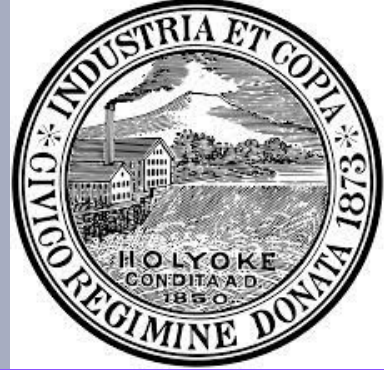


# CIUDAD DE HOLYOKE

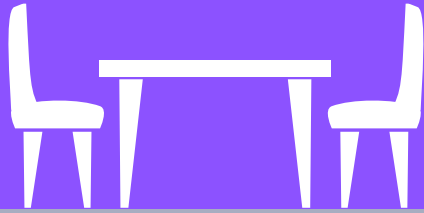
## Comedor al Aire Libre Temporada

La ciudad de Holyoke ha visto restaurantes prosperar a través del uso de comidas al aire libre.

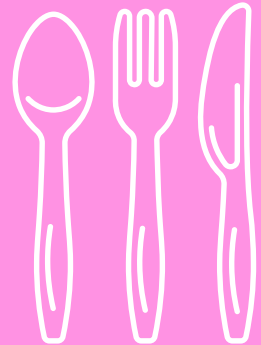
Para facilitar este proceso para usted, nuestra comunidad, organizo todo lo que pueda necesitar.



Comedor al aire libre es un gran opción para disfrutar del buen tiempo y mantenerse saludable, pero hay algunos permisos que su negocio puede necesitar.



Este paquete es un esfuerzo conjunto de sus amigos en el Ayuntamiento.



Para obtener más recursos, visite:  
<https://www.holyoke.org/>

# CONTACTE

## SABER CON QUIEN HABLAR:

**Todo Solicitantes Tienen Que Contactar:**

**Junta de Licencias -**

**(413) 322-5599**

**Departamento de Obras Públicas -**

**(413) 322-5645**

**Junta de Salud - Para todas las inspecciones finales:**

**(413) 322-5595**

**Para necesidades más específicas:**

**Departamento de Bomberos**

**(calefacción/cocina al aire libre)**

**(413) 534-4513**

**Departamento de Edificios**

**(estructuras/electricidad)**

**(413) 322-5600**

**Para preguntas más amplias sobre desarrollo, contacte la Oficina de Planificación y Economía**

**Desarrollo:**

**(413) 322-5575**



# JUNTA DE LICENCIAS

Todos los negocios que quieren tener comedor al aire libre deben contactar la Junta de Licencias y Departamento de Obras Públicas.



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## Permisos de Mesas y Sillas

Restaurantes con permiso de alimentos de la Junta de Salud, que quieren crear un área de servicio al aire libre en una propiedad pública, como una acera o área de estacionamiento, necesitará una licencia adicional de Mesas y Sillas y debe comunicarse con la Junta de Licencias de Holyoke al 413-322-5599 o al [Licenseboard@holyoke.org](mailto:Licenseboard@holyoke.org) para programar una fecha de audiencia

## Licencia Temporal Al Aire Libre

Se requiere una licencia al aire libre para cualquier persona que venda mercancías de forma temporal al aire libre en un solo lugar.

## Licencia de Licor

Los restaurantes que quieren servir alcohol siempre necesitan una Licencia de Licor. Aquellos que ya tienen una licencia de licor que cubre comidas en interiores deberán modificar su licencia actual para incluir cualquier espacio propuesto al aire libre por requisitos estatales (ABCC). Si tiene preguntas o inquietudes, contacta la Junta de Licencias.



## Licencia Avituallador Común

Se requiere licencia de avituallador común para cualquier establecimiento que tiene en su establecimiento la capacidad de armar, preparar o cocinar comida y tiene asientos con el propósito de consumir esa comida en las premisas.

