

Every application for a restaurant or alcohol license must include a floor plan. A sample is below. Attach an 8 ½" x 11" diagram of both the **inside and outside**, include all measurements. Hand drawn floor plans are fine if they are legible. If your outside area is on the public sidewalk, a Sidewalk Café license is required.

Drawing must include-

1. Business name (DBA), building name, streets, address, contact person and telephone number
2. Dimensions and square footage of the food service areas. Label mezzanine levels, fixed seating, etc.
3. Main front door, all doors, windows, other openings and emergency access
4. The occupant load calculated by the designer
5. The number and size of tables
6. The number of chairs and the location at the tables. Seating needs to equal number of patrons stated in your license application.
7. Bar area: The space designed and utilized for drinking alcohol or providing entertainment. Your total indoor bar area cannot be larger the area for your type of license and no more than 30% of the total area. This space would include a dance floor and/or stage, where there is no seating for food service.

Outside area-

1. Include all outside areas including yards, patios, cafes, courts, dog areas, rooftops, etc.
2. Umbrellas, planters, stanchions, fences, lights, signs, etc.
3. Planted, groomed or landscaped areas next to the outside area.
4. Heating elements and location of storage area for gas cylinders.
5. Outdoor areas may include sport courts such as bocce ball or volleyball.
6. There must be 5% or at least one table which is ADA accessible.
7. Access and entrance: Your business plan should describe how you will control this.

DBA: Living the Dream
Address: 1313 Mockingbird
Building Name: Empire State
Contact Applicant: Doe John
Telephone: 612-555-5555

Interior
Sq Footage: 6000 sq ft
Dining Sq Footage: 5000 sq ft
Seating Capacity: 53
6 Tables (4' x 4') all accessible
24 Chairs
9 Booths (2' x 4') w/ 18 seats
Bar Area (800 sq ft)
Occupant Load: 60

Exterior
Sq Footage: 2000 sq ft
Dining Sq Footage: 1800 sq ft
Seating Capacity: 24
6 Tables (4' x 4') all accessible
24 Chairs
Occupant Load: 40
Prepared by: M. I. Architects

