

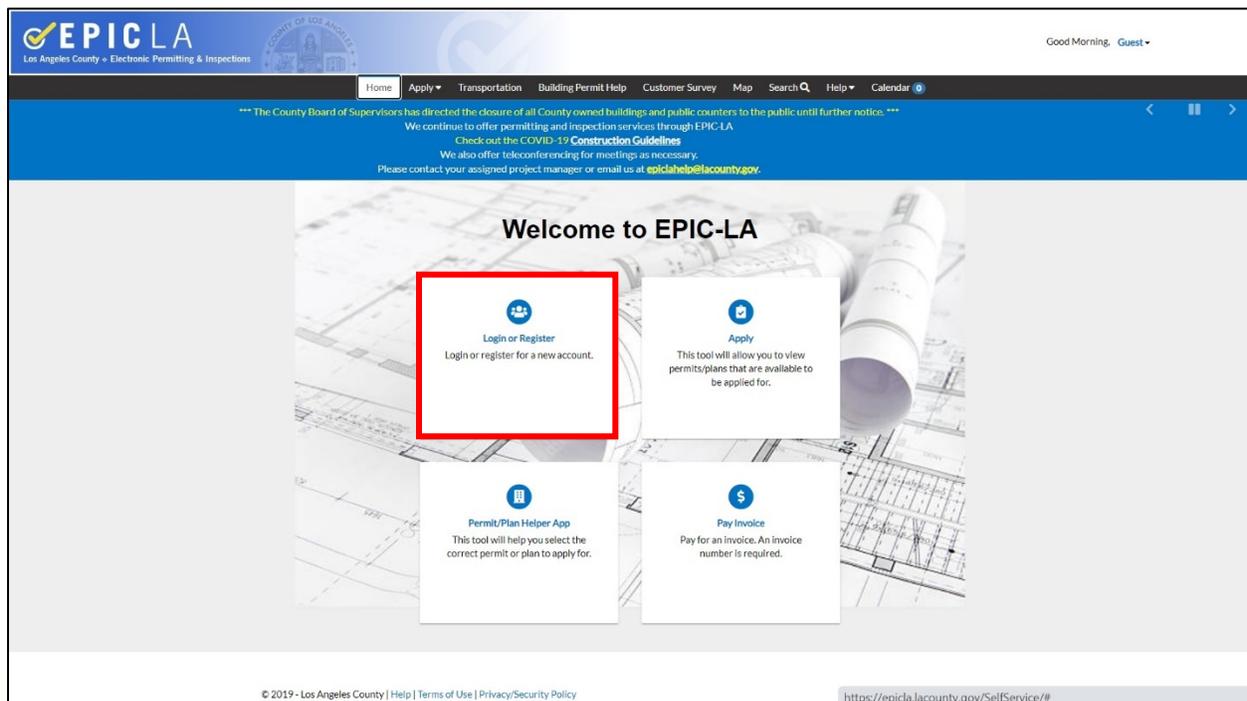
July 8, 2020

Step-by-Step Guide

COVID-19 Temporary Outdoor Dining Program Temporary Sidewalk Dining Permit

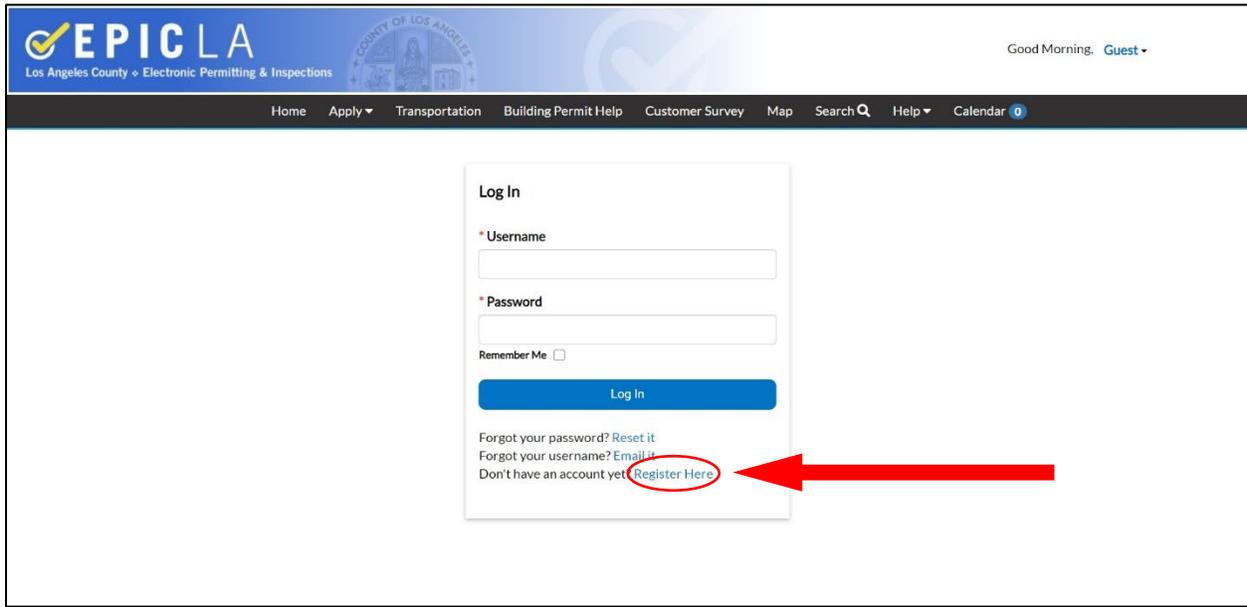
The following are step-by-step instructions for restaurant operators and their building owners applying for a Temporary Outdoor Sidewalk Dining Permit.

1. Before beginning the application, read the [Temporary Outdoor Sidewalk Dining Guidelines](#) for eligibility criteria, applicant requirements, and application and review processes.
2. Applicants must submit an online application to Public Works through the County's Electronic Permitting and Inspections portal, [EPIC-LA](#).
3. Once on the Epic-LA website, click **Login or Register**.

