

Village of Ballston Spa
Building Department
66 Front Street
Ballston Spa, NY 12020
Dave LaFountain, Code Enforcement Officer
buildinginspector@villageofballstonspa.org
518-885-3167

Sidewalk Cafes, Outdoor Dining and Sidewalk Sales Permit Requirements

1. Completed Sidewalk Cafes, Outdoor Dining and Sidewalk Sales Permit Application.
2. Sketch showing the sidewalk adjoining the establishment where the sidewalk café, outdoor dining, or sidewalk sales is proposed, detailing the location of the curb, any trees and tree wells, mailboxes, streetlights, utility poles or other obstructions.
3. Sketch showing the location of all tables, chairs, benches, merchandise, and other equipment proposed to be located on the sidewalk.
4. If applicant is not the owner of the premises, the applicant must provide written proof of the property owner's consent to the sidewalk café, outdoor dining, or sidewalk sales.
5. The applicant must submit, prior to the issuance of the permit, in a form acceptable to the Village Building Inspector, an agreement to indemnify and save harmless the Village of Ballston Spa, its officers and employees against any loss or liability or damage, including expenses and costs for bodily injury and for property damage sustained by any person as a result of the applicant's operation of sidewalk café, outdoor dining, or sidewalk sales on public property.
6. The applicant must submit, prior to the issuance of the permit, a certificate of general liability insurance naming the Village of Ballston Spa, its officers, agents and employees as additional insureds, with the following limits: for personal injury \$1,000,000 per individual and occurrence; and for property damage, \$1,000,000 per individual and occurrence, effective for the duration of the permit, and containing a provision prohibiting its cancellation except upon 20 days' notice to the Village of Ballston Spa.