

Temporary Activity Permit (TAP) for Outdoor Seating

Virginia Governor's Executive Order 61

In response to the Virginia Governor's Executive Order 61 allowing for temporary outdoor seating the County has created an expedited process for issuing Temporary Activity Permits (TAP) for outdoor seating. For assistance, please contact [Steven Hall](#) or [George Harben](#) at 703-792-6830 or TAP@pwcgov.org.

General Requirements

1. The outdoor seating must meet the requirements of the Governor's [Executive Order 61](#) and [Executive Order 62](#) which include:
 - a. Occupancy may not exceed the 50% of the lowest occupancy load on the certificate of occupancy, if applicable.
 - b. No more than 10 patrons may be seated as a party.
 - c. Tables must be positioned six feet apart.
2. A Virginia Health Department (VDH) and Alcohol Beverage Control (ABC) Authority Permit is required for the sale of alcohol. For requirements please see [Topic 16 ABC Response to Temporary Approval of Outside Dining Areas](#).
3. Outdoor seating areas shall not be located in fire lanes.
4. If a tent is to be used please see the [Temporary Tents – Submission and Inspection Guidelines](#).

Permit Process

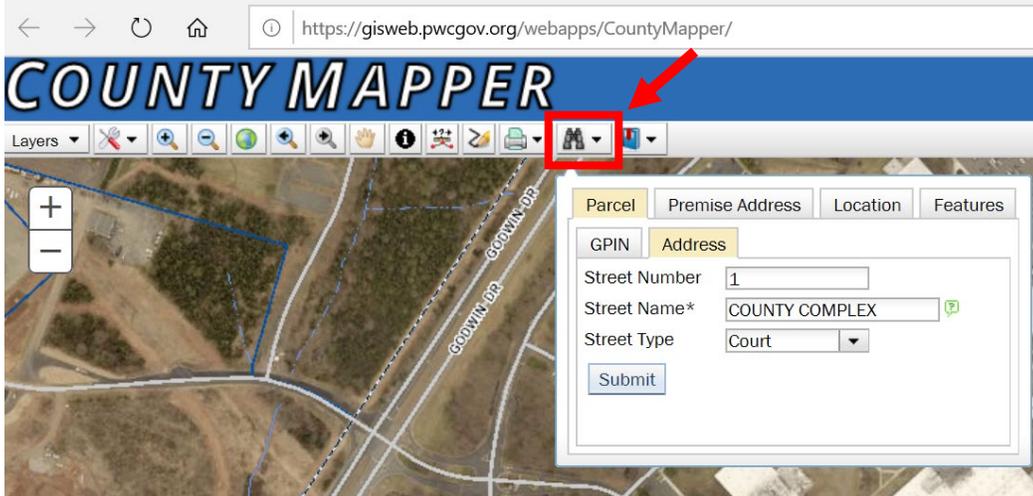
STEP 1: Use County Mapper to provide a map of the outdoor seating area. See page 2.

STEP 2: Draw an outdoor seating layout. See page 4.

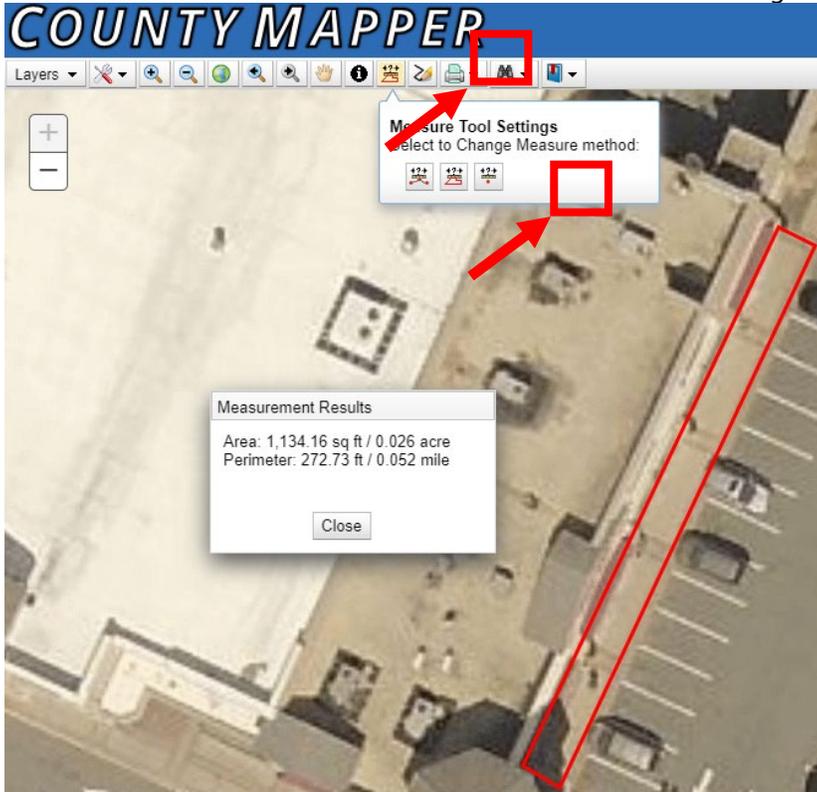
STEP 3: Submit electronically by emailing to TAP@pwcgov.org, by physical drop-off in the outside Large Black Plastic Bin labeled **ZONING** or by mail to ATTN: Land Development, 5 County Complex Court, Prince William, VA 22192.