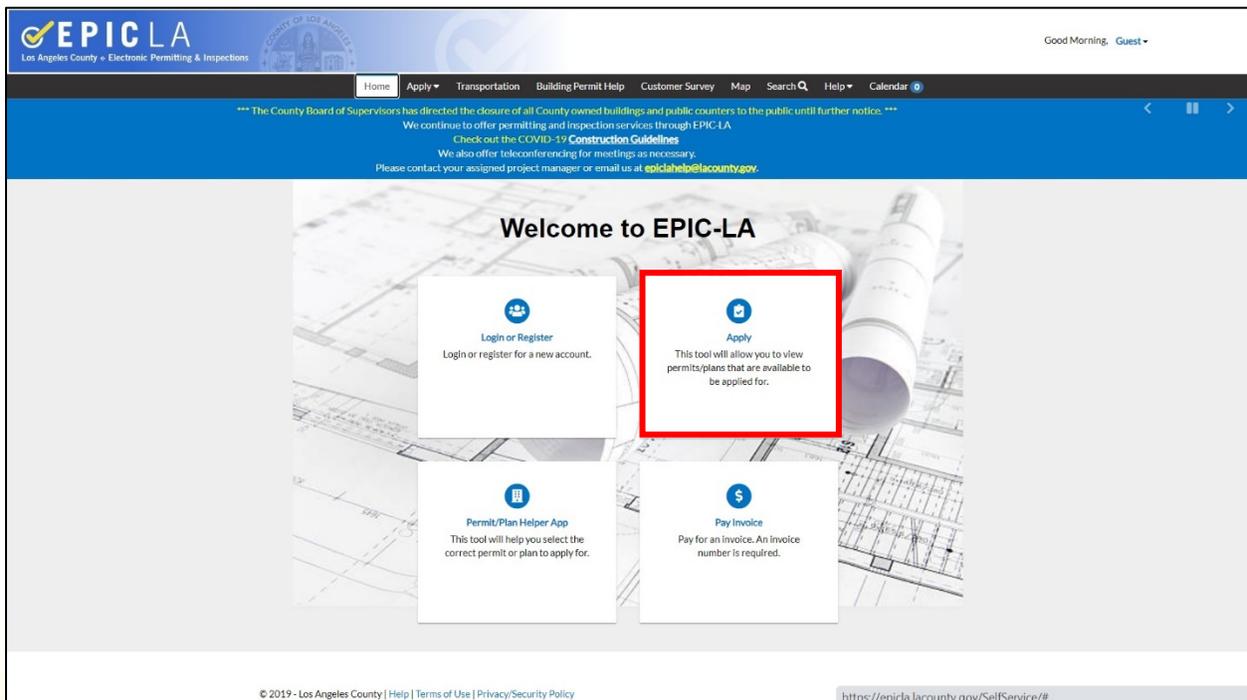




4. Register for a new account by clicking **Register Here** or log into an existing account.

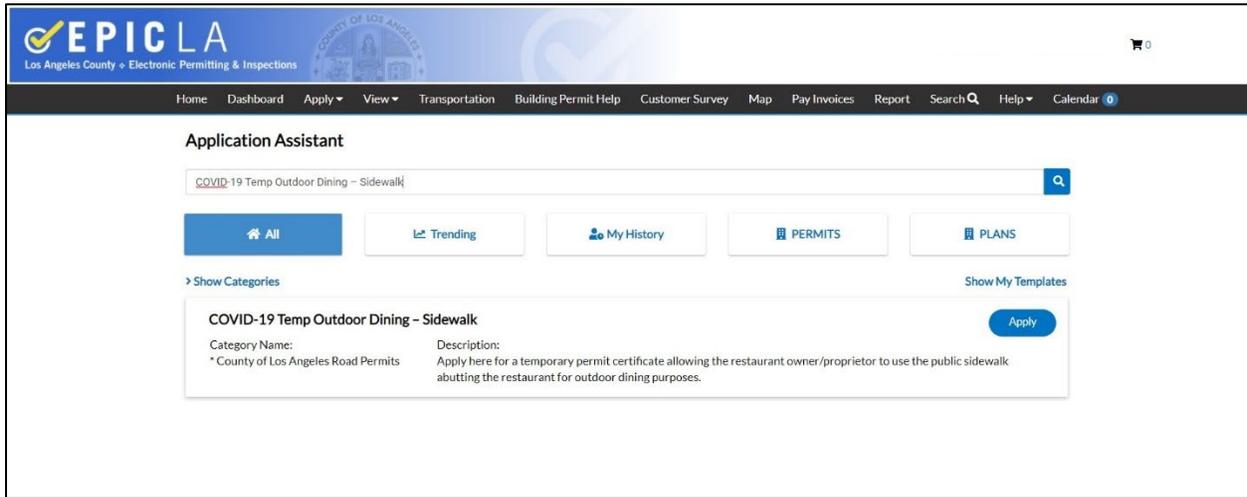


5. After logging in, click **Apply**.



