



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 permit to operate a food establishment obtained from the Santa Clara County Health Officer.
4. If you sell alcohol, provide your current Alcohol Beverage Control license number.
5. Complete the Outdoor Patio 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 owner and property owners must provide written consent of the extended layout, available at the link below.
7. Provide business operating hours.
8. Proof of Commercial General Liability of at least One Million Dollars (\$1,000,000) for each occurrence, Two Million Dollars (\$2,000,000) aggregate, and One Million Dollars (\$1,000,000) each occurrence for liquor liability (if applicable). The insurance must specifically include outdoor patio operations.
 - a. Proof of Workers' Compensation Insurance of at least One Million Dollars (\$1,000,000).
 - b. A primary and noncontributory endorsement form (from insurance provider).
 - c. City of Mountain View to be covered as an additional insured by an endorsement.
9. Payment of Fees:

Effective for licenses issued on or after November 1, 2023 for the license term ending June 30, 2025:

New License Application fee. One-time fee for each business in an existing location:
\$608

Outdoor Patio License Annual Rent Fee.
\$10/square foot of licensed area. Maximum size of any license area is **750 square feet**.



Outdoor
License

Use this QR code to access online documents, or visit

www.mountainview.gov/our-city/departments/public-works/real-estate/outdoor-patio-license