

City of Richmond Patio Program



Applicant Guide

JULY 13, 2022



About this guide

Overview

This guide provides an overview of the City of Richmond Patio Program (“Patio Program” or “Program”). The guide also explains the steps required to apply for a Patio Permit, and details the design requirements for building an outdoor patio adjacent to a food and beverage establishment.

Building on the success of the City’s Expedited Temporary Outdoor Patio Program, which was launched in 2020 as a pandemic response measure, this Patio Program provides flexibility for businesses considering their future options by enabling additional patio types.

This guide is designed to help you through the application process for a Patio Permit. It outlines the detailed design and operational requirements your business will need to follow, based on what type of patio you plan to install. This guide adheres to the City of Richmond Patio Program Design Guidelines. The full set of Guidelines can be found at: <http://www.richmond.ca/patiopermits>

Who is this guide for?

The Applicant Guide is for businesses that want to establish either:

- A patio on **public property** adjacent to their business; or
- A **seasonal** patio on **private property** adjacent to their business.

To build one of the patio types above, businesses require a Patio Permit. This program allows businesses to expand their seating areas and animate outdoor space, by shifting some of their seating capacity to an outdoor patio.

This Program does not apply to permanent, year-round patios on private property. Businesses that want to pursue year-round patios on private property or increases to their existing permitted occupancy limits must follow the standard building permit application process, which can be found at: <http://www.richmond.ca/patiopermits>



Table of contents

- 1. Program overview 4**
 - 1.1. Goals 6
 - 1.2. Guiding principles 7
 - 1.3. Types of patios 8

- 2. How to apply 9**
 - 2.1. Before you get started 10
 - 2.2. What’s not allowed 12
 - 2.3. Application requirements 13
 - 2.4. Cost 14

- 3. Patio requirements 15**
 - 3.1. Patio requirements checklists 16
 - 3.1. Patio requirements checklists 17
 - 3.2. Additional Steveston Village patio requirements 22
 - 3.3. Patio layout example diagrams 25
 - 3.4. Legal requirements 28
 - 3.5. Operational requirements 29

A top-down view of a gourmet meal. In the center is a white bowl filled with a dark, hearty soup, topped with fresh green herbs and red vegetables. To the right is a large, light-brown ceramic plate with several dumplings, some topped with a red vegetable mixture and a single basil leaf. Above the soup is a wooden cutting board with a piece of dark, crusty bread and several slices of yellow bell pepper. A large, empty, light-blue ceramic plate is positioned at the top. The background is dark, with a fork and a head of garlic visible on the right side.

1

▶ Program overview

Program overview

In 2020, the City of Richmond introduced an Expedited Temporary Outdoor Patio (TOP) Program as a pandemic response measure. The purpose of this program was to allow food and beverage establishments to quickly expand their seating areas to accommodate COVID-19-related public health orders.

To support local businesses in a timely manner, the review process was expedited, and all municipal application, licence and permit fees (with the exception of a nominal fee for the use of public property) were waived.

The new City of Richmond Patio Program provides a comprehensive, long-term solution to the original temporary program, allowing food and beverage establishments to apply for ongoing patios on public property, or seasonal patios on

private spaces, adjacent to their business. Existing valid TOP Permits will be extended until June 1, 2023 to allow businesses sufficient time to pursue ongoing patio expansions. Patios on public property would be subject to the renewal of licence agreements with the City.

The Patio Program Design Guidelines were developed based on a comprehensive review of existing bylaws, regulations and technical requirements. The process involved input and review from multiple City departments, including Economic Development, Transportation, Planning, Engineering & Public Works, Building Approvals, Law, Customer Service, Business Licensing, Development Applications, as well as Richmond Fire Rescue. Feedback from a public consultation process, including a public survey and outreach to businesses, was also incorporated.



1.1. Goals

This Patio Program seeks to achieve the following high-level goals:

1. Support local businesses by expanding their outdoor capacity and simplifying the patio application process.

2. Ensure that patios are safe, accessible and do not cause undue disturbance to communities, neighbours or passersby.

3. Support the creation of vibrant streetscapes, build a sense of community and create unique street experiences in Richmond.



1.2. Guiding principles

In order to achieve the goals above, and to consider the needs of businesses and the community, public property or seasonal patios should reflect and apply the following guiding principles:



Sense of Community

Patios should enhance the vibrancy of local streets, animate the streetscape, and strengthen community connections by facilitating social interaction among local businesses, patrons, neighbours and visitors.



