



CHECKLIST FOR OUTDOOR PATIO LICENSE APPLICATION

1. A site plan showing the location of the patio, available at the link below.
2. Copy of your current City business license. You may email businesslicense@mountainview.gov with any questions pertaining to the business license.
3. If you sell food, provide a copy of your current Santa Clara County Health Permit to operate a food establishment.
4. If you sell alcohol, provide a copy of your current **Alcohol Beverage Control license permit**.
5. Complete the Outdoor Patio Property Owner Consent form, available at the link below.
6. If you want to extend the Outdoor Patio to include the area in front of a neighboring business, your neighboring business owners and neighboring property owners must provide written consent for the extended layout, available at the link below.
7. Provide business operating hours.
8. Furniture specifications (material, dimension and photo) for all the proposed outdoor furniture (webpage Links).
9. Insurance documents:
 - a. Commercial General Liability: at least One Million Dollars (\$1,000,000) for each occurrence, Two Million Dollars (\$2,000,000) aggregate, One Million Dollars (\$1,000,000) for Workers' Compensation, and One Million Dollars (\$1,000,000) for each occurrence for liquor liability (if applicable). **The insurance must specifically include outdoor patio operations.**
 - b. Waiver of Subrogation for Workers' Compensation
 - c. A primary and noncontributory endorsement form (from the insurance provider).
 - d. City of Mountain View to be covered as an additional insured by an endorsement.
10. Payment of Fees:

November 1, 2023 - June 30, 2025:

 - New License Application fee: **\$608** (One-time fee).
 - Annual Rent Fee: **\$10/square foot** of licensed area.

July 1, 2025 - June 30, 2026:

 - New License Application fee: **\$638.40** (No application fee for renewals).
 - Annual Rent Fee: **\$10.50/square foot** of licensed area.



Use this QR code to access online documents, or visit
www.mountainview.gov/our-city/departments/public-works/real-estate/outdoor-patio-license