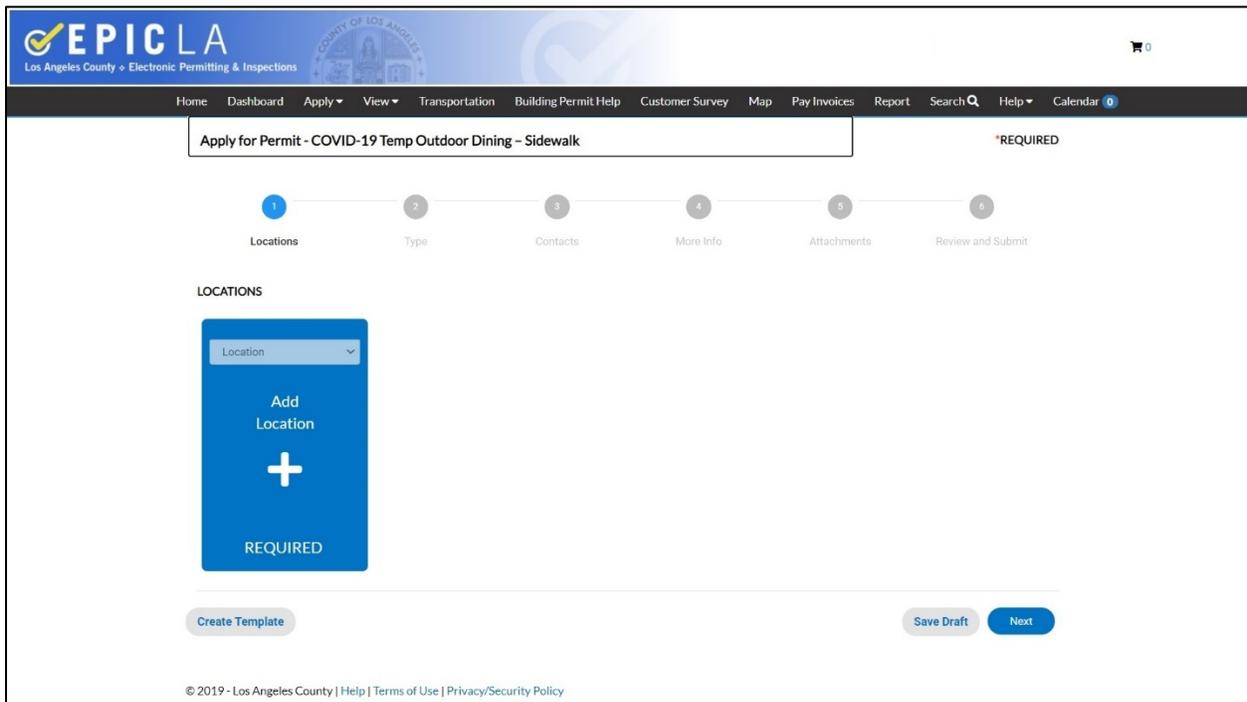


- On the Application Assistant page, type “COVID-19 Temporary Outdoor Dining – Sidewalk” in the search box and click search. The permit application will appear. Click **Apply** to continue to the application.