Ease of Movement

Locations and designs of patios should ensure that the mobility of people walking and rolling along sidewalks and surrounding pathways is not negatively impacted.



Neighbourhood Character

Patios should enhance, respect and celebrate the unique character of the surrounding buildings and neighbourhood, while complementing the look of the business holding the licence.



Safety & Accessibility

Patio designs should ensure that people of all ages and abilities can safely access and enjoy each patio space.



Welcomeness & Inclusion

Patio designs should support an open and welcoming environment that encourages a diversity of people to use and share the space together.

1.3. Types of patios

Before deciding which type of patio to apply for, please read the definitions below to understand which type of patio is possible for your business location.



Curbside Patio

A Curbside Patio is fully detached from buildings and located on public property. It occupies on-street parking spaces that are dedicated for parking at all times without any parking restrictions. Curbside patios cannot be located in any other areas, including loading zones, accessible parking stalls, passenger drop-off, taxi only, construction, etc. Liquor-primary establishments are excluded from curbside patios.

See pages 16-21 for more details on this type of patio.



Sidewalk Patio

A Sidewalk Patio may occupy public property on the sidewalk, provided it is adjacent to the business making the patio application.

See pages 16-21 for more details on this type of patio.



Seasonal Patio

Seasonal patios involve a patio located on private property adjacent to a food service or neighbourhood public house establishment. It can only operate seasonally between April 1 and October 31. Seasonal Patios are located either on private land or private, off-street parking spaces. Each location has slightly different requirements. In Section 3.1 (Patio Requirements Checklists), these patio types are referred to as "Seasonal (Private Land)" and "Seasonal (Off-street Parking)".

See pages 16-21 for more details on this type of patio.



Steveston Village Patio

Patios located within Steveston Village must be built in a way that maintains Steveston's heritage character. These patios must meet the relevant general patio requirements detailed on pages 16-21, as well as specific guidelines for patios on both public or private property in Steveston Village.

A Heritage Alteration Permit (HAP) is required for all patios located in the Steveston Village Heritage Conservation Area, regardless of its construction value and location. The application fees is included in the Patio Permit application fee if the HAP can be issued by the Director of Development. If a patio requires a HAP issued by council, there will be a separate HAP application fee in addition to the Patio Permit application fee.

See pages 22-24 for more details on this type of patio.

Note: Patios on private property that are operated year-round or result in increased occupancy are permitted. This applicant guide does not apply to those patios. Learn more about year-round patios on private property at www.richmond.ca/patiopermits.



2

▶ How to apply

How to apply for a patio permit

2.1. Before you get started

Before you begin planning your patio, please review the requirements in this guide. In addition to the patio's location, design, and appearance, businesses need to consider their patio's accessibility and safety for patrons, as well as more detailed requirements like clearance, access, fencing, and weather protection. Detailed location-based requirements are detailed on page 17, followed by the design, safety, accessibility, fencing and weather protection requirements for each patio type.

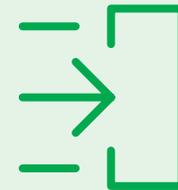
Location

Before beginning an application, businesses should determine the type of patio they intend to build. Patio requirements differ depending on whether the patio is located on public space (for example, a sidewalk or curbside parking spot), or on private space, including parking lot spaces. Patios in Steveston have additional requirements.



Clearance & access

It's essential that patios do not block access points for utilities and emergency services. Patios must also keep clear of existing infrastructure, including bike racks, doorways, and parking spaces.



Accessibility

Patios should be inclusive and welcoming to people of all ages and abilities, even if they are not using the patios. Patios must be designed in a way that is accessible to people using wheelchairs and strollers, and cannot block public pathways around the patio area.



Design & appearance

The look and feel of your patio should complement your business, without impacting the street's existing character. Patios in Steveston have more detailed design requirements to maintain the neighbourhood's historic character. Generally, no signage or branding is allowed.



Safety

Patios that are on the street or in parking spots must prioritize the safety of their customers and vehicles on the street, by following specific hazard marking and barrier requirements.



Perimeter fencing

There are specific fencing requirements for patios that are located on the street or serve alcohol.



Weather protection

While it's important to keep customers comfortable year-round, weather protection features must be contained within the patio area and follow specific safety requirements. Patios cannot be fully enclosed.



2.2. What's not allowed



Enclosed patios

Any partial enclosures or weather protection must have adequate ventilation. Full enclosures are not permitted.



