

# Livonia



## Temporary Outdoor Dining Areas

The City of Livonia  
Inspection Department  
a Temporary Outdoor  
Dining Guide.



Inspection Department  
33000 Civic Center Dr.  
City Hall Annex  
Livonia, MI 48154  
(734) 466-2580

# **INTRODUCTION**

## **Temporary Outdoor Dining Areas**

The City of Livonia has prepared this Guidebook to assist you in the process of building a temporary outdoor dining area within our City. This Guidebook contains important information that will help you understand the Building Permit and construction process from application to completion. We have included details for areas that have generated confusion or delays in the past. The information is presented in a start-to-finish sequence to guide you as you progress through your project.

A Building Permit is required for all temporary outdoor dining areas that have any one of the following:

- A temporary structure or tent
- A seating area with tables and chairs

This Guidebook contains the following information for your use:

### **Before You Build**

- Items that should be checked at the beginning of your project.

### **From Application to Completion**

- This is intended to be your general guide through the complete process. Information is provided on the application requirements, Permit and Inspections.

### **Inspection Requests**

- Contains details required for requesting an inspection, making sure your job is ready for inspection, the time inspections are done and what the inspection reports mean.

### **Construction Requirements**

- A general guide to help you understand and apply the common Zoning Ordinance and Building Code requirements for your project. This information should be used as you prepare your plot plan, construction drawings and install your temporary outdoor dining area.

### **Plot Plan Requirements**

- A list of the items required to be shown on the Plot Plan. This list should be given to your Plot Plan preparer. Please take time to make sure your drawings are complete.
  
- Plot Plans that contain all the necessary information and details will help expedite the plan review process.

### **Sample Plot Plans**

- Sample Plot Plans are included to help you understand the information that is required on your Plot Plan.

### **Sample Fence/Barrier and Gate Details**

- A detailed drawing showing the fence/barrier and gate requirements. This should be used as a guide as you prepare your fence detail and construct your enclosure around the temporary outdoor dining area.

### **Electrical Grounding and Temporary Power**

- Electrical permit required if providing temporary outdoor power and lighting. Details showing the electrical grounding requirements and sample drawings showing the information.

### **Forms**

- Building Permit Applications
  - Checklist Forms
  - Guidebook Forms
- } *All forms are available at our counter  
or online at [www.livonia.gov](http://www.livonia.gov).*

This Guidebook contains many procedures and requirements. We urge you to read through it completely. It may save you valuable time in completing your project. We hope this Guidebook is helpful and we encourage you to provide us with any suggestions you may have.

**Note: This Guidebook is only intended to be a guide and is not all inclusive of the Michigan Building Code (MBC). For complete details of all requirements, please consult that Code. The information in this Guidebook is subject to change without notice.**

# **FROM APPLICATION TO COMPLETION**

## **Temporary Outdoor Dining Areas**

A General Guide through the Complete Process

### **1. Information Required For Permit Application**

#### **A. Building Permit Application**

- Applications are available online at [www.livonia.gov](http://www.livonia.gov) or at the Inspection Department counter. Applications shall be filled out completely and signed.

#### **B. Application Fee**

- Building Permit Fee is \$102.00

#### **C. Plot Plan – Three Sets**

- See “Plot Plan Requirements” and “Sample Plot Plans”.  
- Plot plans containing all necessary information will help expedite the plan review process.

#### **D. Construction Drawings – Two Complete Sets of Everything**

##### **- Temporary Structure / Tent**

- Provide two sets of manufacturer’s drawings and specifications.
- The plans submitted shall contain a Flame Certificates.
- See “Construction Requirements”.

##### **- Seating Area Tables and Chairs**

- Provide details showing the size, spacing and location of all tables and chairs.
- The plans submitted shall contain complete details of the layout.
- See “Construction Requirements”.

#### **E. Fence/Barrier Details – Two Sets**

- See “Construction Requirements”, & "Fence/Barrier and Gate Details”.

#### **F. Owners** may submit a Building Permit application for work on property that is, or will be, on completion, their place of business.

**Please be advised:** Any Contractor hired by the Owner for a contract price of \$600.00 or more, shall be licensed in accordance with the State of Michigan Residential Builders Laws.

