Patio Guidelines
IN WEST PERTH

PLANNING YOUR SUMMER PATIO FOR A SUCCESSFUL SEASON!

Approval Process

All sidewalk patios require a Sidewalk Patio Permit. To ensure your application can be processed quicky, please include all the requested information and meet outlined requirements. Application and drawings are submitted to the West Perth Building Department via email clerk@westperth.com.

1 Digital or hard copy drawing of the site plan that includes 6 metres on either side of the storefront with streetlights, street furniture, poles, trees, and any other physical, utility or drainage feature on the street and sidewalk.

2 A copy of your insurance showing a minimum $5 Million comprehensive general liability with the Municipality listed as additionally insured.

3 An annual fee of $250.00 to be used for the preparation of the Encroachment Agreement is required. No security deposit is charged.

4 Work with Municipal staff to complete an Encroachment Agreement, providing you permission to use the Municipal sidewalk for this purpose. The Encroachment Agreement specifies that any damages to Municipal property will be invoiced to the applicant and any unpaid invoices will be applied to the property's taxes.

5 Final inspection by Municipal staff, which may include staff from Building, Fire, Operations, and/or Planning Departments.

PATIO SEASON IN WEST PERTH OPENS APRIL 15, AND CLOSES OCTOBER 31.
ALL PERMITS FOR THE YEAR ARE AUTOMATICALLY TERMINATED AFTER OCTOBER 31.

Design Guidelines

Sidewalk Clearance

Patios cannot obstruct foot traffic on sidewalks and must enable people to pass easily and safely. A minimum 1.5m of clear sidewalk width is required. If the patio is on the sidewalk, it must be set back at least 1.8m from the face of the curb.

Accessibility

All patios must provide barrier-free access from the sidewalk. Elevated platforms and outdoor carpets are prohibited. Exits and entrances must be a minimum of 1.2 m wide for wheelchairs, strollers, etc.

Patio Size

Patios must be positioned against the building façade and may extend 2.5m from the building. The patio's area cannot exceed the businesses interior floor area.

Lighting & Shade

Lighting of sidewalk patios may be permitted if approved by the Municipality. Umbrellas shall be located entirely within the enclosed patio area. Businesses are responsible for the safety, protection, and prevention of theft for any and all furnishings, fences, and other improvements in the Sidewalk Patio area and must be removable (not permanently fixed in place with bolts, brackets, etc.)

The Sidewalk Patio Policy was updated May 2023. You can also find a digital copy on our website at: www.WestPerth.com/BIA

Consider your neighbours

Patios must not negatively impact neighbouring residents or businesses and consideration made to patron behaviour.

Emergency Access

Seating on patios cannot interfere with access to:
- Public utilities and service connections;
- Emergency service or delivery vehicles;
- Fire hydrants, fire connections, or other fire protection services must remain clear and maintained at all times.

Landscaping

Adding plants and landscaping to your patio is not necessary, but is beneficial in creating an inviting and colourful space for your guests.

Hours of Operation

A sidewalk patio may only be open during regular business hours, and no later than 11:00pm, with music ceasing at 9:00pm.

Fences or Delineation

Some form of delineation should be used to define the area of your patio (e.g. movable planters, rope, temporary posts, wooden fence, etc. Fences can be up to 1.2m in height.

Serving Alcohol

Alcohol is permitted if you have a licence to sell liquor from the Province's Alcohol and Gaming Commission of Ontario.

Plan Your Patio

Use this graph to plan out your patio and attach it to the application. Draw the plan to scale. Remember to allow 6m on either side of the storefront with street lights, street furniture, poles and trees marked out. If you need help planning your patio, please contact the West Perth Building Department.