



Outdoor Dining Program
TEMPORARY OUTDOOR ENCLOSURES OR STRUCTURES

City of Glenwood Springs
101 W 8th Street
(970)384-6411

Temporary Outdoor Enclosures and Structures used for Restaurant and Event seating shall follow the guidelines set forth herein. You must have been approved for an [Outdoor Dining Permit](#) before submitting for a Temporary Outdoor Enclosure or Structures (TOSs) Permit for use of the Right-Of-Way. There is no fee associated with a TOSs application. This application is **required every year/event** even if the business submitted previously and is utilizing the same structure and placement within the Right-Of-Way.

Temporary Outdoor Enclosures or Structures

Submit the following information to Emery Ellingson with the Community Development Department at emery.ellingson@cogs.us. Approval will include Fire, Parks and Recreation, and Community Development Department. **Once Temporary Outdoor Structure is approved and placed a final inspection is required before opening to the public. Please call 970-384-6432 to schedule an inspection.**

APPLICATION MATERIALS

**Submit materials to Community Development*

- **Outdoor Dining Program Inter-Agency Sign-Off Sheet.** Submit an Inter-Agency Sign Off Sheet, available here.
- **Site Plan** to show size & location of the TOS. This should be based upon the preapproved site plan from the original Outdoor Dining Permit submitted including the square footage and seating operating in the Right-of-Way.
- **Diagram for each TOS to show:**
 - Seating/flooring Plan
 - Location of any heating elements and lighting fixtures
 - Location of all exits
 - Location of all electrical service.
 - Distance of fire break passageway between building and TOS. [Note – Fire Code requires 20 feet but based on individual circumstances the Fire Department may consider a variance]
- **Flame Resistance Certification per NFPA 701 for any tent or membrane structure**
 - Certificates are required for a tent, dome, divider, or other device as well as any decorative material used inside. Note: certificates shall be provided by whichever vendor is responsible for the respective items or materials used.
 - Documentation for materials must be kept on site and available upon request by the Fire Marshal
- **Maintenance plan.** Narrative submission regarding **snow removal plan** from roofs of occupied structures/enclosures that do not provide an engineered roof snow load
- **Tent tie downs** must be attached and properly functioning. However, structures cannot be nailed into the Right-Of-Way. Businesses will be required to replace sections of Right-Of-Way if

damaged.

- Specification for proposed product that demonstrates a minimum of Class C flame spread and smoke-developed indexes if it is not a tent or membrane structure
- UL Rating information for all equipment (heating, food service, etc.) to be presented for approval, then maintained inside the enclosure.
- Occupant load will be the original from the time the permit was issued, and the total should be between the inside and outside. Occupant load sign will be placed conspicuously in the TOS and strictly enforced by management, staff and the fire department.
- Documentation of permission from the Property Owner or authorized representative.
- **Fee:** There is no charge (\$0) to submit this application.
- **Submission and Approval:** Submit the above information to Emery Ellingson with the Community Development Department at emery.ellingson@cogs.us.
- **Inspections:** Once Temporary Structure is in place contact the City Inspection line at **970-384-6432** to schedule an inspection. Structures cannot be open to the public until inspections have been approved by Fire, Community Development, and Park and Recreation Department.

Requirements to be aware of/information to include:

Heating:

- Electric heat is advisable where sufficient, professionally installed electric service is available. All manufacturer's/UL recommendations pertaining to safe operation must be followed.
- Heating provided by a UL-rated component system of a TOS is acceptable. This may be a gas-fired appliance situated outside the TOS with forced air heat directed into the seating area or other similar arrangement.
- Radiant heat propane-fired heating appliances are not to be used in an INDOOR classified structure, as classified by Exhibit (A). In the setting of an OUTDOOR Classified structure with a ceiling, roof, umbrella or canopy without walls, radiant heat propane-fired appliances may only be used if the manufacturer's/UL recommended clearance to flammable materials can be achieved and maintained. All other manufacturer's/UL recommendations pertaining to safe operation must be followed. If utilizing propane cylinders, a plan for storage of propane tanks must be approved.

Lighting:

- Electricity for lighting shall be provided via sufficient, professionally installed electric service. Power cords crossing sidewalks, doorways or other means of egress or travel shall be securely suspended eight feet high or higher. Electrical power cords and lighting strings shall be suspended by an approved tension cable or other insulated method.
- Sidewalks, public access, and existing egress pathways must be kept clear and free of obstructions and tripping hazards (electric cords, tie downs, etc.)
- Carbon monoxide detectors and smoke detectors are required and must be installed per manufacturer's specifications and tested prior to installation
- Some form of battery operated, or battery backup emergency lighting shall be provided in the enclosure in the event of a power outage
- "No Smoking" signs must be installed within the TOS as per the International Fire Code.
- Fire extinguishers:

- Must be hung in an obvious and easily accessible location and remain unobstructed.
- Extinguishers must be hung on an appropriate hanger. The extinguisher itself cannot be permanently attached to the TOS (e.g., you cannot use zip ties to attach extinguisher to the structure).
- Extinguishers must be current on annual inspection
- Maximum actual travel distance to a fire extinguisher cannot exceed 75'
- Exit egress and signage required is based on occupant load calculations (maximum distance to an exit can be no more than 75' travel distance).
- Open flames or fireworks are prohibited (candles, sparklers, etc.) within any TOS.
- Decks higher than 30" must include a railing, per building code (or stairs with 4 steps, including the landing). Elevated dining platforms will require an accessible route.
- Accessible route into dining area, to all accessible seating, and to a restroom is required
- Accessible dining requirements apply to all outdoor dining. In no case will the total dining capacity of the TOS and the existing building exceed the pre-COVID capacity. Contact building department directly for more info.
- Nothing may be directly attached/mounted to the exterior of the existing commercial buildings without the standard review and approval process. This would include but not be limited to outdoor heaters, speakers, lighting, signage, and structures.
- Following the winterization deadline, all temporary improvements related to COVID must be fully removed.

Additional Application Requirements:

- Business must comply with State and Local Liquor License requirements. Please contact Ryan Muse, City Clerk at ryan.muse@cogs.us to confirm your Liquor License is up to date for Outdoor Dining purposes.
- Business must have a preapproved Outdoor Dining Permit if operating in the Right-Of-Way.
- If square footage, seating, or chairs of outdoor space has changed business will be required to submit a new Outdoor Dining Permit if operating in the Right-Of-Way.
- A TOS permit requires approval by the Glenwood Springs Community Development and Fire Departments.
- **Do not put any propane heaters within the temporary structure.**