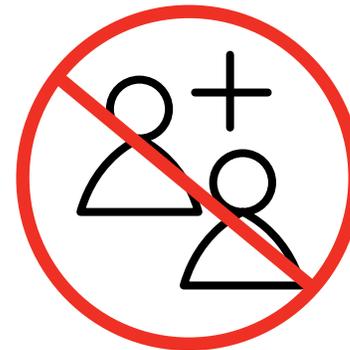
Use of speakers, amplified sound systems or live music

The use of speakers, amplified sound systems or live music in patios is prohibited.



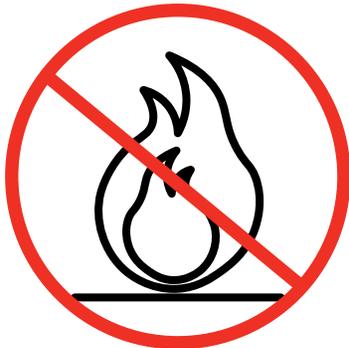
Cooking

All food preparation, processing, and cooking devices and/ or activities are prohibited on patios.



Increased capacity

Patios approved and built under this program cannot increase a business' existing permitted occupancy load. Businesses that would like to receive approval to increase their occupant load must submit an application through the Buildings Approvals department. To learn more about how to increase your capacity, visit www.richmond.ca/patiopermits



Open fires or ground heaters

The use of open-air fires (bonfires) and ground heaters are prohibited on patios.

2.3. Application requirements

To apply for a Patio Permit, you will need to provide:

1. A completed Patio Program Application Form (see www.richmond.ca/patiopermits)
2. Location and design checklist
3. Drawings that include all requirements laid out in this guide. Clear drawing requirements are outlined in the Application Form.
4. A copy of your business licence
5. Heritage Alteration Permit Application (for patios in Steveston only. This requires a separate application process ([see here](#) for more information). This process will be streamlined with your Patio Permit application.
6. Application Fee Payment as listed in the fee schedule below on page 14

Note: Applicants are not required to secure approval from a structural engineer for their designs.

The Patio Program Application Form will also ask for the following information:

- General business-related and property-ownership information
- Patio location and design details (to ensure you have met the requirements in this guide)
- Additional patio-specific information like dates, and whether you will be serving liquor
- Summary checklist (to ensure you've included all the required documents)
- Declarations (signatures) that you understand and acknowledge the terms and conditions for operation of a patio, as well as the associated bylaws and regulations

After you've submitted your application

For patios on public property, proof of insurance will need to be provided prior to issuing a Patio Permit. Approved applications will need to provide a Certificate of Insurance (minimum \$5,000,000) that names the City of Richmond as an additional insured.

The application process will include notification to neighbouring property owners and tenants.

2.4. Cost

Annual patio permit fees:

The Patio Permit application fee for a seasonal patio on private property is \$300 and is subject to renewal every two years. Additional fees are required for the private use of public property. The cost varies based on the number of tables and chairs it includes and whether it includes a liquor licence. All public property Patio Permit fees are outlined below

Small Sidewalk Patios

A Small Sidewalk Patio may have up to three tables and six chairs. One extra table and two chairs can be added for an additional fee.

This option is only available for a Sidewalk Patio application (patio types detailed on page 8).

General permit fees		
Application fee	\$100 + GST	Valid for two years
Renewal fee	\$100 + GST	Required every two years
Annual public property use fees		
Small Sidewalk Patio	\$300 + GST	Flat fee for up to three tables and six chairs.
Small Sidewalk Patio addition	\$100 + GST	Fee for one additional table with two chairs.

**Individual requests for patios exceeding 37.16 square metres will be subject to further review and pricing will be established on a case-by-case basis.*

***For Large Public Space Patios operating on a seasonal basis only, fees will be prorated based on the number of months the space is occupied. A minimum of six months is required.*

Large Public Space Patio

A Large Public Space Patio includes any Sidewalk Patio with five or more tables and 10 or more chairs, any patio with a liquor licence, and any Curbside Patio. A Large Public Space Patio must have a perimeter fence, as defined in the general design guidelines. Large Public Space Patios are charged per square metre.

This option is available for either a Sidewalk Patio or a Curbside Patio (patio types detailed on page 8).

