



Sidewalk Cafe Application Process

Collect your Documents

- Occupational License (Business Tax Receipt)
- Survey of the whole property
- Liability Insurance naming City of Miami as additional insured.
- Certificate of Use.
- Photos of Proposed Outdoor Furniture.
- Scaled layout Drawing of Sidewalk Cafe Area

Create an Account

- If you don't yet have an IPW account, you must create one.
- You will be validated and notified of your login after creating an account.
- Select "Create User Account".

*You can create an IPW account here:

<https://www.miamigov.com/Services/Doing-Business/Get-a-Permit-for-Sidewalk-Cafe-Pay-Phone-or-News-Rack>

Apply for Permit

- Log in to your IPW account.
- Select "Apply for a New Permit"-- Sidewalk Café.
- Follow the steps and hit submit. Hit YES when asked to submit documents online
- You will be given an application number and a pdf of your application.
- You will need to print, sign and scan this final document.

Pay Upfront Fees

- You will be required to pay a Non-Refundable Application Fee of \$175 + inspection fee of \$10. You can do that in "manage your application - pay now".
- Pay Upfront Fees

Please email diego@grovebid.com with any questions or concerns



Sidewalk Cafe Application Process

Create an ePlan/Project Dox Account

- Create an account in the ePlan/Project Dox System or log into your existing account

Log into Project Dox at:

<https://miami-fl-us.avolvecloud.com/Portal/Login/Index/Miami>

Name Your Files Properly

- Follow a naming convention of "Discipline Sheet Type Sheet Number Sheet Description" (i.e. G001 Cover Sheet or A200 Elevations).
- Each drawing page must be submitted as a single file, other documents can be uploaded as multi-page.

***Your application will be rejected if the naming convention is not followed**

Submit/Upload your Documents

- After submitting your permit application, you will receive an e-mail from epplans@miamigov.com with the subject line, "Applicant Upload Task."
- For further instructions please go to this page:
<https://www.miamigov.com/Services/Building-Permitting/All-things-ePlan/Submit-Plans-Drawings-Documents-Electronically>

Complete "Applicant Upload Task"

- Select the checkbox verifying that you have uploaded your drawings and documents and named all documents as required.
- Select "Upload Complete - Send to The City of Miami".
- You will receive an email notifying you that your documents have been uploaded. **This must be completed for The City to begin the review.**

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Await a Response

- You will be notified via e-mail if there is a problem with your submission. Be sure to address any issues immediately.
- If all documents are submitted correctly, you will hear back from The City to schedule an inspection, usually within ten working days of your application.

Submit Revised Drawings and Documents

- If corrections are required, you will receive an e-mail from eplans@MiamiGov.com with the subject "Resubmit Applicant Task" advising of the need to re-submit corrected sheets for additional reviews and approvals.
- You will need to replace each sheet the reviewers applied a "Change mark" on or requested changes to in the comment checklist.

Schedule Inspection

- Once your application has been reviewed and your documents have been submitted correctly, you will be contacted by The City to schedule an inspection.
- You should layout your furniture no more than 24 hours before the inspection. This staging must be ready for inspection, but cannot be put in place too far in advance, as you do not have a permit yet.

Await Feedback + Address Changes

- If Public Works approves the above changes (or you pass your initial inspection), The City's other departments (planning, zoning, finance, fire, risk management and NET) will review your application.

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Pay Final Fees

- Once all departments have approved your application, you will receive a financial transaction statement via email listing the permit fees you owe with a link to pay. You will need your transaction ID # to pay (choose this option for payment when you login).
- TIP: If your business is in Coconut Grove BID (Business Improvement District), then payment is made directly to that BID.

Download Permit

- Once you have paid all fees, The City will make a final internal review, and your permit will be issued.
 - You will receive an email with instructions to download your permit from the "Approved" Folder in Project Dox.
- NOTE: Print your permit card and approved documents and keep them on-site at all times.**

Important Links

ePlan/Project Dox: <https://miami-fl-us.avovecloud.com/Portal/Login/Index/Miami>

Detailed Instructions: <https://www.miamigov.com/Services/Doing-Business/Get-a-Permit-for-Sidewalk-Cafe-Pay-Phone-or-News-Rack#panel-1-1>

City of Miami Public Works: <https://apps.miamigov.com/PublicWorks>

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