STEP 1: Use County Mapper to provide a map of the outdoor seating area

1. Go to County Mapper at gisweb.pwcgov.org/webapps/CountyMapper
2. Enter the address.

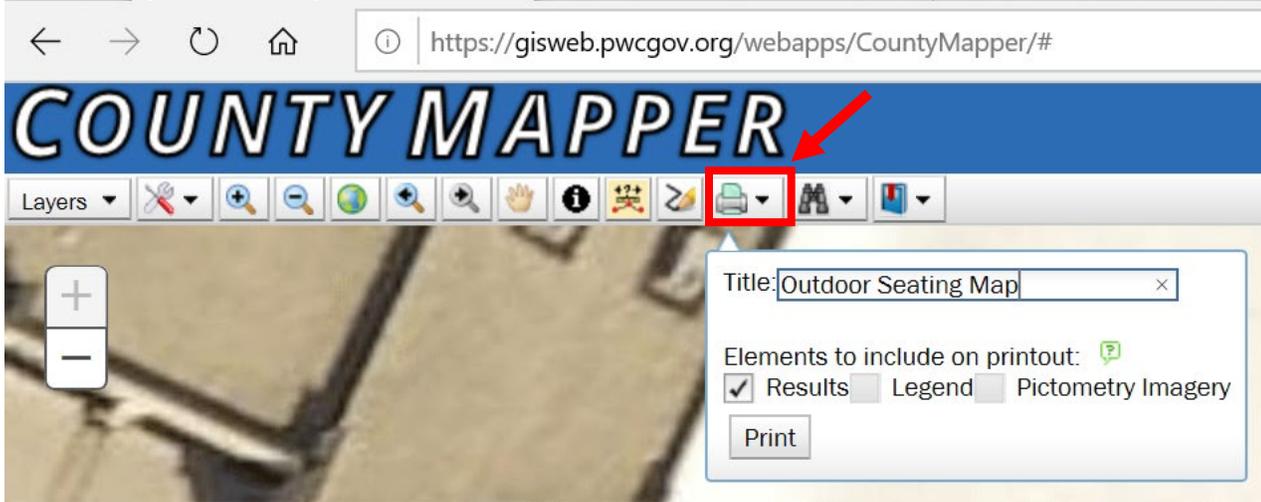


3. Use the Measure Area tool to draw the area of the outdoor seating.



STEP 1: Use County Mapper to provide a map of the outdoor seating area (Cont'd)

- 4. Print the map to save as a pdf file.



