1. What types of projects can you apply for under the Temporary Outdoor Business Operations permit – Sidewalk Café (retail too) and Pedestrian Plaza

2. What documents must you submit for the permit – Application and EMRA

3. How to create an OpenDSD account and upload your Application and EMRA

4. Guidelines for public safety

5. Questions?
New Urgency Ordinance Will

- Allow outdoor business operations for dining and retail in parking lots, on-street parking spaces, and sidewalks as well as neighboring business frontage with written permission of neighboring business owner
  - Waive parking requirements so businesses can make use of private parking lots to place dining furniture and displays, among other retail operations
  - Streamline and cut red tape for sidewalk cafés
  - Allow “Pedestrian Plazas” to take over on-street parking for expanded outdoor dining and retail
  - Allow business improvement districts to issue Sidewalk Café permits for an expanded area of the sidewalk

- Waive special event permit fees to allow nonprofit applicants to close streets and conduct business outdoors faster and cheaper
  - Waive special event application processing fees, late fees, and fire inspection fees for street closures
  - Retroactive fee waivers for applicants that were previously approved for an outdoor dining special event permit after May 1, 2020

- Broaden allowances and reduce required permit for temporary signs so that small businesses can place banners, A-frame signage in the right of way, public health reminders, and other informational signs outdoors on sidewalks while maintaining ADA access

- Allow for expanded wholesale distribution of food, beverages, and groceries directly to consumers while allowing for social distancing

- Preserve mobility, safety and emergency access for pedestrians, and preserve requirements that ADA access and path of travel be maintained at all times

- Require full compliance with all State and County Health Orders and guidance
Sidewalk Café (retail too) and Pedestrian Plaza
Sample Site Plan
Two Documents Required: Application and Encroachment Agreement

Insert Drawing Here

Sign Here
Create an OpenDSD Account

1. **Review:**
   - [Temporary Outdoor Business Permit Guidelines](#)
   - [Permit Application User Guide](#)

2. **Download and complete two forms below:**
   - [Temporary Outdoor Business Permit Application](#)
     - [View Sample Application](#)
   - [Temporary Outdoor Business Expansion Encroachment Agreement](#)

3. **Apply for the permit**. You will be required to upload the completed documents from Step 2.
Create an OpenDSD Account

Please Login
Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users
If you are a new user you may register for a free Citizen Access account. It only takes a few simple steps and you’ll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

Register Now »
Create an OpenDSD Account

Account Registration
You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

General Disclaimer
This website is intended for convenience and informational purposes only.

While we strive to ensure the accuracy, timeliness, and function of this website, the City of San Diego makes no representations or warranties regarding its content, condition, sustained performance, resistance and immunity to computer viruses or malware, or proprietary infringement.

I have read and accepted the above terms.

Continue Registration »
Create an OpenDSD Account

Your account has been created successfully. You can login immediately using your User Name and Password.
Sign on and Apply

1. User Name or E-mail: minerowicz@sandiego.go  Password: ********
   - Remember me on this computer
   - I've forgotten my password
   - New Users: Register for an Account

2. Home  DSD Permits  DSD Code Enforcement
   - Create an Application  Search Applications

3. Records

Welcome to the City of San Diego OpenDSD system. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer
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- I have read and accepted the above terms.
- Continue Application →
Select Traffic Control Permit

- Simple Permit - No-Plan
- Residential Solar Photovoltaic
  - Use
    - Newsrack Permit
    - Traffic Control Permit
    - Transportation Permit

PTS

Continue Application »
## Create an Application

### Traffic Control Permit

<table>
<thead>
<tr>
<th>Step 1: Intake &gt; Page 1/4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please attach all relevant documentation.</td>
</tr>
</tbody>
</table>

### Attachment

To upload attachments:

1. Click Add to start the process
2. Click Add for each file to upload
3. Click Continue when done
4. Click Save after entering any additional information

The Last Update columns will say Pending until all attachments have been uploaded.

The maximum file size allowed is 100 MB.

PDF is the only allowed file type to upload.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Size</th>
<th>Latest Update</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>No records found.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Add the Two Documents
Select Document Type

NOTE:
- Applications - Select Temp Outdoor Business Application
- EMRA – Select Other
Review and Continue Application

The attachment(s) has/have been successfully uploaded. It may take a few minutes before changes are reflected.

