



This information is provided for clarification purposes only and is not in substitution of any applicable City Bylaws or Provincial or Federal Codes or laws. In the case of any contradictions, legislative Codes, laws or Bylaws take precedence. You must satisfy yourself that any existing or proposed construction or other works complies with such Bylaws, Codes, applicable Acts, regulations and decisions and orders of any person or body having jurisdiction over the Lands.

Outdoor Patio Options for Businesses in Richmond

No.: INFO-52
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This bulletin is to inform businesses on the options available for outdoor patio permits, additional requirements for Steveston Village, occupant load and the City liquor licence approval process.

Summary

- There are 4 options for patios in Richmond:
 - Seasonal patios located on private property;
 - Curbside patios located on public property;
 - Sidewalk patios located on public property;
 - Permanent patios located on private property.
- Additional requirements for businesses within the Steveston Heritage Village Conservation Area (SHVCA).
- Change in occupant load due to additional commercial patio space requires an amendment to the existing Liquor License.
- Additional occupant load and changes to building structure requires a Building Permit.

Patio Types

1. Seasonal Patios Located on Private Property:

- Located adjacent to a food service or neighbourhood public house establishment.
- Can only operate between April 1 and October 31.
- For patios using commercial parking spaces, the property must have a minimum of 20 such spaces and the patio must occupy no more than 10% of these.
- Safe setbacks and protection from drive aisles are required.
- Application form: (see www.richmond.ca/patiopermits).

2. Curbside Patios Located on Public Property:

- Fully detached from buildings.
- Excludes liquor-primary establishments.
- Typically limited to non-arterial streets with posted speed limits of 30km/hr or less.
- On-street parking spaces with parking restrictions such as loading zones, passenger drop-off, accessible parking spaces or taxi zones are not permitted to be used for patio space.
- City retains access to the property for maintenance, service, installation and/or emergency works.
- Annual fees for use of public property are based on size of property.
- Certificate of Insurance (minimum \$5 million) required that includes the City of Richmond as additional insured.
- Application form: (www.richmond.ca/patiopermits).
- Neighbourhood notification process required.

See over →

3. Sidewalk Patios Located on Public Property:

- Required to be adjacent to the business making the patio application.
- Certificate of Insurance (minimum \$5 million) required that includes the City of Richmond as additional insured.
- Application form: (see www.richmond.ca/patiopermits)

4. Permanent Patios Located on Private Property:

- Additional occupant load as a result of permanent outdoor spaces and changes to building structure will require a Building Permit.
 - Please complete an [Interior Finishing, Alterations Plan Review Application](#) form indicating scope of work as change in occupant load/permanent patio.
- Building Permits are subjected to their own fees and review times.
- See [Bulletin Info-13](#) for more information.

Additional Requirements – Steveston Village:

- A Heritage Alteration Permit (HAP) is also required for all patio structures located in the Steveston Village Heritage Conservation Area (SVHA), regardless of its construction value and location.
- Structures with a construction value less than \$10,000: The HAP can be issued by delegated authority to the Director of Development and the application fee would be combined with the patio permit application fee.
- Structures with a construction value exceeding \$10,000: The HAP issuance would require City Council approval and a separate HAP application fee.
- [HAP application](#).

Occupant Load:

- An occupant load permit is required by the Liquor Control Board to issue liquor licenses to establishments that serve liquor.
- Only establishments that sell liquor will have to submit an occupant load permit to the City of Richmond.
- Upon issuance of the occupant load permit, the applicant will send their copy and drawings to the Liquor Control Board.

City Liquor Licence Approval Process:

Every applicant seeking approval from the City in relation to a new or existing licence to serve liquor must:

1. Submit a completed Application for New Liquor License or Amendment to Existing Liquor License form, together with the processing fee.
2. Post a sign on the subject site in accordance with the requirements of the Bylaw (wording for signage to be approved by the Supervisor, Business Licences prior to posting), Photo to be taken once posted and forwarded to Supervisor, Business Licences by email to include date posted.
3. Place three advertisements in consecutive issues in the local newspaper (wording to be approved by the Supervisor, Business Licences prior to publication), in accordance with the requirements of the Bylaw. Dates of publication to be forwarded to Supervisor, Business Licences.
4. A letter is generated and mailed out to all property owners, occupants or businesses within a 50 meter radius of the subject property advising of proposed application.
5. Business must be in compliance with all regulations, statutes and Bylaws, prior to Council resolution:
 - Email is sent to RCMP; Fire; Health and Building Approvals Dept. to query if there are any negative issues from their records which could prevent the recommendation of approval by Richmond City Council of this application.

See over →

6. Once application and processing fee is submitted, application will be signed and forwarded to the applicant.
7. Once public consultation period (30 days) has elapsed, a Report is written to Council outlining all the information.
8. City has 90 days for this process.

References

- City of Richmond, [Bulletin Info-13](#).
- City of Richmond, [Bulletin Permits-15](#).
- City of Richmond, Richmond Patio Program Application Guide.
- City of Richmond, [Development Application Fees Bylaw No. 8951](#).