



## Right of Way Patio Permit Application Form (Existing ROW Patios)

Planning, Infrastructure and  
Economic Development Department  
Right of Way, Heritage and Urban  
Design Services  
100 Constellation Dr, 6th Floor East  
Ottawa, ON K2G 6J8  
East of Bank Street : 613-580-2424 ext. 16049  
West of Bank Street : 613-580-2424 ext. 30082  
Email: rowpatio@ottawa.ca

Applications may be submitted through email [rowpatio@ottawa.ca](mailto:rowpatio@ottawa.ca).

Operating Name for Business

Address of Business

Legal Owner of Business (as shown on Ontario Business License)

Name of Contact

Contact Telephone Number

Contact Email

### Please submit the following items (requirement for each season):

- Proof of insurance with Commercial Liability of \$5,000,000 and with the City of Ottawa listed as an additional insured. Note that proof of insurance must be submitted directly from your insurance agent or broker.
- A letter from the property owner indicating consent for the ROW patio.
- Copy of a valid Ontario Business License, where applicable.
- Copy of a valid Liquor License, where applicable.
- A list of which months the patio will be on the ROW.

### If proposing a change to the patio footprint:

- A site plan showing the location and dimensions of the proposed ROW patio footprint, the premises to which it will be appurtenant, all relevant lot lines and all existing surface features located between the premises and the roadway. Plans must indicate that the proposed patio meets all aspects of the *City of Ottawa ROW Patio By-law 2017-92*, including barrier free access to the patio and, for front or curbside installations, an unencumbered 2 meter pedestrian clearway.

### If proposing a change to the patio design (railings, platforms, etc):

- An elevation plan showing all dimensions, scaled elevation drawings that show the proposed ROW patio from all angles. Note that the ROW patio must meet Ontario Building Code requirements, and that a [Building Permit](#) may be required.

**Legal Owner of Business**

**By:**

Name

Title

**Signature**

Date (MM/DD/YY)

Personal Information on this form is collected by the City of Ottawa under the authority of section 4 of the ROW Patio By-law No. 2017-92, as amended, for the purpose of administering and issuing ROW Patio Permits onto City roads.