



Sidewalk business license FAQ's and required information:

There is no fee for a sidewalk business license. Supplying the required information and being located in an area where allowed is all that is required.

Required information:

- **An application (attached) and;**
- **Proof of insurance with City of Longview as Additional Insured**
 - The City requires that a business provide proof of insurance that has *City of Longview, 1525 Broadway St, Longview WA 98632* listed as Additional Insured for purposes of use of the sidewalk. Certificate holder alone is not sufficient- the City must be additional insured for use of sidewalk or covered under a separate endorsement.
 - Please email or have your insurance agent email the insurance form to permits@mylongview.com or attach it with an application form care of Community Development Department.

Permitted locations:

- The Speed Limit of the street in front of the business or area of sidewalk to be used must be 30 MPH or less to apply for a sidewalk business license.
- A business may only use the area or sidewalk in front of their business or that area of a neighboring business which consents to the use. This includes A-frame signs- only in front of the business.
- A 5 foot clear ADA path must be maintained on the sidewalk.

See the third page for additional conditions.

Contact Community Development Department with any questions. 360.442.5086

Food Trucks and Push Carts using Public Sidewalks:

- A business or property owner must apply for a sidewalk business license if they wish to site a food truck or push cart in front of their establishment.
- The sidewalk business license application shall include written permission from any existing eating establishment(s) located within 50 feet (measured from the point of the parcel nearest to the eating establishment in a straight line along the sidewalk to the area of operation).
- Such written permission shall be provided to the city along with the parking space or sidewalk location where the applicant proposes to engage in business as a mobile vendor.



Sidewalk Business License Application

Community Development Department • PO Box 128 • Longview, WA 98632
360.442.5086 • 360.442.5953 fax
permits@mylongview.com

Sidewalk Business License No.

Expiration Date

Application

Business Name		Contact Person/Title
Business Address		Suite #
Business Phone	Evening Phone	Business email
Longview Business License Number	Business License Expiration	Insurance Expiration Date

Type of Business: Food and Beverage Service Retail Non-Profit

Business activities to be conducted on the sidewalk- check all that apply:

Sandwich Board Sign Display Merchandise Tables/Chairs Planting Containers Other:

Description:

I have read and understand the provisions contained on the reverse side hereof, including the applicable provisions of the Longview Municipal Code, and I agree to be bound by and to comply therewith. I also agree to renew my insurance and endorsement upon expiration if I desire to continue using a Sidewalk Business License at that time.

Applicant Signature/typed name

Date

[For food trucks/carts] Owner of eating establishment(s) located within 50 feet: Signature

1)

2)

Business name(s):

Community Development Approval

The above named applicant is hereby granted a "Sidewalk Business License" to engage in the business described above for a term ending on the date that the business license for such business expires. This Sidewalk Business License must be attached to the licensee's business license and publicly displayed at all times.

This sidewalk business license is subject to all applicable sections of the Longview Municipal Code, and all of the conditions set forth on the reverse side hereof. Violation of the LMC and/or any of such conditions may result in suspension or revocation of the Sidewalk Business License.

Approved by Community Development Department/Title

Date

Grant of Permission

This approved sidewalk business license is a grant of permission to the holder of a business license to conduct business activities in the public right of way. The right of the public to use the right of way for vehicle and pedestrian traffic and travel is paramount, and permission to engage in business in the public right of way is subordinate thereto. Therefore, this sidewalk business license is granted as a special privilege and subject to suspension or revocation. Violation of any of the terms and conditions on the reverse side of this form may result in suspension or revocation of the sidewalk business license.

Sidewalk Business License Conditions

*This SIDEWALK BUSINESS LICENSE is granted
subject to the following terms and conditions:*

1. All of the applicable provisions of the Longview Municipal Code, particularly those contained in sections 12.30.090, 12.30.100, 12.30.110, 12.30.120, 12.30.130, and 12.30.140, copies of which are available online: <http://www.codepublishing.com/wa/longview/html/Longview12/Longview1230.html#12.30.090>
2. This Sidewalk Business License shall be subordinate to Public Right-of Way Permits and Street Use Permits issued for the same area.
3. The Sidewalk Business License Designated Area is shown and numbered on the attached map of your allowable display area and shall not be extended or enlarged. Generally, only the area in-front of the business may be used.
4. Areas that are not to be used for displays include: Corner and mid-block pedestrian landings, and the three-foot (3') "parking access zone" adjacent to the curb. The five-foot (5') pedestrian area may be adjacent to but exclusive of the three foot (3') parking access zone.
5. An adequate area adjacent to handicapped parking spaces area shall be maintained free and clear of obstructions and shall lead to the pedestrian walkway.
6. No sidewalk business displays or signs shall be attached to or displayed on public facilities such as trees, street light poles, junction boxes, mailboxes, fire hydrants, benches, bus shelters, trash cans, etc.
7. Landscape areas and areas containing trees and the dirt around such trees shall not be disturbed or used in connection with Sidewalk Business License activities, and shall not be designated as the area reserved for pedestrian use.
8. The Sidewalk Business License Designated Area shall be maintained in a clean, neat and safe manner at all times.
9. Businesses serving food and/or beverages shall comply with all relevant Cowlitz County Health Department regulations and all applicable regulations of the Washington State Liquor Control Commission.

10. FLEXIBLE ELECTRICAL CORD USE

Flexible electrical cords or extension cords may **not** be used for the following,

- As a substitute for the fixed wiring of a structure
- Where they are placed through holes in walls, structural ceilings suspended ceilings, dropped ceilings, or floors
- Where they are located through doorways, windows, or similar openings
- Where they are attached to building surfaces
- Where they are concealed behind building walls, structural ceilings, suspended ceilings, dropped ceilings, or floors
- Where they are installed in raceways
- Where they are placed across aisles, sidewalks, or pathways

The City reserves the right to make modification to the terms and conditions above.

