License Application Process
Enclosed Sidewalk Café

**Applying for the License**
Submit all license application requirements to DCA.

**DCA PRELIMINARY REVIEW:**
DCA reviews application materials and forwards application information to relevant City Council Member, Speaker of the Council, DCP, DEP, and LPC.

DCA will tentatively schedule a public hearing and provide details on public hearing posting requirements.

**NOTE:** If you are applying to operate an existing, previously licensed enclosed sidewalk café and will not change its structure or plans, DCA may issue a Temporary Permission to Operate Letter.

**Public Hearings and Agency Reviews**

- **Up to 21 days**
  - **DCP REVIEW:** DCP reviews information. If DCP has objections, you must correct them within 6 months. If DCP approves the corrections, DCP forwards information to CB for review.

- **Up to 45 days**
  - **CB REVIEW:** CB may hold a public hearing to provide recommendations to DCA.

- **Up to 30 days**
  - **DCA REVIEW:** DCA holds or waives public hearing.
    - If there are issues, DCA will notify you.
    - If there are no issues, DCA files decision within 2-3 days of public hearing.

- **21 to 50 days**
  - **CITY COUNCIL REVIEW:** City Council can call the application to a vote.

- **Up to 30 days**
  - **COMPTROLLER REGISTRATION:** DCA files revocable consent agreement with Comptroller for registration.

**Issuing the License**

- **Varies**
  - **CONSTRUCTION:** Once the revocable consent agreement is registered with Comptroller, DCA sends you a copy of the agreement, a letter granting permission to construct the enclosed sidewalk café, and a consent fee bill. You are responsible for securing work permits from DOB.
  
  Once construction is completed, DCA inspects your premises.

- **3 to 5 days**
  - **DCA will mail your license document.

- **3 to 5 days**
  - **Once the revocable consent agreement is registered with Comptroller, DCA will mail your license document, a copy of the agreement, and a consent fee bill.

**KEY**
- CB = Community Board
- DCA = Department of Consumer Affairs
- DCP = Department of City Planning
- DEP = Department of Environmental Protection
- DOB = Department of Buildings
- LPC = Landmarks Preservation Commission
- MOCS = Mayor’s Office of Contract Services

**NOTE:** Number of days are general estimates.