



Outdoor Customer Service Area (OCSA) Checklist

The Checklist below must be submitted with your Outdoor Customer Service Area (OCSA) Proposal. Please submit the completed and signed Checklist, along with the Submission Requirements listed in the *Guide for Establishing Outdoor Customer Service Areas*, to PropertyUse@dnv.org.

Identification and Operation	
Business Name	
Business Licence No. (if applicable)	
Address of Business	
Property Owner written support of patio	<input type="checkbox"/> Yes <input type="checkbox"/> No
Purpose	<input type="checkbox"/> create a new OCSA <input type="checkbox"/> continue operation of an existing OCSA <input type="checkbox"/> modify an existing OCSA
Which best describes where your OCSA will be located (select multiple if applicable)?	<input type="checkbox"/> On private property not occupying required on-site parking <input type="checkbox"/> On private property occupying some required on-site parking* <input type="checkbox"/> On public sidewalk or boulevard <input type="checkbox"/> On public street (or parking on street)
*If your patio is occupying required on-site parking, how many spaces?	_____
Does the proposal increase business occupancy (i.e. total number of people on premise)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will liquor be served on the patios? If yes, under which type of license?	<input type="checkbox"/> Yes <input type="checkbox"/> Food Primary <input type="checkbox"/> Liquor Primary <input type="checkbox"/> Manufacturer w/ Lounge Endorsement <input type="checkbox"/> Other _____ <input type="checkbox"/> No
Have you started your LCRB application to serve liquor on your patio?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Expected duration of patio use	<input type="checkbox"/> All year <input type="checkbox"/> Other (Specify): _____
What are the intended hours of operation for the patio(s)?	

Outdoor Customer Service Area (OCSA) Checklist

Instructions – Read First:

- If the patio is on private property, complete Section 1 and Section 2 below
- If your patio is on public property, complete Section 1 and Section 3 below
- If your patio is on both private and public property, complete all sections below
- Tick off the to demonstrate that your patio meets the requirement
- If you are unsure whether your patio meets the requirement, leave blank and use the Additional Information column to explain

Section 1: Requirements for All Patios			
No	Requirement	✓	Additional Information
1	When combined with any other existing outdoor patios, total outdoor patio space is equal or less than 50% of the full interior floor space of the establishment it is adjacent to	<input type="checkbox"/>	Total patio space: _____ Total interior floor space: _____
2	The patio is situated adjacent to, is accessory and is operationally connected to a building or buildings containing an establishment that is a restaurant, retail food service, neighbourhood public house, or licenced lounge	<input type="checkbox"/>	
3	The patio is for the purpose of consuming food and beverages and does not allow cooking and food preparation	<input type="checkbox"/>	
4	Does the patio abut one or more single family residential properties? <div style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> If Yes: <ul style="list-style-type: none"> • the establishment that the patio is adjacent to completely blocks any view of the patio from any ground level point on any abutting single family residential property or properties 	<input type="checkbox"/>	
5	The patio does not add to the occupancy load of the establishment ¹	<input type="checkbox"/>	

¹ Additions to occupancy load have expanded building and fire code requirements, such as washroom calculations, modified exits, etc. For more information, contact propertyuse@dnv.org

Outdoor Customer Service Area (OCSA) Checklist

6	There are no permanent structures (other than fences, railings, stairs, paths, awnings and platforms) installed on the patio	<input type="checkbox"/>	
7	There are no structures for which a building permit is required (other than an awning) installed on the patio ²	<input type="checkbox"/>	
8	The patio is not climate controlled for more than a total of 7 months in any 12-month period	<input type="checkbox"/>	
9	The patio is not completely enclosed for more than a total of 7 months in any 12-month period	<input type="checkbox"/>	
10	All temporary patio structures (other than fences, railings, stairs, paths, awnings and platforms) have transparent walls	<input type="checkbox"/>	
11	The patio is not on land located within development permit areas, such as streamside or environmental protection areas, or in areas that are steeply-sloped ³	<input type="checkbox"/>	
12	The patio allows an adjacent clear path of pedestrian travel of minimum 2.0 m (6.5 ft.) in width	<input type="checkbox"/>	
13	The patio has a minimum clearance of 2.1m (7 ft.) between the lowest portion of an umbrella, canopy or similar overhead device and any walking surface	<input type="checkbox"/>	
14	At least 1 table, or 20% of tables on the patio (whichever is greater), is fully accessible for a person with a wheeled device or other mobility equipment	<input type="checkbox"/>	
15	<p>Does your patio use portable standing radiant heaters?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <ul style="list-style-type: none"> • The heaters conform to the safety standards established by the Canadian Standards Association (CSA) <input type="checkbox"/> • The heaters are certified by the Underwriters' Laboratories of Canada (ULC) where necessary <input type="checkbox"/> 		

² For information on when a Building Permit is required, go to [Building Permits](#) or contact building@dnv.org

³ For more information on Development Permit Areas, go to [Development Permit Areas](#) or contact propertyuse@dnv.org

Outdoor Customer Service Area (OCSA) Checklist

Section 3: Additional Requirements for Patios on Public (District) Property			
No	Requirement	✓	Additional Information
1	The patio does not remove any: <ul style="list-style-type: none"> • existing public landscaped area • no stopping area • no loading area • cycle lane 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
2	Is the patio located within 2.5 m (8.2 ft) of an adjacent roadway? <div style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</div> If Yes, I acknowledge that a temporary 30 km/hr posted speed signage may be required to be installed adjacent to the patio	<input type="checkbox"/> <input type="checkbox"/>	
3	Is the patio located on an arterial of higher travelled road? <div style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</div> If Yes, I acknowledge that a greater degree of separation between the patio space and adjacent vehicle lane(s) may be required and could include “jersey barriers” and signage along the interface of the patio	<input type="checkbox"/> <input type="checkbox"/>	
4	Are you introducing landscaping elements to your patio? <div style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</div> If Yes: <ul style="list-style-type: none"> • Patio landscape elements are provided in easily removable planters • Planters and plants do not obstruct sightlines or create hazards for vehicle operators or pedestrians 	<input type="checkbox"/> <input type="checkbox"/>	
5	All tables, chairs, and other patio furniture are secured at the end of each business day	<input type="checkbox"/>	
6	Patio furniture is not secured to sidewalks, lamp posts, street lights, trees or other public use assets	<input type="checkbox"/>	



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Authorized Signatory Declaration:

By signing or clicking the box below, I certify that, to the best of my knowledge, the information provided above is truthful and accurate. I further acknowledge that it is my establishment's responsibility to meet the requirements of related District and third-party regulations, including but not limited to the Provincial Liquor and Cannabis Regulation Branch and the Public Health Officer.

Date: _____

Name: _____

Signature: _____

I understand that checking this box constitutes a signature