General permit fees		
Application fee	\$300 + GST	Valid for two years
Renewal fee	\$300 + GST	Required every two years
Annual public property use fees		
Large Patio - Steveston & City Centre	\$107.64 / m ² + GST	Up to a maximum of 37.16 square metres.
Large Patio - all other areas in Richmond	\$86.11 / m ² + GST	Up to a maximum of 37.16 square metres.



3

▶ Patio requirements

Patio requirements

3.1. Patio requirements checklists

This section details the requirements for each type of patio. Each line detailed in the checklist is a distinct element that the City will be looking for in your patio application.

For an overview of the requirements of each patio type, refer to the Patio Program Design Guidelines.

How to use the checklists

The tables on the following pages provide a reference tool for all applicants to the City of Richmond Patio Program to ensure that their patio application meets all of the City’s requirements. The left-most column outlines the guidelines. Applicants should then follow the appropriate column for the type of patio they wish to install, and ensure that they check off all of the empty boxes under that column. Greyed out squares indicate that that guideline does not apply for that type of patio. Unique requirements apply to any patio type located in Steveston (pages 22-24).

EXAMPLE

Your patio...	CURBSIDE	SIDEWALK	SEASONAL (PRIVATE PROPERTY)	SEASONAL (OFF-STREET PARKING & PRIVATE PROPERTY)
Is located in the City of Richmond				

3.1. Patio requirements checklists

Prior to submitting your application, select the type of patio you are applying for and confirm that it aligns with all of the criteria below:

LOCATION

Your patio...	CURBSIDE	SIDEWALK	SEASONAL (PRIVATE PROPERTY)	SEASONAL (OFF-STREET PARKING & PRIVATE PROPERTY)
Occupies on-street parking spaces that are dedicated to parking at all times, with no parking restrictions.				
Is not in a loading zone, accessible parking space, passenger drop-off, taxi only or construction zone.				
Is not on an arterial street.				
Does not block or reroute pedestrians.				
Does not block fire routes.				
Is located in a parking lot where your business has at least 20 parking spaces.				
Is in a parking lot, and does not reduce your business' available parking spaces by more than 10%.				

CLEARANCE & ACCESS

Your patio...	CURBSIDE	SIDEWALK	SEASONAL (PRIVATE PROPERTY)	SEASONAL (OFF-STREET PARKING & PRIVATE PROPERTY)
Does not block access to City-owned infrastructure, BC Gas valves, or underground kiosks.				
Does not block exits or doors to adjacent buildings.				
Is at least 1m away from all fire department connections.				
Is at least 5m away from fire hydrants.				
Does not block access to bike racks, garbage cans, or other existing structures.				
Is at least 2m away from all City-owned utilities other than fire hydrants.				
Is at least 1m away from other patios.				
Is at least 1m away from vehicle lanes or adjacent parking spots.				
Is at least 6m away from street corners, stop signs, and traffic control.				
Is at least 2m away from the nearest sidewalk obstruction (bike rack, parking meter post, sign post, utility pole, bench, bus shelter, etc.).				
Is at least 1m away from accessible parking spaces.				
Is at least 6m away from residential zones.				

ACCESSIBILITY

Your patio...	CURBSIDE	SIDEWALK	SEASONAL (PRIVATE PROPERTY)	SEASONAL (OFF-STREET PARKING & PRIVATE PROPERTY)
Provides enough width for wheelchairs and strollers at every entry/exit point.				
Includes furniture placed in a way that allows people using wheelchairs to pull up to each table or sit next to other seats.				
Uses materials and surface treatments that are safe and accessible for all users.				
Keeps or provides clear and safe vehicle, pedestrian, wheelchair and bicycle routes				
Leaves a path of at least 2m on the public sidewalk.				

DESIGN & APPEARANCE

Your patio...	CURBSIDE	SIDEWALK	SEASONAL (PRIVATE PROPERTY)	SEASONAL (OFF-STREET PARKING & PRIVATE PROPERTY)
Can be removed within a 24 hour period.				
Does not display a business name, logo, banners, signs or ads.				
Is not wider than 1.8m.				

SAFETY

Your patio...	CURBSIDE	SIDEWALK	SEASONAL (PRIVATE PROPERTY)	SEASONAL (OFF-STREET PARKING & PRIVATE PROPERTY)
Includes reflective posts at least 1.2m high at each corner of the patio that is next to moving traffic or parking spots.				
Has reflective hazard object marker signs on traffic posts and on its perimeter.				
May require an extended concrete barrier taper at the start of the patio in the direction of traffic for streets with posted speed limits greater than 30 km/hr.				
Provides easy access to a working fire extinguisher inside your business' building.				

