

2026

Outdoor Dining/Sidewalk Cafe Application





City of Rockford
Public Works Department
6th floor, City Hall,
425 E. State Street, Rockford, IL



PERMIT APPLICATION – OUTDOOR DINING/SIDEWALK CAFE \$101.00 fee for year

Applicant Name: _____ Date of Application: _____

Applicant Address: _____

Street

City/State/Zip

Applicant Phone #: _____ Email Address: _____

Business Name: _____ City of Rockford Business #: _____

Business Address: _____

Hours and Days of Operation: _____

Number of Patrons Accommodated: _____

The following information must be submitted with the application:

1. How the premise will be supervised and maintained
2. Site map showing four feet pedestrian path and the amount of surface space to be used in accordance with the Outdoor Design Guidelines
3. Description of food and drinks to be sold
4. A statement of agreement to hold harmless the city of Rockford and officers and employees of the City of Rockford from loss or damage
5. A policy of liability insurance in the minimum amount of three hundred thousand dollars (\$300,000) and a one hundred thousand dollar (\$100,000) property damage policy naming the City of Rockford as an additional insured, in force at all times.
6. For alcohol sales: only permitted in outdoor space if you are a current City of Rockford licensee for alcohol service.

Certificate of Insurance Attached: Yes No

I, the undersigned, thoroughly understand that this is solely an application to operate a business, and is not permitted to operate a business until all applicable ordinances of the City of Rockford including but not limited to Building, Zoning and Fire regulations, have been fully complied with, and this application is properly signed by the departments listed below, and an official license is issued by the Comptroller.

Signature: _____ Dated: _____

Sec. 26-34.1. - Sidewalk cafes - (h) Permit periods. Sidewalk cafe permits shall be valid for a period of one month to one year, from May 1st to April 31st the following year

FOR OFFICE USE ONLY:

Date application received: _____ Received By: _____

Acct # 1010-1000-60209

AGREEMENT

In consideration for being issued a permit to operate a sidewalk café as that term is defined in the Rockford Code of Ordinances as they now exist or may hereafter be amended, the undersigned as a duly authorized agent for the business to whom said permit is being granted, agrees, both for himself and on behalf of said business, to indemnify, defend and otherwise hold harmless the City of Rockford and its employees, b any and all persons for any injury or claim arising out of the creation, existence or operation of or any activity in any way related to the creation, existence, or operation of the sidewalk café for which said permit is issued.

The undersigned further agrees both for himself and the business to whom said permit is issued, to indemnify, defend and otherwise hold harmless the City of Rockford and its employees, against any and all claims, damages and liabilities which may be asserted against the City of any of its employees, by and all persons in connection with any claim or injury arising from the condition of any public property which composes or is adjacent to any public property which composes part or all of the area, to be used or otherwise occupied, for the purpose of operating a sidewalk café pursuant to said permit.

Business: _____

By: _____

SUBSCRIBED and SWORN to before me this _____ day of _____, 20____.

NOTARY PUBLIC

My Commission Expires: _____