



SHARED SPACE DESIGN GUIDE

for restaurants & retail

YOU'VE LOST SEATS INSIDE BECAUSE OF SOCIAL DISTANCING.

CUSTOMERS MAY NOT FEEL SAFE INSIDE YOUR BUSINESS.

CUSTOMERS CAN'T PULL UP TO YOUR PLACE FOR CURBSIDE PICK-UP.

There is a helpful solution! The City of Birmingham now allows you to expand seating, curbside pickup area, or retail space outside.

You can expand your business to the sidewalk, in parking spaces, and outside on your private property. Outdoor seating is a safer option for you and your customers! This Shared Space Design Guide is here to help you...

» Navigate the process of submitting the application.

» Find inspiration for your outdoor space, following the rules of the permit.

» Find sources for the equipment and materials required by the permit.

» Learn about ABC rules for temporary outdoor dining, and submit your proposal to them.

Here's how to get started:

1

DESIGN YOUR OUTDOOR SPACE

The City will allow you use your existing indoor furnishings for outdoor seating areas. Take some of your tables and chairs and experiment: Set them up on the sidewalk or in the parking spots in front of your place. If you offer curbside pickup, which parking spots would you designate as your pickup area? Decide where on the sidewalk you want your table, tent, or signs.

A diagram on Page 4 shows the rules you have to follow. There must be 6 feet between each group of customers; leave a five-foot-wide path on the sidewalk; don't block the bus stop; etc. There are other rules for the barriers that are explained in the diagram. Feel free to experiment and/or use DIY materials, as long as the result follows the rules. Large planters, horse troughs, homemade containers filled with plants are all possibilities.

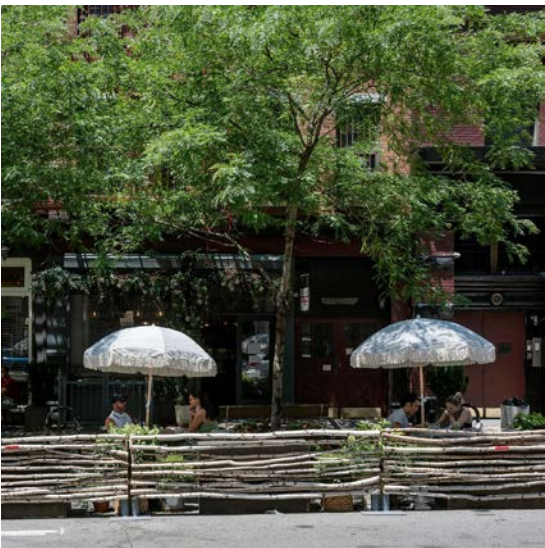
2

DRAW UP A DIAGRAM

It can be simple. It can be hand drawn. Here are things to include in the drawing:

- » The name of your business and its address.
- » Marks for where you want to put tables on the sidewalk and/or in the parking spaces. Make sure to show that there is at least 6 feet between each table!
- » How many feet of the curb will you be using?
- » How many parking meters will you be blocking? The city will need to bag those.
- » Draw in where your barriers will be.

Remember: You *can't* block crosswalks, fire hydrants, fire escapes, bus stops, or any doors! You *can* use private off-street parking lots.



3

FILL OUT THE APPLICATION

You've decided what kind of service you want to provide. You know where your furniture and the barriers will go. Now it should be easy to fill out the application. It's only 3 pages of fill-in-the-blank! Fill in the PDF or print it out and do it the old-fashioned way. There's a checklist of all the responsibilities the City requires of you. Mark them off. The last page is a Hold Harmless Agreement with the City.

4

GET PERMISSION TO USE NEIGHBORING SIDEWALKS OR PARKING SPACES *(if applicable)*

You can use sidewalk space or parking spots in front of neighboring buildings. Just ask them. If they say yes, there's a place on the application where you fill in their information. They need to sign a statement of agreement. Include the letter when you submit your application.