PERIMETER FENCING

Your patio...	CURBSIDE	SIDEWALK	SEASONAL (PRIVATE PROPERTY)	SEASONAL (OFF-STREET PARKING & PRIVATE PROPERTY)
Has fencing that is 0.75m to 1.0m tall (if serving alcohol, adjacent to a road/parking space).		Only if serving alcohol	Only if serving alcohol	Only if serving alcohol
Has not damaged or drilled into the sidewalk, roadway or curb.				
Uses fencing materials that complements the character of the business and the neighbourhood.				

WEATHER PROTECTION

Your patio...	CURBSIDE	SIDEWALK	SEASONAL (PRIVATE PROPERTY)	SEASONAL (OFF-STREET PARKING & PRIVATE PROPERTY)
Does not have structural components that connect to existing buildings (canopies, roof coverings, extensions or attachments).				
Does not have umbrellas or other items (fences, planters, etc.) that extend over the edge of the patio area.				
Cannot be not fully enclosed.				
Uses only approved propane heating devices.				
Uses coverings and/or walls made of registered NFPA 701 flame retardant materials with visible labels, when a heating device is included.				

3.2. Additional Steveston Village patio requirements

Steveston Village is known for its history and heritage. Patios in this neighbourhood must be built in a way that maintains Steveston’s traditional character and charm.

In addition to meeting all the relevant patio requirements in the checklists above (pages 17-21), patios located within the Steveston Village Heritage Conservation Area must follow these additional requirements:

GENERAL STEVESTON VILLAGE REQUIREMENTS

Your patio...	PATIOS ON PUBLIC PROPERTY IN STEVESTON	PATIOS ON PRIVATE PROPERTY IN STEVESTON
Has applied for a Heritage Alteration Permit.		
Meets the general requirements for patios on public property (Curbside or Sidewalk, respectively) (pages 17-21).		
Meets the general requirements for patios on private property (pages 17-21).		

DESIGN & APPEARANCE

Your patio...	PATIOS ON PUBLIC PROPERTY IN STEVESTON	PATIOS ON PRIVATE PROPERTY IN STEVESTON
Respects the character of adjacent buildings in terms of scale, material and character.		
Does not visually dominate the heritage buildings or streetscape.		
Is either unpainted, or uses strong but muted heritage colours that are compatible with Steveston's character.		
Has minimal landscaping, or small planters that do not block the view of the buildings if on Moncton Street between No. 1 Road and 3 rd Avenue.		
Planters should not be used to provide a continuous solid barrier to mark off the patio area.		
Does not use light fixtures that are directly attached to the patio structure.		
Uses light fixtures that have warm and soft lighting that does not cause glare for neighbours.		
Does not have any advertisement or signage, except for signage required due to safety reasons.		