**Please note:** All information noted above shall be submitted with the Building Permit Application.

### **2. Plans Reviewed and Approved**

If the Plan Reviewer determines that the project will need a full review due to its complexity, the Permit Applicant will be notified.

#### **A. Permits**

The Permit Applicant will be notified if the plans do not meet Zoning Ordinance, grade, or Code requirements, or if any additional information is necessary.

Construction drawings will be reviewed for compliance with City Ordinances, this Guidebook, the Michigan Building Code (MBC).

Plans are reviewed in the order they are received, based on the application date. Plan Review times vary depending on the Inspection Department's workload.

Plans that contain all the necessary information and details will help speed up the plan review process.

The Permit Applicant will be notified if the plans do not meet Michigan Building Code requirements, or if any additional information is required.

### 3. **Permit Ready**

The Permit Applicant will be called or emailed when the Building Permit is ready to be picked up.

### 4. **Electrical Permits** maybe required and can be obtained after the Building Permit has been issued.

\*All items to be installed shall be listed on the appropriate permits.

\*Items not listed shall be added to the appropriate permits prior to the Final Inspection.

**When the required permits are obtained, construction may begin. Revisions to the tent, seating area or grade after issuance of the Building Permit may require re-submittals and reapproval from the Inspection Department.**

### 6. **Inspections** (See “Inspection Requests”) Once your Building Permit has been issued, you can begin construction. Approved plans shall be on site for all inspections. Your temporary outdoor dining area will be reviewed and inspected in accordance with the requirements of the Michigan Building Code (MBC). As your project progresses, the Inspection Department will need to perform the following inspections (as applicable to your type of project):

#### **A. Location/Site Visit**

\*Verify correct location submitted with plans and specs.

\*All work shall comply with the Michigan Building Code (MBC).

#### **B. Electrical Inspection** – (if applicable) After grounding, Electrical work is completed, the Electrical work shall be inspected before covering. The following will be verified:

\*Proper materials have been used. Contact the Electrical Inspector at (734) 466-2578 if you have questions.

\*Wiring from building to tent is to code.

\*All work complies with the Michigan Building Code (MBC).

#### **C. Final Electrical Inspection** – (if applicable) After all Electrical equipment, switches, plugs, covers and fixtures are installed and operational. The following will be verified:

\*All grounding has been completed.

\*Ground fault circuit interrupters operate properly. The proper breaker size has been installed.

\*Timer switches have been installed that can automatically turn off lights or power according to preset schedules.

#### **D. Final Building Inspection** – After Electrical inspections (as applicable) are done and the temporary outdoor dining area is completed.

\*A Final Inspection is required for all temporary structures and temporary outdoor dining areas.

\*Common items the Inspector looks for are:

- Location is correction to approved plot plan.
- Means of Egress and Occupancy Load are visible.
- Barricades, fences and or gates are installed.
- Fire-resistance rating of the exterior walls are correct (if applicable).
- Confirm stormwater drainage has been maintained in accordance with approved plot plan.

This itemized list is provided as a guide to help you understand the process for installing a temporary outdoor dining area in the City of Livonia. It covers the most common types of projects. If your project is beyond the scope of this Guidebook it may require additional information, inspections or permits. Please call the Inspection Department at (734) 466-2580 if you have any questions on how to apply this Guidebook to your specific project.

## **INSPECTION REQUESTS** **Temporary Outdoor Dining Area**

**The Inspection Department offers two convenient methods to allow you to request an inspection:**

- An Inspection may be requested by filling out an online form from our website at [www.livonia.gov](http://www.livonia.gov) Departments, Inspection (Building & Enforcement) “Request An Inspection” or by calling our Inspection Request Line (734) 466-2802 and providing the following information:
  - **The Street Address of the job site.**
  - **The Permit Number.**
  - **The type of Inspection you are requesting.**
  - **Requested Date of Inspection.**

Inspections scheduled before 4:00 p.m. may be added to the workload for the following working day. Electrical inspections fill up faster than other inspections, they will not be guaranteed the next day. Inspections will be done Monday through Friday from 9:30 a.m. - 3:30 p.m. Inspections may be done earlier or later depending on the Inspector’s workload. Inspectors will be available by phone from 8:30 – 9:30 a.m. and 4:00 – 5:00 p.m. See our Staff Directory to call the morning of your inspection for an a.m. or p.m. window. Inspections may be available outside the normal business hours by special arrangement. Additional fees for “After Hours” inspections shall be paid in advance of the inspection.