5

INSURANCE LIABILITY COVERAGE

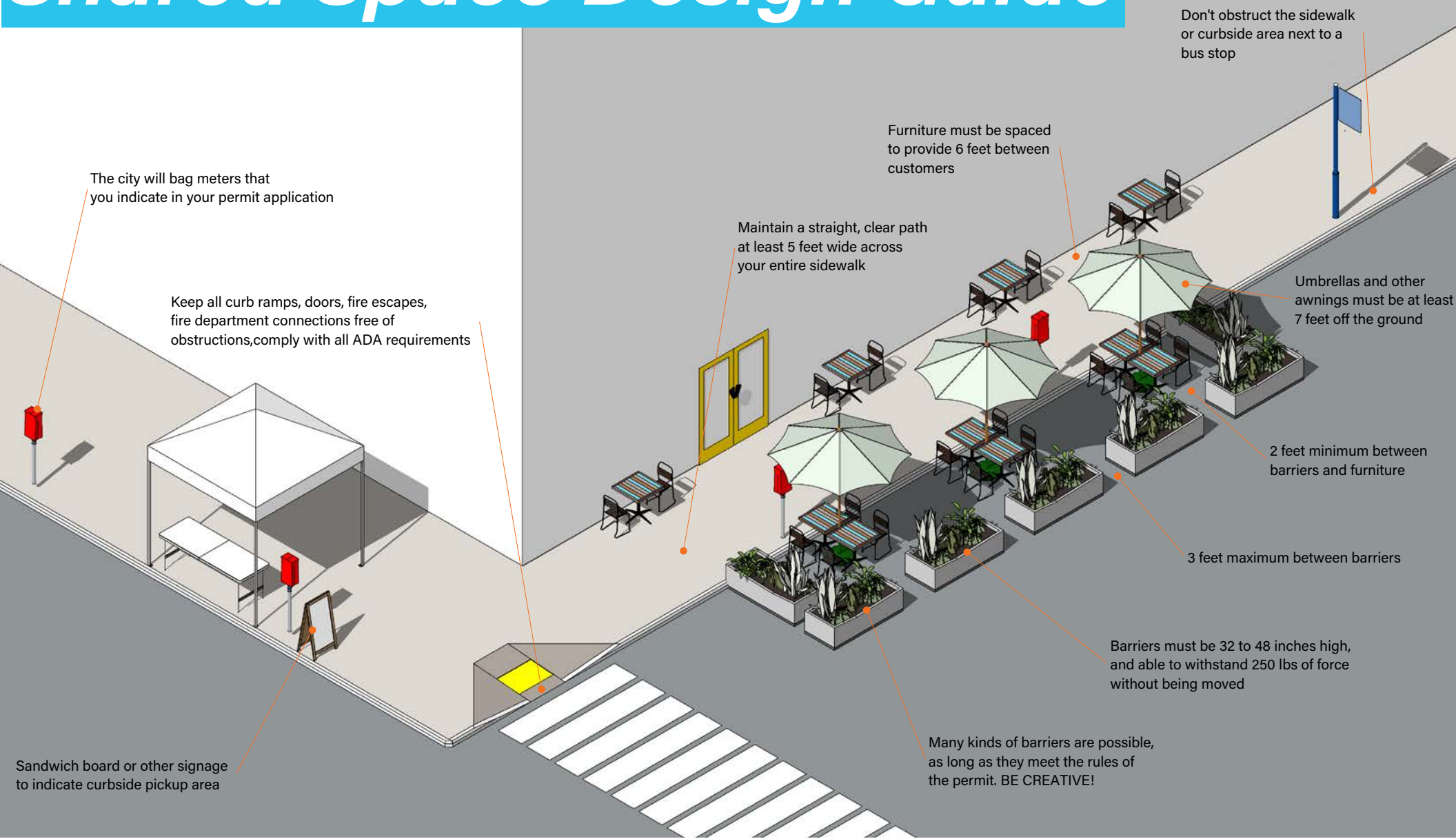
You need to have \$1 million in commercial general liability insurance, and keep that coverage as long you are using the shared space. Include the proof of insurance in your application packet.

6

PAY THE APPLICATION FEE

It's \$25. You pay it on the first floor of City Hall. Keep the receipt, write that number on your application, and submit a copy of the receipt with your application packet.

Shared Space Design Guide



MORE RESOURCES

Permit Information

Download the [Shared Space Permit here](#)

Email antonio.stewart@birminghamal.gov to submit your permit or ask questions

ABC Rules for Temporary Outdoor Dining

[Alabama ABC Board COVID-19 information](#), including temporary outdoor seating

Jefferson County ABC Board

Phone: (205) 942-7995

Fax: (205) 942-2101

Places to Rent Barriers

Water-filled and Jersey barriers may be available at

Alabama Barricade

7007 Praytor Road

Trussville, AL 35173

Phone: (205) 655-5290

Alabama Traffic Systems

3 West Park Drive

Birmingham, AL 35211

Phone: (205) 943-0384

Design Inspiration

[Design Concepts for City Living under Covid](#)

[Design for Distancing Ideas Guidebook](#)

[The Surprisingly Innovative Design of New York's Streateries](#)

*REV offers free assistance **navigating the permitting process** and **designing compliant spaces**. Contact the team if you need help!*

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