

# Street Café, Sidewalk Café and Parking Lot Permit Checklist



This Street, Sidewalk and Parklet Café permit checklist is intended to serve as a reference document and in no way attempts to provide all the information necessary to obtain an outdoor dining facility permit in Kansas City, MO. Additional processes, paperwork and/or requirements may be required by the Public Works Department depending on your type of business activity.

For more information on Outdoor Dining permitting please visit:

<https://www.kcmo.gov/city-hall/departments/public-works/permit-applications/street-cafessidewalk-cafes-and-parklets>

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| <b>Choose your Permit Type</b>  | <p><b>Sidewalk Café:</b> An outdoor dining facility located within areas used for on-street parking that serves as an extension of an eating or drinking place.</p> <p><b>Street Café/Parklet:</b> An outdoor facility located in City right-of-way either within the sidewalk, on-street parking areas, or other unutilized spaces and designated as public space.</p> <p><b>Parking Lot Dining:</b> An extension of a bar or restaurant in a private parking lot that provides restaurant or beverage service.</p> |
| <b>Prepare Required Documentation</b>   | <p><b>Site Diagram</b> – shows layout, ADA Access, 5ft Pedestrian clearance, barriers with retro-reflective strips, buffer</p> <p>Certificate of Insurance and Indemnification – <b>list Kansas City, Missouri as certificate holder</b></p> <p>For Street Cafes, you must notify neighbors and property owners and allow a <b>30-day comment period for permittance</b></p>   |
| <b>Apply on CompassKC</b>   | <p>You must create an account on CompassKC to apply.</p> <p><b>Link to CompassKC:</b> <a href="https://compasskc.kcmo.org">compasskc.kcmo.org</a></p> <p>Once logged in, search for Sidewalk Café or Street Café under Apply tab</p>   |
| <b>For Parking Lot Dining Spaces, please reach out to City Planning and Development Dept.</b> | <p>For Parking Lot Dining permits, Download and complete the Parking Lot Dining Application Form, then email to City Planning and Development Dept: <a href="mailto:pod@kcmo.org">pod@kcmo.org</a></p> <p><b>Link to Application:</b> <a href="#">Parking Lot Dining Application.pdf - Google Drive</a></p>  |

## FOR QUESTIONS CONCERNING TEMPORARY EVENTS PLEASE CONTACT PUBLIC WORKS

Kansas City Public Works Department | City Hall, 414 E. 12th St, Kansas City, MO 64106

Website: <https://www.kcmo.gov/city-hall/departments/public-works> Phone: (816) 513-9970 Email: [pubworks@kcmo.org](mailto:pubworks@kcmo.org)

# Design Guidance for Sidewalk Cafes, Street Cafes and Parklets

To ensure accessibility, safety, and compliance with city standards, all outdoor dining installations—including sidewalk cafés, street cafés, parklets, and parking lot dining areas—must meet basic design requirements. These include maintaining ADA accessibility, preserving pedestrian pathways, using visible barriers, and providing proof of insurance. The guidelines below outline what each installation must include to be approved and operate safely in public or private right-of-way.

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| <b>Pay Fees</b>   | <b>Application fee:</b> \$250 one-time fee<br><b>Permit fee:</b> \$600 annually   |
| <b>Review Process</b>   | Public Works Dept will review your application. Review typically takes <b>2-10 business days</b> .<br>Inspectors will check for ADA and safety compliance.<br><br>Please wait for City approval and permit issuance |
| <b>Must haves:</b><br><b>ADA access</b> down, up, and within the sidewalk cafe, street cafe, or parklet area <ul style="list-style-type: none"><li>For example, a ramp with a no-skid, stable surface can be used</li><li>View the <a href="#">ADA ramp guideline document</a> from Kansas City's ADA Compliance Office for examples on how to build an accessible ramp or call (816) 513-6566</li></ul> <b>Maintain</b> the pedestrian access route: at least <b>five-foot wide sidewalk clearance</b> at all points <ul style="list-style-type: none"><li>This path must be <b>free of obstructions</b> such as tables, planters, signage, or barriers.</li><li>The pedestrian route must be <b>continuous and connect</b> to adjacent sidewalk segments.</li></ul> <b>Detectable and Protective Barriers:</b> Installations must include a clearly defined barrier around the dining area that is: <ul style="list-style-type: none"><li><b>ADA-detectable</b> to individuals with low vision or blindness (e.g., cane-detectable height and texture).</li><li><b>Sturdy and secure</b>, preventing accidental entry by pedestrians, bicycles, or vehicles.</li><li>Designed to <b>minimize</b> trip hazards and enhance safety for all users.</li></ul> <b>Retro-reflective strip</b> placed on all sides abutting traffic<br><br>Suggested <b>one-foot buffer</b> around perimeter of install<br><br>Certificate of insurance and <a href="#">indemnification agreement</a> <ul style="list-style-type: none"><li>Commonly known as the "Accord Form"</li><li>The certificate holder <b>MUST BE</b> named: Kansas City, Missouri</li></ul> |   |
| <b>A street cafe or parklet will not be allowed:</b><br>In ADA/accessible parking spots<br>On a corridor with speeds greater than 30 mph  |   |
| <b>For Parking Lot Dining Spaces, please reach out to City Planning and Development:</b><br>Email: <a href="mailto:POD@kcmo.org">POD@kcmo.org</a>   <a href="#">Request a Meeting with a Planner</a>   <a href="#">CITY OF KANSAS CITY   OFFICIAL WEBSITE</a>   816-513-8801  |   |

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