



SEASONAL **PATIO** PROGRAM

2025 USER GUIDE



OAKVILLE



About this guide

The Town of Oakville's Seasonal Commercial Patio Program provides an opportunity for businesses to operate a temporary patio or bistro on municipal property, including on municipal sidewalks and within on-street parking spaces. All patios, bistros, and outdoor displays must have a valid Town of Oakville permit prior to installation and operation.

This guide is intended to clearly outline the processes, minimum standards, and operational requirements for patios for the 2025 season. This guide does not apply to patios located on private property or in public parks.

This guide is intended to be a starting point and will help you determine whether a patio on municipal property may be feasible for your business. Please review these guidelines carefully.

The town reserves the right to review applications and installations on municipal property on a case-by-case basis, taking into consideration factors such as limited frontage or on-street parking spaces, past complaints, and non-compliance with the program.

Apply now



Contact patios@oakville.ca if you have any questions.



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What's **new** in 2025?

The following changes have been made for the 2025 patio season.

The Seasonal Commercial Patio Program is now being processed online

You can now apply for a patio permit online through oakville.ca.

2025 patio fees

User fees have been updated for the 2025 season. Fees are based on the type of patio and outlined in the table below. For more information on patio types, visit the “Requirements by Patio Type” section in this guide.

| | Application fee + HST |
|--|--|
| Bistro Patio | \$208 |
| Sidewalk or Boulevard Patio with enclosure | \$427 |
| On-Street Patio | \$427 + \$580 per parking space (HST incl) |
| Outdoor merchandising display | \$56 |
| Reduced parking rental parking space only - no boulevard, staff approval required) | \$148 (HST included) |

Applications open March 1, 2025

In 2025, patio applications will be accepted starting from March 1. Please note that if you want to guarantee a patio permit by May 1, you should apply for a permit no later than April 1.

Music is now permitted on BIA patios

Moderate levels of outdoor music (max 50 dBA) will be permitted on patios in the Bronte Village, Downtown Oakville and Kerr Village business improvement areas (BIAs) until 10 p.m. daily.

Patios located within mixed-use and commercial areas outside of the BIAs will be permitted to have moderate levels of outdoor music until 7 p.m. A moderate level of outdoor music is defined as not exceeding 50 dBA at any Point of Reception on a residential property where sound is received.

Town of Oakville business licence number required for patio permit

Starting from 2025, you will be required to provide a valid Town of Oakville-issued business licence number in order to apply for a patio permit. If you are a new business and do not yet have a business licence number, please contact patios@oakville.ca.

Temporary liquor licence extension

If you are planning to serve liquor on your patio, you must apply for consideration and approval of a temporary liquor licence extension through the Clerk's department. Starting in 2025, there will be a fee associated with this process. This is a separate process from your patio application.

For more information, please visit the town's [Liquor Licence](#) page on oakville.ca.

How to apply for a patio permit

All patios and outdoor merchandising displays must have a valid Town of Oakville permit prior to installation and operation. Starting from 2025, the application process will be done online through oakville.ca. Information on how to apply is included below.

1. Review this guide and visit the [Patio Permit web page](#) for the most up to date program information.
2. Review the [application video](#) for step-by-step instructions on how to apply for your permit online.

3. New and returning program participants can apply for a 2025 patio permit online through oakville.ca. You will be asked to provide:

- Your business name, address, and issued Town of Oakville business licence number;
- Contact information for the applicant (required) and the property owner (optional);
- The type of patio you are requesting and the length and width of your patio;
- A plan/drawing of the requested area for the patio, bistro or merchandising display, along with dimensions and other key elements (trees, poles, etc.) for context; and
- A copy of a valid General Liability Insurance Certificate with a minimum coverage of \$2,000,000 and with the Town of Oakville named as additional insured.
- The drawing may be handmade or computer generated but must show a clear unobstructed view of the site. If a satellite view is used it must not show trees or objects blocking the site.