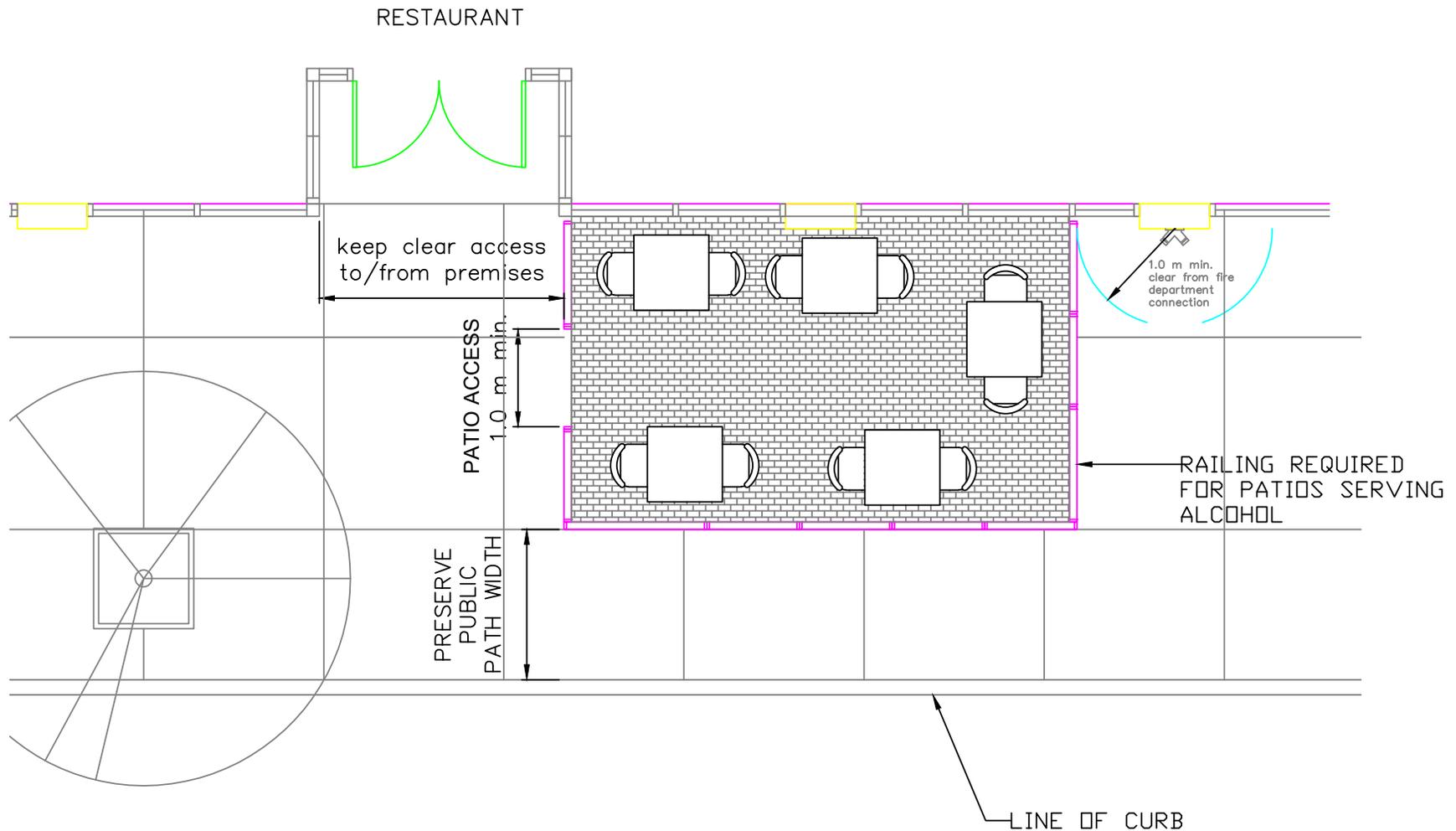
PERIMETER FENCING & BARRIERS

Your patio...	PATIOS ON PUBLIC PROPERTY IN STEVESTON	PATIOS ON PRIVATE PROPERTY IN STEVESTON
Does not have a solid, continuous barrier, and has an “open” appearance.		
Visually obstructs less than 50 of the total area of the barrier (length x height).		
Uses high-quality materials to mark off the area, and does not use plastic barriers or chain fencing.		
Uses either wood, metal, or composite material designed to resemble wood for railings and fencing.		
Uses material that aligns with the architectural finish of nearby buildings.		
Does not have any barriers above 0.9m tall.		
Does not have any elements that exceed 0.9m for patios on sidewalks and 1.1m for curbside patios.		