Para más información visite:

<https://www.holyoke.org/departments/license-board/>

# City of Holyoke

## Application for Table and Chairs Permits

The Undersigned respectfully petitions your honorable body for:

1. The granting of this permit shall be in accordance with Code of Ordinance Section 78-28 and the regulations for placing table and chairs on public ways approved by the License Commission. (Regulations are attached to permit)
2. I/we agree to save the City of Holyoke harmless from all claims for damage whatsoever arising from the occupation of said public ways under this permit. Certificate of Insurance shall be required in the amount of \$1000,000/\$300,000. (Please attached copy)
3. (For those who applicants that intend to serve alcohol within the outdoor premises), I understand that approval of this application by the License Commission is further subject to obtaining all other necessary State and Local Licenses/Approval.

This permit shall be available at the requested location for inspection during the time period exercised to any enforcing officer of the City.

Name of Business	Owner/Manager
Address	Telephone
Property owner	Alcohol License Holder
Applicants name (please print)	Applicants signature <span style="float: right;">Date</span>

The License Commission voted that the petition be:

Granted \_\_\_\_\_ Denied \_\_\_\_\_

Approved by the License Commission: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(for License Commission use only)**

Health Dept. Concurrence	YES _____	NO _____
DPW Concurrence	YES _____	NO _____
Police Dept. Concurrence	YES _____	NO _____
Fire Dept. Concurrence	YES _____	NO _____

Date Permit Paid: \_\_\_\_\_

Date Permit Approved: \_\_\_\_\_

**FEE: \$50.00**

# **City of Holyoke Regulations for Placing Tables and Chairs on Public Way**

## **A. Application**

1. The applicant shall give the name of the business applying for the location of the tables and chairs, the property owner, business owner, the license holder(s) and the manager of the business and the proposed location for said tables and chairs.
2. The application shall include a plan or a detailed sketch and a photograph of the tables and chairs, signs, awnings, and any other additional physical features indicating all dimensions and locations relative to the sidewalk and existing facilities. Appropriate sidewalk access, including handicap access, shall be maintained at all times or the public and with regard to safety considerations.

## **B. Location Criteria**

1. Pedestrian and vehicular traffic shall not be impeded or obstructed.
2. The sidewalk adjacent to the location of the proposed tables and chairs, after placement, must be at least 5 feet wide. No tables or chairs shall be placed in the street.
3. The dining area for the tables and chairs must be placed against the existing building of the applicant, i.e. contiguous to the building or in a suitable arrangement approved by the Board of Public works.
4. All outdoor dining areas, permitted under this ordinance shall be clearly delineated by a decorative border, planters, fence, or corded stanchions or other suitable means approved by the Board of Public Works.
5. Final site plan shall be approved by the Board of Public Works and provided to the License Commission prior to the issuance of the permit.

## **C. Size and Materials**

1. Maximum width of the tables shall be 24".
2. Chairs shall be placed on each side of tables and shall not be placed on the street side of tables, which would encroach further on the sidewalk, unless an alternative suitable arrangement is approved by the Board of Public Works.
3. The permit holder shall be responsible for assuring cleanliness and removal of trash arising from the use of the permit as well as compliance with all State and local ordinances and regulations.

## **D. Fee and Duration**

1. Annual fee \$50.00
2. The fee schedule for the location of tables and chairs shall be reviewed by the License commission on a periodic basis. All real estate property taxes, municipal fees must be current. If the permit fee or real estate property taxes and municipal fees are not paid, the permit shall not be issued. The License Commission will also receive signatures of

approval from the Director of the Board of Health, General Superintendent of the Department of Public Works, the Chief of the Holyoke Police Department, and the Chief of the Holyoke Fire Department regarding this permit application. Should any of the above named department heads recommend against granting the permit they will provide a written explanation to the License Board.