4. All patios, bistros and merchandising displays must have a valid Town of Oakville permit prior to installation and operation. Approved patios/bistros can operate from May 1 to November 1, 2025.

Certificate of General Liability Insurance:

- A copy of commercial general liability insurance coverage in the minimum amount of \$2 million (\$2,000,000.00) and naming the Town of Oakville as an additional insured.
- Insurance must be non-cancellable by the insurance company with at least 30 days written notice to the town.
- The coverage must be valid throughout the 2025 commercial patio season.

Plan or drawing:

- A plan or drawing of the proposed area for the patio, bistro or outdoor merchandising display.
- Include dimensions of the proposed area and dimensions to nearby building(s), light standard, street furniture, curb, etc.
- Returning patio program participants can include photo(s) of previous installation(s) if there are no proposed changes to the 2025 request. This is not in lieu of a plan or drawing, but it will help provide information/context for staff when reviewing your application.

What to expect after you've applied

Oakville's patio team will review the submission and begin processing the application.

This includes:

1. The applicant will receive a confirmation email that the patio application has been submitted. If you do not receive a confirmation email, please contact patios@oakville.ca to confirm if your application was successfully submitted.
 - Please note, staff may arrange an on-site visit to discuss the proposal and make any necessary modifications in consultation with the applicant.
 - The applicant can check the status of their application on oakville.ca.
2. Once the application is approved, you will receive an email with a patio agreement attached for your review and signature.
 - The signed patio agreement must be uploaded to oakville.ca.
 - The property owner's signature is not required but is recommended.
 - You will also receive a separate email with an invoice for patio user fees.
3. To upload the agreement and pay your fees, simply log back into oakville.ca and click on "Sign & Pay."
4. Once the signed patio agreement and the applicable fees have been received, the applicant will be emailed a final copy of their patio permit.

Approved patios/bistros can operate from May 1, 2025 to November 1, 2025. All patios, bistros and merchandising displays must have a valid Town of Oakville permit prior to installation and operation.





Liquor licences and public health

The town will communicate and coordinate during the permitting process. While town permits will be issued for the use of the space, applicants must comply with town, regional, and provincial directives and regulations, including but not limited to:

- If you have a valid liquor licence for your establishment and you intend to serve liquor on your patio, you must apply for consideration and approval of a temporary liquor licence extension through the Clerk's department – this is separate from the patio permit process. Once you have received your patio permit, this can be used to apply for your temporary liquor licence extension. Please visit the Town of Oakville's [Liquor Licence web page](#) for more information about temporary extensions.
- If you do not have a valid liquor licence, please contact the [Alcohol and Gaming Commission \(AGCO\)](#) for more information on how to obtain a liquor licence.
- [Region of Halton Public Health](#): Learn more about requirements when supplying food.

Program fees

The following permit fees and on-street parking fees will apply for the 2025 patio season:

| | |
|---|--|
| Bistro Patio | Application fee + HST \$208 |
| Sidewalk or Boulevard Patio with enclosure | \$427 |
| On-Street Patio | \$427 + \$580 per parking space (HST included) |
| Outdoor merchandising display | \$56 |
| Reduced parking rental (parking space only - no boulevard, staff approval required) | \$148 (HST included) |

Permit fees and parking rental fees (if applicable) are required to apply for the Seasonal Commercial Patio Program.

Staff will confirm applicable fees with the applicant. Fees must be paid after the signed patio agreement is uploaded online.

NEW in 2025

Fees for patios in parking stalls will be \$580 (HST included) for the season. An option for a reduction to this fee may be available upon request and will be approved by staff. The reduced parking fee is \$148 (HST included) and would be reviewed on a case by case basis for patios where no other option is available except a parking stall.

Note: some patios will be located in a parking space and extend onto the boulevard/sidewalk. In this situation, applicants will be charged the permit fee for an On-Street Patio.