**A request to cancel an Inspection needs to be called in to the Inspection Department at (734) 466-2580 before 9:00 a.m. on the day of the requested Inspection.**

**Please make sure your project is ready for an Inspection. Inspections will not be done and a re-inspection fee may be charged if the following items are not completed or in place:**

- Safe access to the job site and throughout the area to be inspected.
- Approved plans on site.
- The job is ready for inspection (refer to “Building Inspections”).
- The Street address and lot number posted and visible from street.
- Temporary soil erosion control properly installed if applicable.
- The Street kept clean.
- All building construction debris and materials contained on the property.
- Tree protection properly installed and maintained if applicable.

**Inspection results will be left on site after each inspection has been completed.**

**City of Livonia Sticker** This will have a list of all the inspection groups. If signed and dated at inspection requested the Inspection was Approved.

**Inspector’s Correction Notice** Inspection not approved. The Inspector’s Correction Notice will contain a list of items that need to be addressed before calling for a re-inspection. A re-inspection fee will be due for items not corrected at the time of the second Inspection. Inspections shall be approved before proceeding with the next phase of construction.

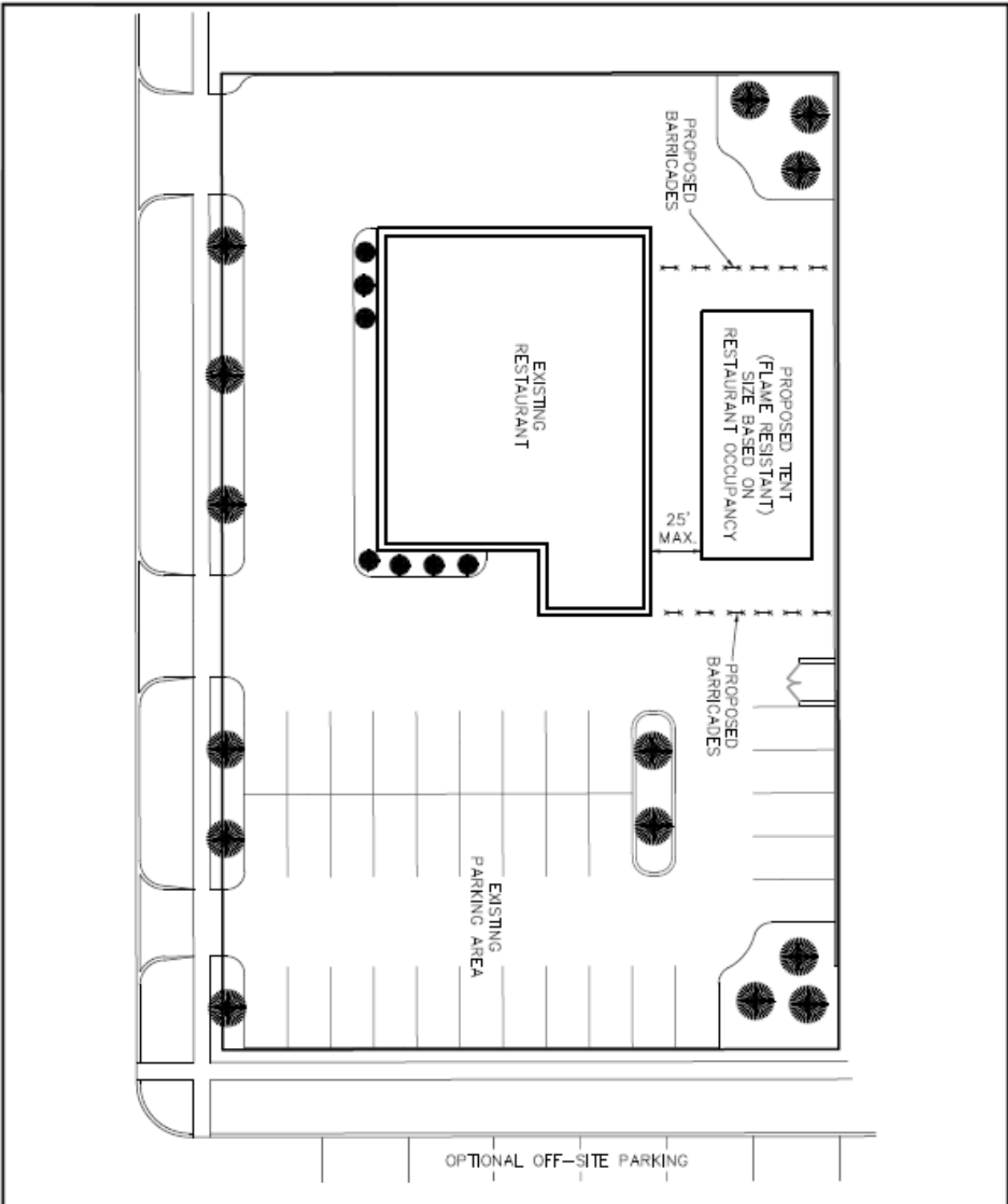
It is your responsibility as the permit holder to check the job site for the Inspection results. Please read the information on the Inspector’s Correction Notice. If you have any questions regarding this information, please call your Inspector between 8:30 – 9:30 a.m. and 4:00 – 5:00 p.m. see our Staff Directory online. You can also view your inspection results from the “Online Property Inquiry” link at [www.livonia.gov](http://www.livonia.gov) Departments, Inspection (Building & Enforcement). The link will take you to the Assessor’s Office page. Scroll down to the bottom of the page and click on “I agree, to proceed to the online property inquiry system” link. once in BS&A Online enter the address in the search bar. Click on the address when it appears, then click on the Building Department tab. Scroll down to the Permits tab.

