department at building@berkleymich.net or 248-658-3320 if you need additional information or are interested in a rooftop outdoor service area.

General Requirements

- All outdoor service areas must be reviewed and approved annually, expiring on December 31st of the current year.
- Outdoor service areas on public property or in the public right-of-way are limited to operating April 1st through October 31st.
- Non-electric outdoor heating elements must be a minimum of ten feet from all permanent and temporary structures.
- Heating elements and electrical cords must be secured to prevent trip or electrical hazards.
- Accent lighting is permitted but limited to the hours of operation of the outdoor service area.

Submittal Requirements

- Sketch plan that must include:
 - Aerial photo noting proposed location.
 - Dimensions of:
 - Outdoor service areas;
 - Setback from any adjacent parking spaces, drive aisles or alleys.
 - Proposed layout of furnishings and fixtures.
- Manufacturer's specifications for outdoor fixtures and furnishings such as seating, tables, portable heaters, lighting, umbrellas, etc. (if not previously approved and on file with the City).
- Signed Hold Harmless Agreement (City provided template).
- Permit fee (\$370 for new applications, \$140 for renewals)

Situational Requirements

- For outdoor service areas utilizing ramps and/or platforms:
 - Ramp and platform details required with submission.
 - Hardware details (i.e. fasteners) required with submission.
 - Must be flush.
- For outdoor services areas in the public right-of-way or on public property:
 - Certificate of Liability Insurance naming the City as an additional insured required with submission.
- For outdoor service areas serving alcohol:
 - Liquor Liability Policy or Certificate of Insurance naming the City as an additional insured required with submission.
 - Enclosures required (minimum height thirty-six inches, maximum height forty-two inches). Details of the enclosure material (i.e. picture or manufacturer's cut sheets) must be provided with submission.
- For outdoor service areas with temporary shelters such as cabanas or igloos:
 - Manufacturer and material details required with submission.

Access Requirements

- Five feet unobstructed pedestrian passage.
 - Three feet may be permitted when street furnishings are present and a dedicated passing area is immediately adjacent.
- Entrances must be a minimum of forty-eight inches wide.