Requirements by patio type

The Seasonal Commercial Patio Program offers three types of patios: bistro patios, patio with an enclosure on the boulevard and/or sidewalk, and patios in on-street parking spaces. Additionally, the Seasonal Commercial Patio Program also allows applicants to apply for outdoor merchandising displays. Selecting the appropriate patio type for your location is key to ensuring the patio can meet the requirements of the program, operate safely and maintain an accessible, clear path for pedestrians. For all patio types, the permit holder is responsible for maintaining the patio area and adjacent sidewalk.

Bistro Patio

A café-style patio is a simple, unenclosed patio consisting only of a few tables and chairs. It is located on the sidewalk along the frontage of the business.

Location:

On the sidewalk along the frontage of the business. The width of the sidewalk must be sufficient to accommodate a small amount of seating, while maintaining an accessible and clear path for pedestrians.

Additional considerations:

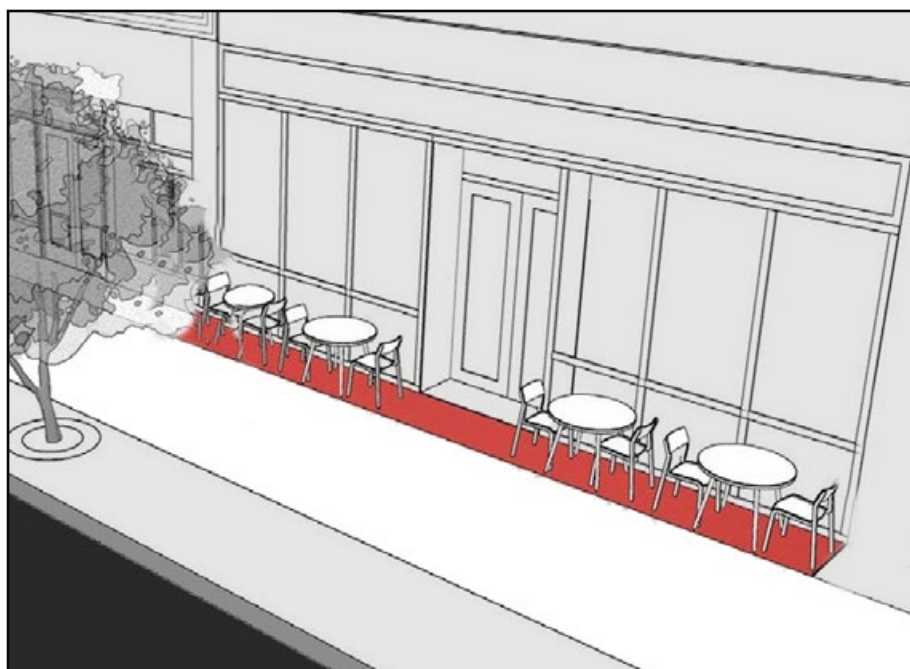
All tables, chairs, and umbrellas must be removed from the sidewalk at the end of each business day and may only be placed on the sidewalk at the start of your business hours.

Size and alignment:

- Limited to the width of the frontage of your business.
- Must maintain a minimum 1.8 metre pedestrian clear path of travel, including offsets from streetscape elements such as fire hydrants and waste receptacles.

Perimeter treatment:

No enclosure is required. However, patio furniture must remain within the approved area.



An example of a bistro patio ■ Dining area □ Pedestrian clear path of travel

Patio with enclosure on the sidewalk and/or boulevard

This type of patio is larger than a bistro patio and has a stable enclosure that delineates the patio area from the streetscape. This type of patio may consist of railings, tables, chairs, umbrellas, host stands, plants, solar lights, and/or other patio furnishings.

Location:

On the sidewalk along the frontage of the business or on the boulevard along the roadway in line with the frontage of the business. The width of the sidewalk and/or boulevard must be sufficient to accommodate the enclosed patio area, without conflicting with streetscape elements and while maintaining an accessible and clear path for pedestrians.