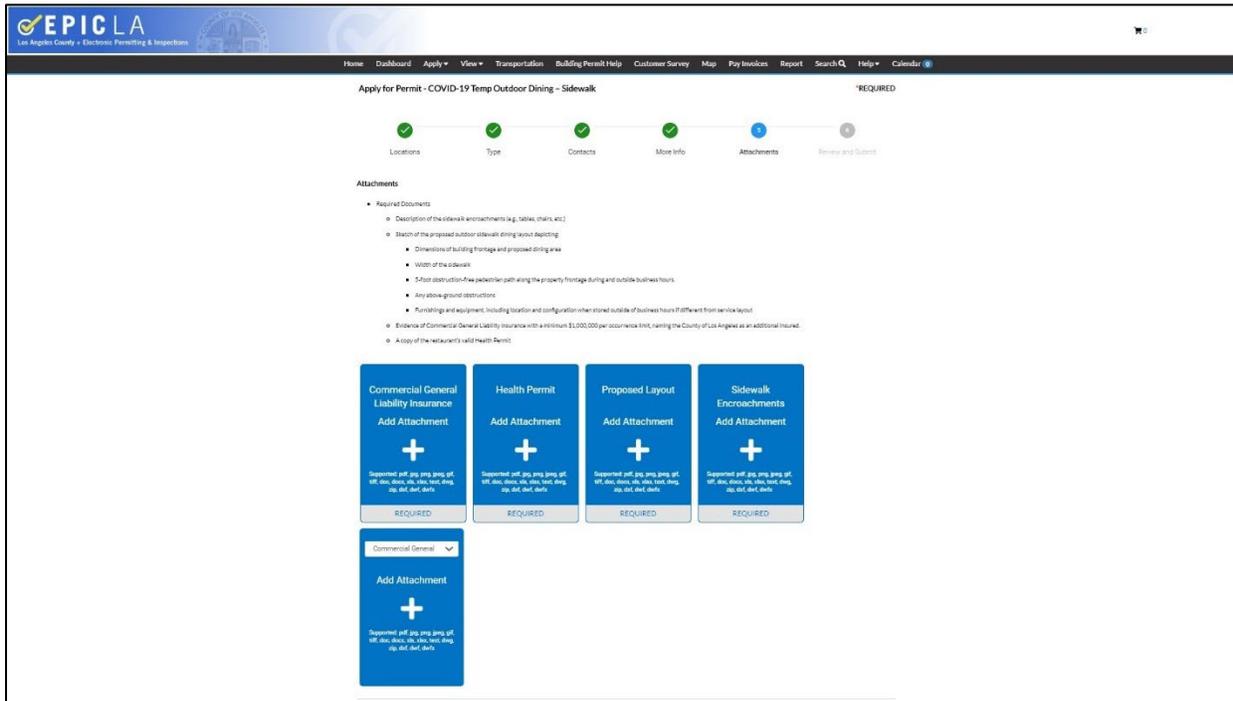
The screenshot shows the EPIC LA Application Assistant interface. At the top, there is a navigation bar with the EPIC LA logo and the text "Los Angeles County - Electronic Permitting & Inspections". Below the navigation bar, there is a search bar containing the text "COVID-19 Temp Outdoor Dining - Sidewalk". To the right of the search bar is a magnifying glass icon. Below the search bar, there are several buttons: "All", "Trending", "My History", "PERMITS", and "PLANS". Below these buttons, there is a section titled "Show Categories" with a "Show My Templates" link. The main content area displays a search result for "COVID-19 Temp Outdoor Dining - Sidewalk". The result includes the category name, a description, and an "Apply" button.

- Follow the on-screen prompts to input the required information.



The screenshot shows the EPIC LA application form for "Apply for Permit - COVID-19 Temp Outdoor Dining - Sidewalk". The form is titled "Apply for Permit - COVID-19 Temp Outdoor Dining - Sidewalk" and has a "REQUIRED" label. Below the title, there is a progress bar with six steps: 1. Locations, 2. Type, 3. Contacts, 4. More Info, 5. Attachments, and 6. Review and Submit. The "Locations" step is currently active. Below the progress bar, there is a "LOCATIONS" section with a dropdown menu labeled "Location" and a blue button labeled "Add Location" with a plus sign. Below the "Add Location" button, there is a "REQUIRED" label. At the bottom of the form, there are three buttons: "Create Template", "Save Draft", and "Next".

The last prompt on the application will be to upload the required documents before you can submit your application.



Required Documents:

- a. Description of the sidewalk encroachments (e.g., tables, chairs, etc.)
- b. Sketch of the proposed outdoor sidewalk dining layout depicting:
 - i. Dimensions of building frontage and proposed dining area
 - ii. Width of the sidewalk
 - iii. 5-foot obstruction-free pedestrian path along the property frontage during and outside business hours
 - iv. Any above-ground obstructions
 - v. Furnishings and equipment, including location and configuration when stored outside of business hours if different from service layout
- c. Evidence of Commercial General Liability insurance with a minimum \$1,000,000 per occurrence limit, naming the County of Los Angeles as an additional insured.
- d. A copy of the restaurant's valid Health Permit.