3. In accordance with Sec. 78-28, if tables or chairs are placed on the sidewalk without a permit, the Police Department shall order them removed and a fee will be assessed in the amount of \$200.00; with each day such person or establishment remains in violation constituting a separate violation. If such person fails to comply with the removal order, all such tables and chairs will be removed by the Department of Public Works.
4. Licenses are required from the Licensing Board as well as any state agencies in accordance with any and all applicable regulations for food and beverage distribution.
5. A permit shall be valid only during the year it is issued or defined as April 1 to October 31 of each year. A new application must be filed for each season. The permittee holding a permit for a particular location in subsequent seasons shall have a priority status for that location. The permittee must renew their application and file it with the License Commission between December 1 and December 31 of each year. (New permits will be reviewed on a revolving basis.) Permits are issued in accordance with the City Ordinance Sections 78-28.
6. The daily operation of said facilities by this permit shall not be allowed from 11 PM to 7 AM.
7. All fixtures and structures placed or erected within any sidewalk or street under this permit shall be removed by October 31<sup>st</sup> of each year.
8. Violation of the conditions and terms of the permit shall result in termination and forfeiture of the permit.

#### **E. Public Notice**

1. A public notice of the permit application must be posted with the City Clerk at least two weeks prior to the review of the application by the License Commission and must be published in the local newspaper at least two weeks prior to review.
2. The Ward Councilor and all abutters (property owners) within 300 feet of the property must be notified with a copy of the written public notice.
3. All costs related to the public notification requirements are the sole responsibility of the applicant.

#### **F. Other Requirements**

1. An insurance certificate in the amount of \$100,000/\$300,000 shall be required. Said certificate will name the City of Holyoke as an additionally insured. The permit holder will indemnify, and hold harmless, the City of Holyoke for all claims for damage whatsoever arising from the occupation of said public ways under this permit.
2. The above detailed permit is for licensed food establishments. Alcohol may be consumed only at licensed facilities and in conjunction with dining.
3. For those applicants that intend to serve alcohol with the outdoor premises, review and approval of the permit application by the License Commission is further subject to obtaining all other necessary State and Local Licensing Approvals.
4. The entire establishment must be in compliance with all Federal, State, and Local regulations, including but not limited to smoking.
5. All permits issued pursuant to Sections 78-28 shall be displayed on premises.

Sec. 78-28. - Tables and chairs on a sidewalk or street accessory to restaurant and or tavern.

No person shall place, erect, cause or permit to be placed or erected within any sidewalk or street any fixture or structure for use by a restaurant, tavern or other licensed food and beverage establishment unless a permit, issued by the license commission, authorizing such placing or erection, has been granted and is in effect. Any fixture, structure or property in violation of this section shall be moved at the owners' expense. Any person or establishment found to be in violation of this section shall be subject to a fine of \$200.00, with each day such person or establishment remains in violation constituting a separate violation.

(Ord. of 5-3-05 [4th amd.], § 1)



City of Holyoke

**License Board**

Anthony Luciano, Chair  
Jose Correa  
Michael Moriarty

**OPEN AIR VENDOR LICENSE APPLICATION**  
**TEMPORARY LICENSE**

Please return completed application to the License Board  
Fee: \$30.00 Temporary/\$100.00 Annual

\_\_\_\_\_  
**Printed Applicant's Name**

\_\_\_\_\_  
**Doing Business As**

\_\_\_\_\_  
**Business Address**

\_\_\_\_\_  
**Business Phone**

\_\_\_\_\_  
**Email**

\_\_\_\_\_  
**Home Address**

\_\_\_\_\_  
**Home Phone**

\_\_\_\_\_  
**Cell Phone**

**Email** \_\_\_\_\_

**Items being sold:** \_\_\_\_\_

**If food, has a food permit been obtained from the Board of Health?** \_\_\_\_\_

**Dates you will be selling:** \_\_\_\_\_

**Times you will be selling:** \_\_\_\_\_

**Address/location where items will be sold:** \_\_\_\_\_

**If city property, has a permit from DPW been obtained?** \_\_\_\_\_

**Indemnification Agreement**

Pursuant to Section 9 of Chapter 83 of the 1994 Acts of the Commonwealth of Massachusetts, I hereby agree on behalf of myself, my heirs, successors and assignees to provide indemnification to the City of Holyoke against any loss which may arise by the way of any suit, action or proceeding against the City of Holyoke, its officers or employees as a result of any act or failure to act on the part of the holder of this license while operating pursuant to the license within the territorial limits of the City of Holyoke.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

Revised December 2021





Mayor Joshua Garcia

Office of Planning & Economic Development

City of Holyoke

License Board

Anthony Luciano, Chair  
Jose Correa, Commissioner  
Michael Moriarty, Commissioner

## 2022 COMMON VICTUALLER LICENSE APPLICATION

To the License Commissioners for the City of Holyoke:

The undersigned requests a license to be exercised on the premises described as follows and subject to the provisions of M.G.L. Chapter 140, Section 6 of the Public Statutes.

