

TEMPORARY OUTDOOR SERVICES CHECKLIST

INFORMATION:

An online **DRP – Base Application – Permits and Reviews** must be completed via EPIC-LA (<https://epicla.lacounty.gov>). Incomplete applications will not be accepted. Please refer to “File an Application” (planning.lacounty.gov/how-do-i/file-an-application).

Applicants are advised to consult with planning staff prior to applying at **213-974-6411** or info@planning.lacounty.gov.

REQUIRED ITEMS

1. [Owner Acknowledgement Form](#)
2. Special Events Permit – Temporary Outdoor Services Supplemental form
3. Proof of Ownership. If the project site is owned by an LLC, corporation, partnership, or trust, an ownership disclosure is required. This disclosure must list the name and addresses of the principal owners (25% or greater) and attach a copy of the current corporate articles, partnership agreement, or trust document, as applicable.
4. Color Photographs. Minimum of one photo depicting the project site and proposed outdoor dining area.
5. Sketch/Plans depicting:
 - a. The dimensions of the existing establishment, the on-site or off-site parking facility, and the proposed outdoor dining area.
 - b. The barrier between the temporary outdoor dining area and the parking facility, and public right-of-way, if applicable.
 - c. Proposed layout, including all tables, chairs, furnishings, and equipment.

SKETCH/PLANS SHALL DEPICT COMPLIANCE WITH THE FOLLOWING REQUIREMENTS

1. Temporary outdoor services area does not exceed 100% of the existing establishment’s floor area. Parking for the temporary outdoor services area shall not be required.
2. No more than 50% of the establishment’s parking spaces is converted into a temporary outdoor services area. Walkways may be included in the temporary outdoor services area
3. Temporary outdoor services area is not separated from the establishment by an active driveway and is not located within 10 feet of any active driveway within the parking facility, including any loading zones. Except for any required fire lanes, interior driveways and aisles may be converted to temporary outdoor services area so as long as adequate vehicular circulation within the parking facility is maintained.
4. Temporary outdoor services area is delineated from any active driveway or parking areas with barriers to ensure vehicular traffic cannot enter the temporary outdoor dining area. If the temporary outdoor services area is adjacent to a public sidewalk, street or highway, the barrier must provide separation unless the public right-of-way is also authorized for temporary services use under the

County's Temporary Outdoor Services program. Acceptable barriers include federally recognized traffic barricades.

5. When provided, the temporary outdoor services area has lighting arranged to prevent glare or direct illumination onto any residential or agricultural zone.
6. Only the following furnishings and equipment may be placed within the temporary outdoor services area:
 - a. Tables
 - b. Chairs and benches
 - c. Structures and equipment for weather protection that do not overhang any internal active driveway, Americans with Disabilities Act (ADA)-accessible parking space or ADA path of travel and are in a stable base to prevent accidental or wind-blown tipping over, including
 - i. Umbrellas
 - ii. Unenclosed (open on three sides) shade structures maximum 120 square feet.
7. Outdoor services furnishings and equipment are not attached to the private walkway or parking facility in any way.
8. Outdoor services, including structures and equipment, complies with the Los Angeles County Department of Public Health's [Reopening Protocol for Personal Care Establishments: Appendix R](#) and [Reopening Protocol for Hair Salons and Barbershops: Appendix H](#).
9. The permittee complies with all current ADA requirements, including parking spaces and path of travel.