Traffic Control Permit

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Intake</td>
<td>2</td>
</tr>
</tbody>
</table>

Step 1: Intake > Page 1/4
Please attach all relevant documentation.

Attachment

To upload attachments:
1. Click Add to start the process
2. Click Add for each file to upload
3. Click Continue when done
4. Click Save after entering any additional information

The Last Update columns will say Pending until all attachments have been uploaded.

The maximum file size allowed is 400 MB. PDF is the only allowed file type to upload.

<table>
<thead>
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<th>Name</th>
<th>Type</th>
<th>Size</th>
<th>Latest Update</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temp Outdoor Business Application.pdf</td>
<td>Temp Outdoor Business Application</td>
<td>168.17 KB</td>
<td>07/10/2020</td>
<td>Actions ▼</td>
</tr>
<tr>
<td>Traffic Control Plan.pdf</td>
<td>Traffic Control Plan</td>
<td>1.28 MB</td>
<td>07/10/2020</td>
<td>Actions ▼</td>
</tr>
</tbody>
</table>

Add

Save and resume later

Continue Application ▶
Now, Input only the Address Number, Street Name and Street Type

Step 1: Intake > Page 2/4
As the applicant, please provide your contact details and the location where the work will be performed.

**Applicant**

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link:

- Select from Account
- Add New

**Address**

Please use the fields below to search for the address where work will be performed.

- Street No.
- Direction: ▼Select▼
- *Street Name: ▼Select▼
- Street Suffix: ▼Select▼
- Street Type: ▼Select▼

- Search
- Clear
Parcel No. and other info will self-populate
Add Yourself as the Permit Holder and Inspection Contact

**Permit Holder**

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

[Select from Account]  [Add New]

**Inspection Contact**

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

[Select from Account]  [Add New]
Tag the Permit Type and select parking lane and/or sidewalk
Continue Application

Step 2: Review

Save and resume later

Continue Application

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Traffic Control Permit

Attachment
Done!

NOTE: Your permit will be reviewed in the order received. DSD staff will contact you if changes to the proposed plan are required.
Guidelines for Public Safety

• Expansion is only allowed into existing parking spaces. **DO NOT BLOCK RED-PAINTED CURBS**

• The business expansion shall not encroach within 2 feet of the travel lane.

• The installation of a visible and tactile edge, pursuant to Americans with Disabilities Act Guidelines, is required.

• Canopies or umbrellas may be used in conjunction with an outdoor business expansion, but shall not be used as a permanent roof or shelter over the sidewalk cafe area.

• A clear path, free of all obstructions to the flow of pedestrian traffic, shall be provided in the public right-of-way and shall be maintained at all times.

• The clear path shall be a paved sidewalk that is at least 4 feet wide.

• Items placed in the street parking lane shall not be placed in any manner that blocks or hinders access to a stormwater drainage structure.

• If you see something that looks **UNSAFE**, say something and report it.
Questions?

NEED HELP? CONTACT US.
TemporaryOutdoorPermit@sandiego.gov
Purpose of a COVID-19 Temporary Catering Authorization. The COVID-19 Temporary Catering Authorization is intended to assist qualified hospitality businesses with reopening in a manner that is consistent with local and state health and safety directives.

www.abc.ca.gov

State of California SUPPLEMENTAL DIAGRAM
State of California Department of Alcoholic Beverage Control Gavin Newsom, Governor. SUPPLEMENTAL DIAGRAM. Instructions to Applicant: Draw a sketch of the area on which the licensed premises is or will be located. Show adjacent structures and nearest cross streets. If this is an event for a daily license, catering authorization.

www.abc.ca.gov

COVID-19 Temporary Catering Authorization Application (ABC-218 CV19)
Department of Alcoholic Beverage Control. State of California. COVID-19 TEMPORARY CATERING AUTHORIZATION APPLICATION. Before completing this application, please review Form ABC-218 CV19 Instr. for important

www.abc.ca.gov

https://www.abc.ca.gov/abc-218-cv19-instructions/