3.3. Patio layout example diagrams

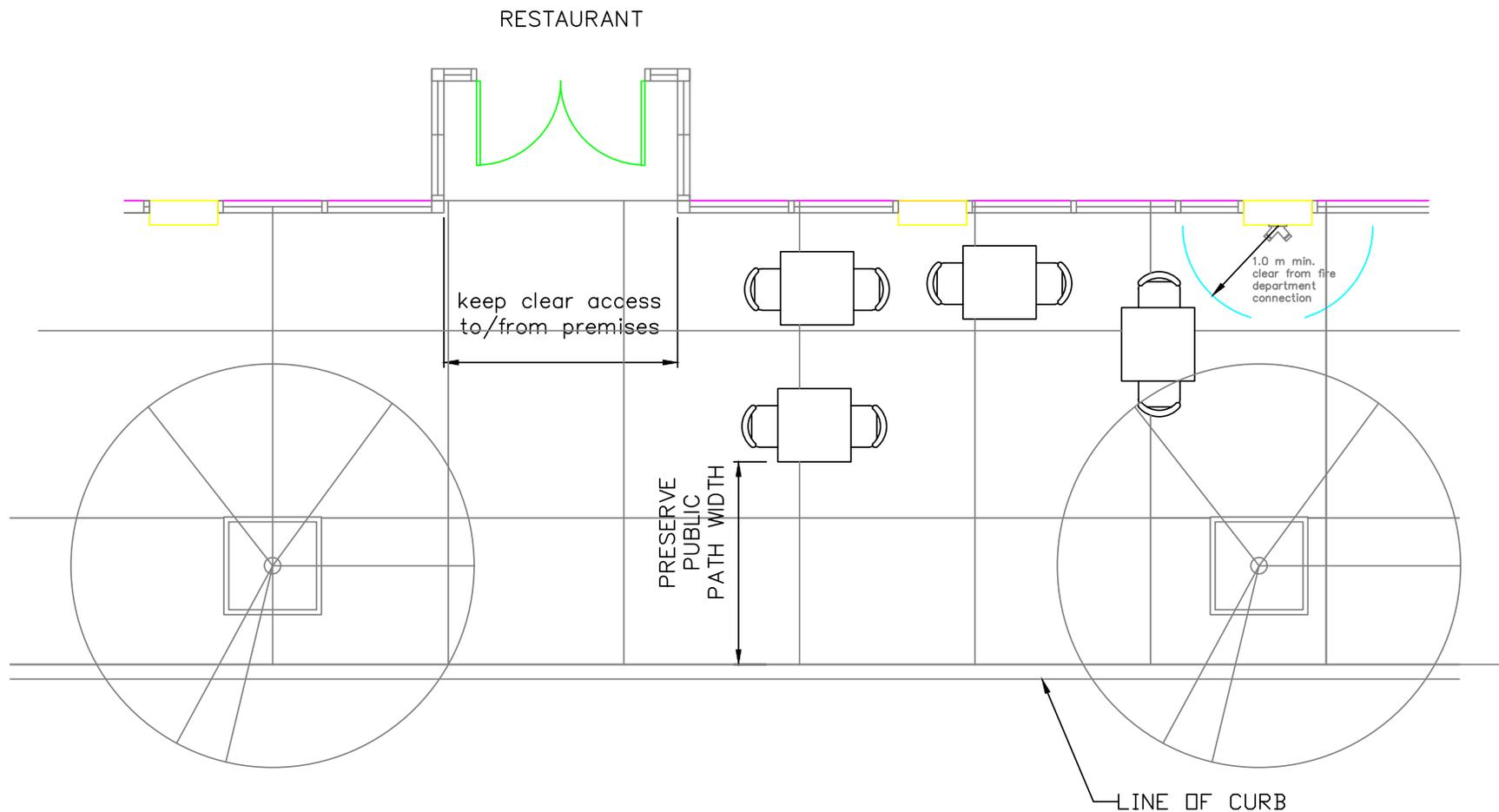
The following three pages provide examples of site sketches for different patio types. They highlight some of the key requirements detailed in the checklist above.