## **PLAN REQUIREMENTS**

### **Temporary Outdoor Dining Areas**

The following standards for a temporary outdoor dining area shall apply and the application for such use shall include the following information:

- 1) The location and size of the proposed temporary outdoor dining area in relation to parking and traffic circulation, both on and off the premises, and to streets giving access to it. The layout shall be such that traffic to and from the use, and the assembly of persons in connection therewith, will not be hazardous or inconvenient nor unduly conflict with normal traffic flow. In applying this standard, the Director shall consider, among other things, convenient routes for pedestrian traffic, the relationship of the proposed temporary outdoor dining area to main traffic thoroughfares, vehicular turning movements, and the location and access of off-street parking.
- 2) The location and size of the proposed temporary outdoor dining area in relation to existing buildings, structures, or other features located on or off the premises, including paths of ingress and egress to such areas. That the capacity for the outdoor dining shall not exceed one-half (½) of the allowable indoor seating pursuant to Executive Order.
- 3) Provisions for adequate lighting.
- 4) Provisions for adequate off-street parking.
- 5) The arrangement, location and spacing of the outdoor seating taking into consideration proper social distancing requirements.
- 6) The location of any temporary hostess stands, waitstaff stands, restrooms, and consumer gathering areas taking into consideration proper social distancing requirements.
- 7) The limits of an outdoor dining area shall be properly delineated using either a temporary structure (i.e., open-sided tent and/or canopy), or by other means such as temporary bollards, fencing, landscaping, etc.
- 8) Where a liquor license issued by the MLCC allows for the consumption of alcohol on the premises, the temporary outdoor dining area shall be fully enclosed with temporary fencing as approved by the Director and shall be properly secured and equipped with gates or other approved openings to allow for emergency egress.
- 9) The consumption of all food and alcohol shall be restricted to within the building and the approved limits of the temporary outdoor dining patio.
- 10) The plans shall include adequate provisions for the collection and containment of all refuse.
- 11) Outdoor sound or video equipment, including televisions, live music, or entertainment, shall be prohibited in connection with a temporary outdoor dining area allowed under this Resolution.
- 12) All temporary outdoor dining areas allowed under this Resolution shall promptly close no later than 10:00 p.m. and shall remain closed for business until no earlier than 8:00 a.m. the following morning. That this resolution does not waive the City of Livonia noise ordinance.
- 13) Stormwater and natural drainage flow shall not be impeded.
- 14) Smoking in any part of an approved temporary outdoor dining area is strictly prohibited.