Outdoor Seating Map

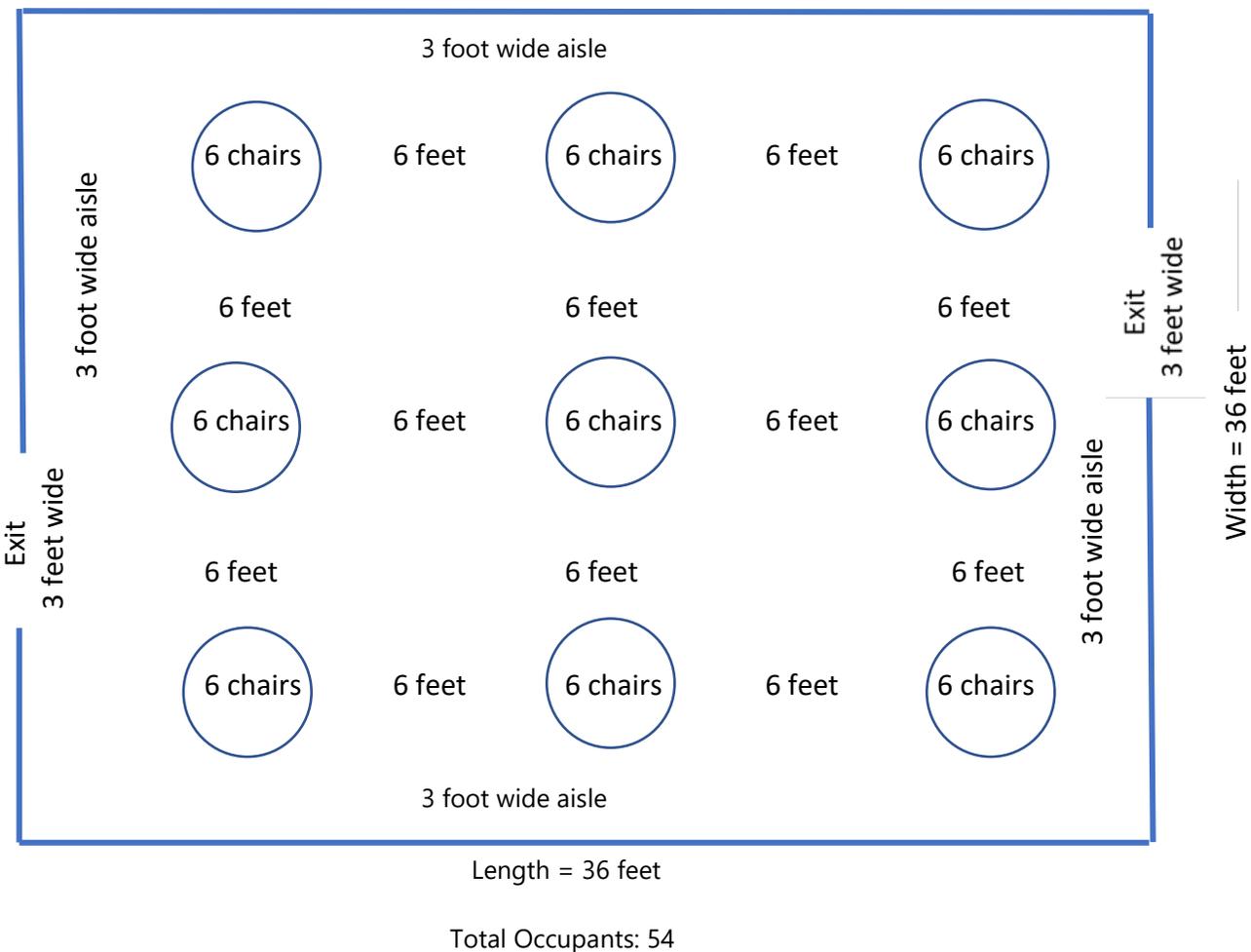


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STEP 2: Draw the outdoor seating layout

1. Draw the seating layout showing the below items. See page 5 for drawing template.
 - Dimension of seating area length and width.
 - Number of tables and chairs per table.
 - Spacing of tables. Minimum 6 feet between tables per [Executive Order 61](#)
 - Any barriers (fence, rope, Jersey barrier, etc.) around seating.
 - Number of occupants
 - Must be 50% or less of code permitted occupancy.
 - For example, divide outdoor seating area by 30. Area 1,500 square feet / 30 = 50 occupants max.
 - Width of aisles and aisle accessways
 - Aisle width minimum 48 inches for seating both sides, 36 inches for seating one side.
 - Aisle accessway width minimum 12 inches between rows of tables and chairs.
 - Number of exits
 - Occupant load less than 50 one exit required.
 - Occupant load greater than 50 and less than 500 two exits required.
 - Exit width. Minimum 3 feet.
 - Distance to an exit. Maximum 200 feet.

Sample Outdoor Seating Layout





Outdoor Seating Layout