

TOWN OF PORTSMOUTH, RHODE ISLAND



**Application for Temporary Expansion of Victualler or  
Liquor License (Outdoor Service)**

**Pursuant to Executive Order 2020-7**

To The Town Council: The applicant, whose signature appears below, respectfully petitions your Honorable Body for a Temporary Expansion of Victualler or Liquor License (Outdoor Service)

**OWNER/CORP/ENTITY:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**OWNER PHONE:** \_\_\_\_\_ **BUSINESS PHONE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**BUSINESS NAME D/B/A/:** \_\_\_\_\_

**BUSINESS ADDRESS:** \_\_\_\_\_

If Liquor, Retailer Class: BH/BV\_\_\_\_ BV\_\_\_\_ BVL\_\_\_\_ D\_\_\_\_

Are the Premises: Owned \_\_\_\_ or Leased \_\_\_\_ Located in Shopping Center \_\_\_\_  
(Y/N) Unit# \_\_\_\_

\*Submission Requirements are listed on Page 2.

**AUTHORIZED SIGNATURE:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**FOR OFFICE USE ONLY:**

APPROVALS: POLICE: \_\_\_\_\_ FIRE: \_\_\_\_\_

BUILDING INSPECTION: \_\_\_\_\_

COUNCIL MEETING: \_\_\_\_\_ DATE GRANTED: \_\_\_\_\_

## Submission Requirements

All applicants must submit the following:

1. A plan showing:
  - a. the proposed outdoor service area
  - b. the proposed number of seats (capacity may not exceed the current licensed capacity)
  - c. the location of physical barriers or other protection to keep diners separated from other trafficked areas
  - d. for restaurants wishing to temporarily convert a portion of off-street parking areas into service areas, a parking plan
2. Evidence that the expanded service area is covered by liability insurance
3. Where any portion of the proposed area of temporary expansion is owned by a separate legal entity, a written authorization from the property owner
4. Where use of a tent is proposed, a separate tent permit application shall be required for all tents larger than three hundred and fifty square feet (350')
5. All temporary expansions of service areas shall make adequate provisions for parking and the physical safety of diners and shall operate in compliance with:
  - a. social distancing or other applicable regulations issued by RIDOH and/or RIDBR
  - b. all applicable fire codes and provisions of the Life Safety Code
  - c. applicable provisions of the Americans with Disabilities Act
  - d. shall maintain a setback of at least ten feet (10') from the front, side and rear property lines of the licensed premises, and shall maintain a setback of at least twenty feet (20') from any property line abutting a residential use
6. The hours of operation of any temporary outdoor service area approved hereunder shall be limited to 8:00 am to 9:00 pm.