Payment in the amount of **\$25.00** should be made payable to the City of Holyoke and mailed to:  
**License Board, City Hall Annex, 20 Korean Veterans Plaza, Room 401, Holyoke, MA 01040.**

### PLEASE PRINT CLEARLY

BUSINESS NAME: \_\_\_\_\_

D/B/A: \_\_\_\_\_

STREET NAME: \_\_\_\_\_

BUSINESS TELEPHONE NUMBER: \_\_\_\_\_

DESCRIPTION OF LOCATION: \_\_\_\_\_

IF YOU ARE A BUSINESS THAT SERVES FOOD, AND DO *NOT* HAVE A LIQUOR LICENSE, DO YOU INTEND TO OFFER A BYOB (*Bring Your Own Bottle*) POLICY? \_\_\_\_\_

MANAGER: \_\_\_\_\_

HOME TELEPHONE NUMBER: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

DATED AT HOLYOKE, MASSACHUSETTS \_\_\_\_\_, 20 \_\_\_\_\_

EMAIL: \_\_\_\_\_

***\*Applicant must provide Proof of Tax Compliance, Worker's Compensation Insurance, Property Title or Lease Agreement, and arrange for a Building Department Inspection prior to approval.***

**FOR OFFICE USE ONLY**

DATE RECEIVED:  
CHECK NUMBER:

CITY HALL ANNEX, 20 KOREAN VETERAN'S PLAZA, SUITE 401 • HOLYOKE, MASSACHUSETTS 01040-5000  
PHONE: (413) 322-5599 • E-MAIL: [Licenseboard@holyoke.org](mailto:Licenseboard@holyoke.org)

***Birthplace of Volleyball***

# DEPARTAMENTO DE OBRAS PÚBLICAS

Todos los negocios que quieran tener comedor al aire libre deben contactar con la Junta de Licencias y Departamento de Obras Públicas.



¿Sus planes para comer al aire libre obstruirán la vía pública?

En la ciudad de Holyoke, se requiere un permiso para la ocupación de la acera.

Si este es su caso, deberá completar la Aplicación Para Obstruir la Vía Pública (Application to Obstruct the Public Way).



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¿No está seguro? Llame al Departamento de Obras Públicas o visite en línea:

<https://www.holyoke.org/holyoke-dpw-permits/>



**City of HOLYOKE**  
**DEPARTMENT OF PUBLIC WORKS**  
**63 CANAL STREET HOLYOKE MA. 01040**  
**PERMIT APPLICATION**

**APPLICATION FOR PERMIT TO OCCUPY OR OBSTRUCT THE PUBLIC WAY**

This application must be completed in its entirety prior to the time of submittal. It is the responsibility of the applicant to provide all pertinent information required herein.

Application Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

Applicant Phone #: \_\_\_\_\_

Applicant Cell Phone #: \_\_\_\_\_

Organization/Business Name: \_\_\_\_\_

Organization/Business Phone: \_\_\_\_\_

Organization/Business Address: \_\_\_\_\_

Location of Occupancy/Obstruction: \_\_\_\_\_

Street #: \_\_\_\_\_ Street Name: \_\_\_\_\_

Estimated Dates of Occupancy:

From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Occupancy/Obstruction: \_\_\_\_\_

If Other, Please Explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# JUNTA DE SALUD

## PERMISOS DE ALIMENTOS

¿Su negocio requiere un Permiso de Alimentos?

Entonces no olvide que **TODAS** las renovaciones de permisos para establecimientos y servicios de alimentos al por menor vencen **el 30 de junio** de cada año. Puede llamar o visitar el siguiente link. Gracias.

