

Extend or Establish an Outdoor Patio – Private Property Internal Approval Process

1

Gather Supporting Documents

Business owner obtains letter of permission from the property owner agreeing to the extension/establishment of the patio.

- Business owner provides a sketch or aerial photograph (e.g. Google Maps) of the bar/restaurant showing the proposed location of the patio/extension.
- Business owner provides details about the materials that will be used for the patio/extension (e.g. fencing).

Please Note:

- New patios or extensions should not block fire hydrants, accessible parking spaces, or access routes to and from neighbouring businesses (regular parking spaces may be used for patios, provided vehicle access to and from the property is not obstructed).
- New patios or extensions should include materials/markings along the exterior that allow them to be visible at night (e.g. reflective tape markings).

2

Submit Support Documents

Business owner submits scanned copies of the supporting documents noted above to the Office of the Town Clerk by email to clerk@whitby.ca.

3

Internal Review

- Supporting documents will be reviewed by Fire & Emergency Services (fire hydrants, access routes, standpipe connections) and Planning & Development (parking spaces, accessibility).
- Whitby Fire & Emergency Services (WFES) will complete an on-site inspection subject to inspection fees payable directly to WFES.
- Any identified concerns will be communicated to the business owner to find a solution.
- Permit fees are **\$160** for a new temporary patio for the first year and **\$110** for a previously approved temporary patio, payable each year.

4

Approval

Office of the Town Clerk issues letter of approval to the business owner.