

Temporary Outdoor Dining FAQ

Do I need a permit for temporary outdoor dining during the COVID-19 emergency?

- If you intend to put up a tent over 900 square feet (e.g. 30 by 30), you will need approval of the site layout and a building permit. Certain other structures may also require a building permit (e.g. a stage).
- If you do not need a building permit, you still need approval of the site layout.
- You will also need approval from the Health Department. For more information contact Cindy McKelvy, Environmental Health Manager, (804) 501-4530, cindy.mckelvy@vdh.virginia.gov.
- If you intend to serve alcohol, you will need approval from the Virginia ABC Board. For more information contact the Regional Office at (804) 213-4620.

Whom do I contact to begin the process?

You can reach the Planning Department by email at planning@henrico.us or by phone, (804) 501-4602. If you need assistance with a building permit, please call the Department of Building Construction and Inspections, (804) 501-4360.

How do I apply?

The easiest way to apply is to download the forms and submit them by email. If you need a building permit (e.g. for a tent over 900 square feet), submit the application form and schematic plan to Arlene.Carroll@henrico.us. If you only need the site plan review (no building permit), submit the forms to planning@henrico.us. If you would rather submit paper forms in person, they are available in the lobby of the County Administration Building. Please contact the Permit Center at (804) 501-7280 if you have questions regarding picking up and dropping off the paper forms.

I need help drawing a site layout. Can I get a copy of my plan of development?

The Planning Department may be able to provide an electronic copy of the approved plan of development for your location. You can then use the plan of development as a basis for drawing your site layout. Please email us at planning@henrico.us or call (804) 501-4602.

How much is the fee?

Henrico County is excited that your business is reopening. As a part of our efforts to help Henrico's business community, the Economic Development Authority will pay the permit fees for temporary structures needed to facilitate your reopening.

What happens next?

County staff will review your application and let you know of any changes that are necessary before it can be approved. Then we will meet you at your restaurant to review the site with you and answer any questions you may have. Once the application is approved and the inspection is complete you can open the outdoor dining area and begin serving customers.

The temporary outdoor dining area must be removed at the end of the COVID-19 state of emergency. County approval is subject to the Forward Virginia Guidelines (<https://www.virginia.gov/coronavirus/forwardvirginia/>).