EXAMPLE: SIDEWALK PATIO - LARGE PUBLIC PROPERTY PATIO - SERVING ALCOHOL



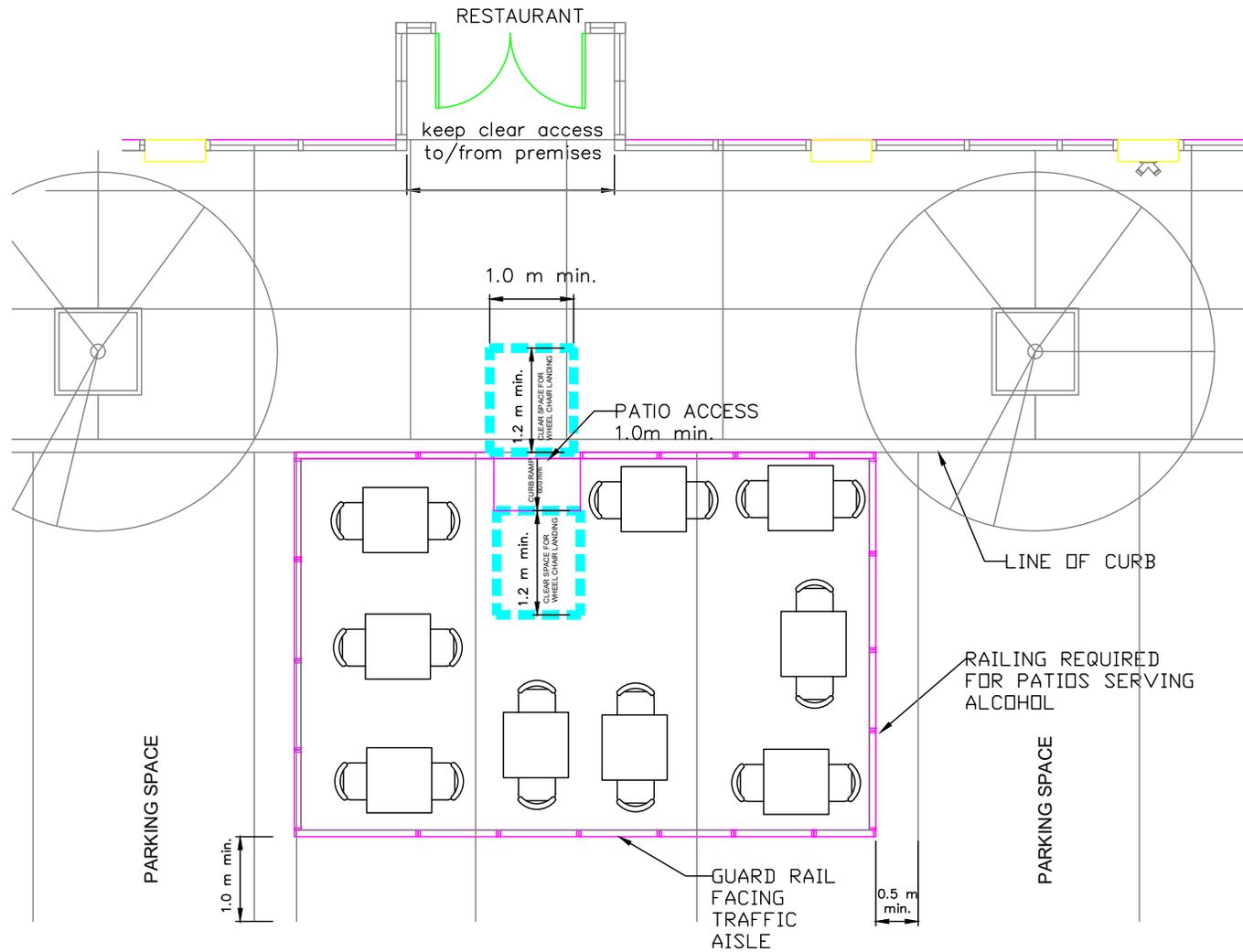
3.3. Patio layout example diagrams

EXAMPLE: SIDEWALK PATIO - SMALL SIDEWALK PATIO WITH ADDITIONAL TABLE AND CHAIRS - NO RAILING OR FENCING REQUIRED, NO ALCOHOL SERVED



3.3. Patio layout example diagrams

EXAMPLE: CURBSIDE PATIO - LARGE PUBLIC PROPERTY PATIO



3.4. Legal requirements

In addition to the location and design requirements detailed in this guide, businesses must ensure their patios meet and maintain the following six legal requirements:

- You must hold a valid City of Richmond business licence.
- If you intend to serve liquor on the patio, you will need to obtain a liquor licence endorsement from the British Columbia Liquor and Cannabis Regulation Branch.
- Patio liquor service must comply with Provincial liquor licensing requirements and policy directives.
- If your patio is on public property, you will need to maintain a \$5,000,000 general liability insurance policy that names the City as an additional insured.
- Approval for a patio permit does not automatically result in an increase to permitted occupant load, such increases would require additional levels of processing to ensure adherence to health and safety regulations such as the BC Building Code.
- Your business must adhere to all municipal and other governing bylaws and regulations.
- Patio service ends at 10:00 p.m.

3.5. Operational requirements

Once your patio has been approved and built, your business is responsible for successfully operating it. This responsibility includes:

- Shifting a portion of your permitted seating or capacity outside between April 1 and October 31.
 - Note: A patio permit does not automatically result in increased seating or capacity. For an increase, apply to udbuilding@richmond.ca and refer to the [Outdoor Patio Options for Businesses in Richmond Bulletin](#) for more information.
- You must remove any patio structures, furniture or fixtures within 30 days of your permit expiration date.
- You are solely responsible and liable for all maintenance repairs of your patio.
- If your patio stays in place through the winter, you are responsible for clearing all snow and ice from the patio including the entry and exit points for the patio and restaurant.

This program will be reviewed, with consideration for policy and design adjustments. Input from applicants is welcome at economicdev@richmond.ca.



City of Richmond

6911 No. 3 Road, Richmond, BC V6Y 2C1

Telephone: 604-276-4000

www.richmond.ca