Y no olvide que es la responsabilidad del propietario del restaurante asegurar de que cualquier área de comedor que sea mas grande, incluyendo las calles y las aceras, debe mantenerse limpio todo el tiempo.

Para más información visite:

<https://www.holyoke.org/departments/board-of-health/>



# DEPARTAMENTO DE EDIFICIOS



**¿Va a instalar alguna estructura, como tiendas de campaña, para su experiencia de comedor al aire libre?**

**Para obtener un permiso de edificio, debe comunicarse con el Departamento de Edificios al 413-322-5600**

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**¿No está segura? Llame la Departamento de Edificios o visite en línea:  
<https://www.holyoke.org/departments/building/>**

# DEPARTAMENTO DE BOMBEROS

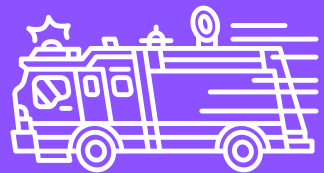
## PERMISO DE GAS PROPANO

La calefacción exterior es una manera excelente de hacer que la experiencia de comer al aire libre sea cómoda en todas las condiciones; sin embargo, la seguridad es una prioridad. Algunos métodos de calefacción pueden requerir un permiso de gas propano. Si tiene alguna pregunta, llame al Departamento de Bomberos.

Como recordatorio, **no se permite fuego llama abierta en Holyoke**. Las parrillas, los aparatos de cocina o de calefacción no están permitidos a menos de 20 pies de una estructura de carpa según la Sección 3104.7 de IFC. Los dispositivos de calefacción se pueden usar en áreas bien ventiladas lejos de materiales combustibles. Los dispositivos con llamas expuestas no están permitidos dentro de una tienda de campaña o dentro de una distancia 20 pies. Ventilación **O** dispositivos permitidos en Massachusetts.



LPG el almacenamiento de combustible dentro de los edificios debe limitarse de acuerdo con 527 CMR 1: Tabla 60.4.2.1.1.3. Las áreas de almacenamiento al aire libre deben cumplir con 527 CMR 1: Capítulo 60, 66, 69, según corresponda.



Para más información visite:

<https://www.holyoke.org/fire-permits-forms/>



CITY OF HOLYOKE  
FIRE DEPARTMENT HEADQUARTERS

JEFFREY PRZEKOPOWSKI  
CHIEF OF THE DEPARTMENT

## APPLICATION FOR PERMIT

Date \_\_\_\_\_ Return to \_\_\_\_\_

(fax# or email)

In accordance with the provisions of 527 CMR 1.00 Sect. 1.12.8, application is hereby made

By \_\_\_\_\_  
(Full name of person, Firm or Corporation)

Address \_\_\_\_\_  
(Street or PPO Box) (City/Town)

For Permission to (state clearly the purpose for which permit is requested) \_\_\_\_\_

**For Municipal Boxes call Alarm Div. at (413) 534-4513 \*24 Hours Advance\***

At (Location) \_\_\_\_\_

Name of Competent Person (if applicable) \_\_\_\_\_

License or Certification # \_\_\_\_\_ Contact Phone # \_\_\_\_\_

Signature of Applicant \_\_\_\_\_



CITY OF HOLYOKE  
FIRE DEPARTMENT HEADQUARTERS

JEFFREY PRZEKOPOWSKI  
CHIEF OF THE DEPARTMENT

## PERMIT

Date Issued \_\_\_\_\_ Permit # \_\_\_\_\_

In accordance with the provisions of 527 CMR 1.00 Sect. 1.12.8, this permit is hereby granted

To \_\_\_\_\_

For Permission to \_\_\_\_\_

Restrictions \_\_\_\_\_

At \_\_\_\_\_

This Permit Will Expire on \_\_\_\_\_ Fee\$ \_\_\_\_\_

Signature of Inspector \_\_\_\_\_ Title \_\_\_\_\_

➡ **This Permit must be conspicuously posted upon the premises** ⬅

600 HIGH STREET - HOLYOKE, MASSACHUSETTS 01040  
PHONE: (413) 534-2254 - FAX: (413) 534-2258  
EMAIL: FIREPREVENTION@HOLYOKE.ORG