



Sidewalk Use Permit Application

Bylaws and Licensing Division

604.469.4541 • www.portmoody.ca

Applicant Information

Business Name/Operator:		
Business Address:		
Phone #:	Fax #:	Cell:
Email:	Business Licence #:	

Property/Building Owner Information

Property/Building Owner:		
Business Address:		
Phone #:	Fax #:	Cell #:
Email:		

Required Attachments

<input type="checkbox"/> Detailed sketch showing the dimensions of the area for proposed use which will form part of the permit. Please note pedestrian access must be maintained.
<input type="checkbox"/> Proof of Liability Insurance with a minimum coverage of \$5,000,000 with the City of Port Moody named as additionally insured.

Permitted Terms of Use:

- The Licence is non-transferrable and must be displayed to the public at all times.
- You can only place tables, chairs, sun umbrellas and other approved furniture exclusively in the area of public sidewalk described in the sketch that you provide. You must remove materials from the sidewalk at the end of each business day.
- Permits must be renewed annually by the last business day in January, or a new application is required.
- Sidewalks must remain accessible to wheelchairs and foot traffic at all times. You also must comply with Occupational Health and Safety Standards.
- This Licence may be revoked by the Manager of Bylaws and Licensing if permitted terms of use are not met, and/or any reason deemed necessary to the essential business of the City.
- The City reserves the right to remove items for access as necessary.

Applicant's signature:	Date:
Print name:	

For Bylaws and Licensing Use Only

Application approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	
Signature of Manager of Building, Bylaws and Licensing:		
Location of permitted use		
Date(s) of use:	From:	To:
Hour(s) of use:	From:	To:

Email this form back to licence@portmoody.ca

Fax this form back to 604.469.4533

PORT MOODY
CITY OF THE ARTS



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Here's where you can provide a detailed sketch of what you're proposing to use the sidewalk for. Make sure you include the dimensions of the area for the proposed use. This information forms part of the permit.