# CITY OF LIVONIA

Inspection Department  
 33000 Civic Center Drive  
 Livonia, Michigan 48154  
 (734) 466-2580 Office, (734) 466-2095 Fax

## TEMPORARY OUTDOOR SEATING DETAIL

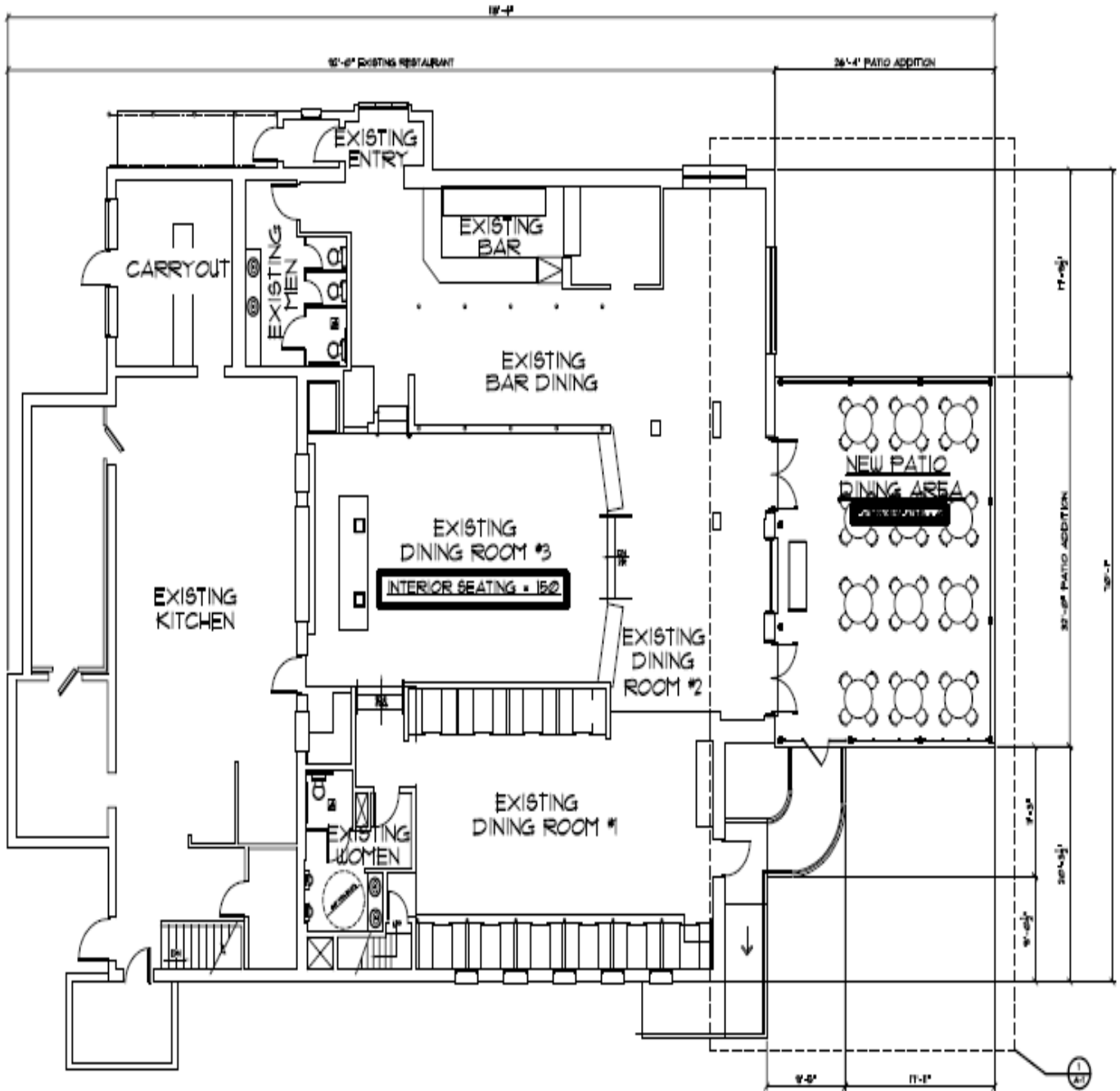
DATE: 6/01/2020 JOB NO.: TOS-1

SCALE: 1" = N/A

SHEET 1 OF 1





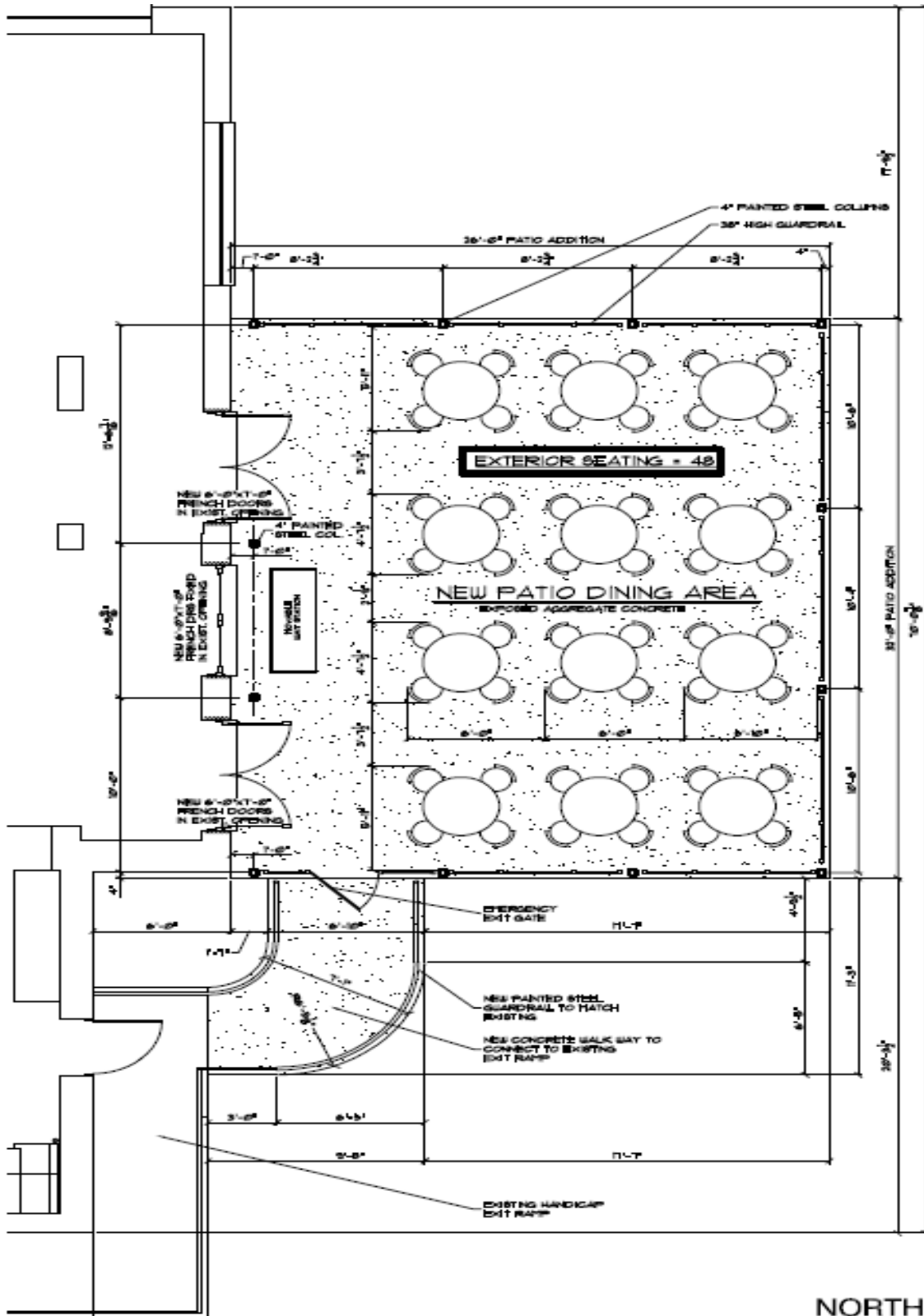


NORTH

FLOOR PLAN

Scale: 1/8" = 1'-0"



