



# OUTDOOR PERSONAL CARE SERVICES PERMIT

## Submittal Requirements

Mailing Address:  
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Planning Division  
1600 First Street  
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### PURPOSE

The City of Napa seeks to support personal care services such as hair salons, barber shops and manicurist services outdoors on private and public property in response to Statewide Public Officer Orders requiring the closure of certain sectors to disrupt the spread of COVID-19 and in compliance the California Department of Public Health and California Department of Industrial Relations (Cal/OSHA). Personal care services on the public right-of-way, such as the sidewalk, or on private property, such as within parking lots or open areas within private development, requires approval of an Administrative Permit to ensure that the personal care service does not impede pedestrian access, is designed to be compatible with surrounding uses and accessible to everyone, and that public property is maintained.

### PROCESS

City staff is streamlining and prioritizing the review and approval of Outdoor Personal Care Services Permits in an effort to support economic recovery. The Outdoor Personal Care Services Permit review has been streamlined to combine design review and encroachment permit issuance into one process.

At time of application submittal, the “Initial Requirements” identified below must be submitted so that review can begin. Once the Outdoor Personal Care Services Application is approved, the requirements identified under “Prior to Commencement of Outdoor Personal Care Services Activities” must be completed for proposals involving use of public land.

1. **Application submitted to CDD-Planning.**
2. **Application reviewed by City staff** within one week of submittal; Applicant contacted with initial feedback/questions.
3. **Approval letter prepared** with conditions (encroachment permit requirements) that must be satisfied prior to commencement of the use and other conditions regarding ongoing operations. (Outdoor Personal Care Services permits involving 100% private property will just receive final approval with operational conditions). Surrounding property owners within 500 feet will be notified of the City’s action.
4. **For public property: Applicant addresses conditions** (identified below as “Final Requirements”) by submitting necessary items; Public Works verifies that requirements have been met.
5. **For public property: Final approval letter** issued confirming that conditions have been satisfied and outdoor uses can commence.

### INITIAL APPLICATION REQUIREMENTS - To Allow Application Processing

For All Outdoor Personal Care Services Permit Applications:

1. **Planning Application Form** with required signatures.
2. **Project Description** including a data table identifying the existing maximum capacity of the existing personal service and the proposed capacity with the new or expanded outdoor personal care services area.
3. **Site Plan** depicting the location of the outdoor personal care service relative to existing buildings, landscape features, and streets. All distances between features should be dimensioned (labeled) - see Example 1.
4. **Floor Plan** depicting how proposed features (tables, chairs, umbrellas, and other items) would be arranged in the space and where furnishings would be stored after hours. Site Plan and Floor Plan can be combined into one plan if readable. Floor plan shall identify how all electrical cords will be covered to prevent any tripping hazards. Electrical cords must be powered by a GFCI protected outlet which must be identified on the site plan or floor plan.
5. **Photographs** depicting the existing business and surrounding area where expanded outdoor personal service area is proposed and **Imagery** (copy of a catalog page or other visual information) indicating the materials and style of furnishings to be used.

6. **Licensed Services** shall only be performed in outdoor areas outside a licensed establishment that is contiguous with or adjacent to a licensed establishment, consistent with state public health directives.
7. **In addition** to outdoor spaces that are contiguous with or adjacent to a licensed establishment, licensed services may be provided in outdoor spaces that are (1) in close proximity to the licensed establishment; (2) immediately accessible to the licensee; and, (3) secured and under the control of the licensee. Examples of these types of approved outdoor spaces include, but are not limited to:
  - Parking lots in which the licensed establishment is contained; and
  - Sidewalks and other public thoroughfares reasonably proximate to the licensed establishment that are closed to public access during the period of service.
8. **Fee** - Outdoor Personal Care Services Permits are a \$620 flat fee. Checks payable to the City of Napa.

#### **FINAL REQUIREMENTS - Prior to Commencement of Outdoor Activities**

For Outdoor Personal Care Services that involve use of public lands, the following items will be identified as conditions of approval in the issued Administrative Permit, which will be valid through the end of the calendar year. These conditions must be satisfied and verified by staff before the approved outdoor use can commence. *Not applicable for outdoor personal care services permits for exclusively private property.*

1. **Current Certificate of Insurance** covering full extent of existing and proposed outdoor dining area
2. **Current BASMAA certificate**