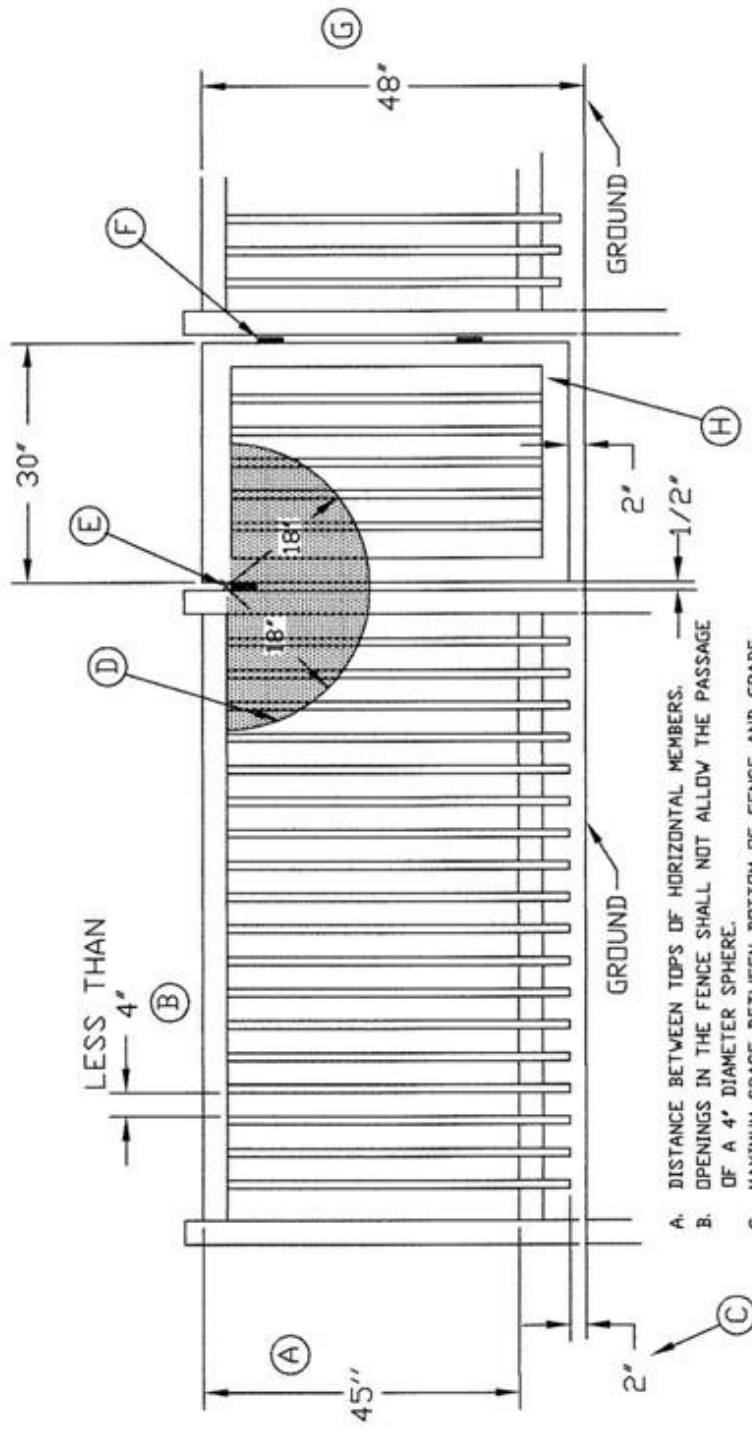


**ENLARGED PATIO PLAN**

Scale: 1/4" = 1'-0"

NORTH





- A. DISTANCE BETWEEN TOPS OF HORIZONTAL MEMBERS.
- B. OPENINGS IN THE FENCE SHALL NOT ALLOW THE PASSAGE OF A 4" DIAMETER SPHERE.
- C. MAXIMUM SPACE BETWEEN BOTTOM OF FENCE AND GRADE.
- D. THE GATE AND FENCE SHALL NOT HAVE AN OPENING GREATER THAN 1/2" WITHIN 18" OF THE GATE RELEASE MECHANISM. (PLEXI-GLASS, TREATED PLYWOOD, ETC. CAN BE INSTALLED IN SHADED AREA TO MEET 1/2" MAXIMUM REQUIREMENT.)
- E. SELF-LATCHING DEVICE WITH RELEASE MECHANISM LOCATED ON THE POOLSIDE 3" BELOW TOP OF GATE.
- F. SELF-CLOSING GATE.
- G. HEIGHT OF FENCE ABOVE GRADE.
- H. GATE MUST OPEN OUTWARDS AWAY FROM POOL.

**SAMPLE FENCE & GATE DETAILS**  
 SCALE 1/2" = 1'