An example of a patio with enclosure on the boulevard

■ Dining area □ Pedestrian clear path of travel

Size and alignment:

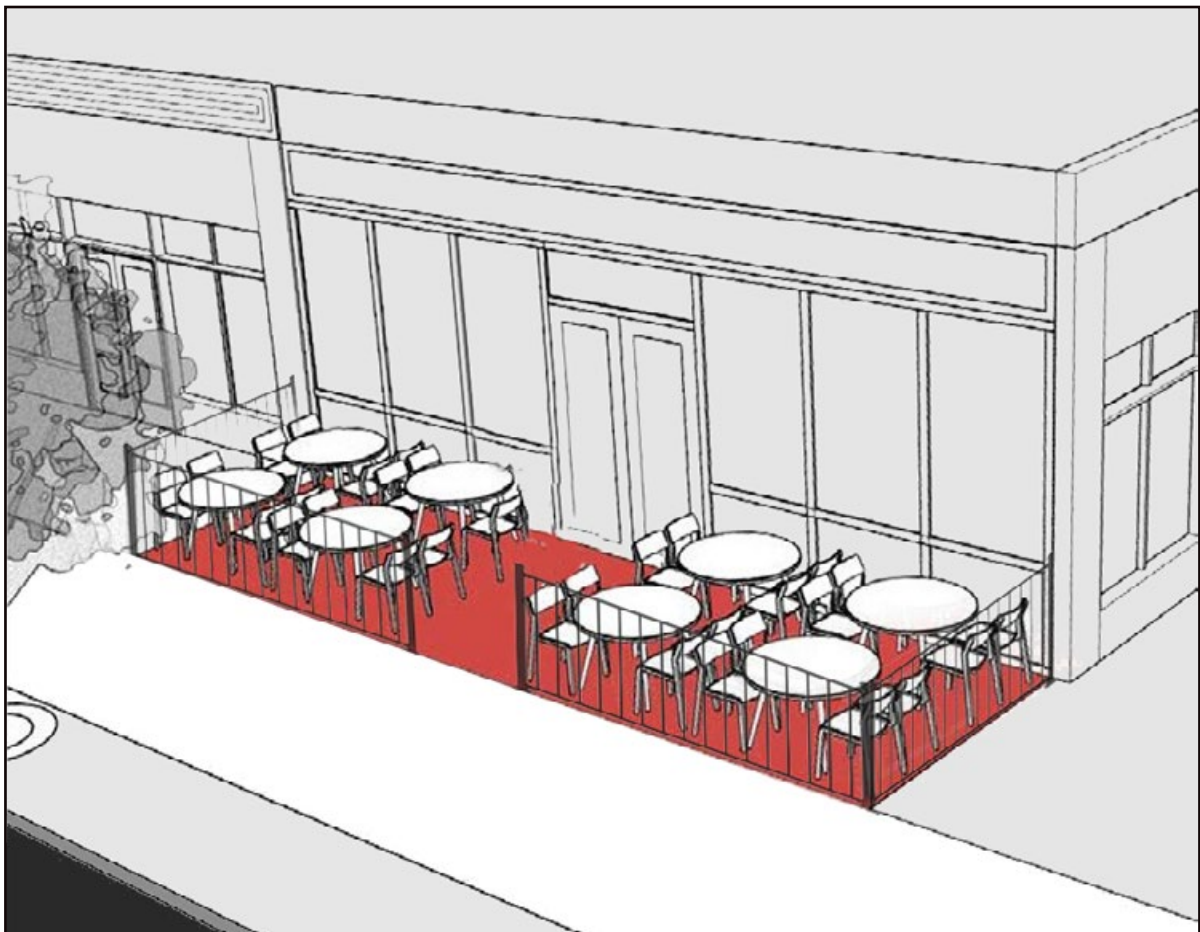
- Limited to the width of the frontage of your business.
- Must maintain a minimum 1.8 metre pedestrian clear path of travel, including offsets from streetscape elements such as fire hydrants and waste receptacles.
- Must retain unobstructed access to the building and adjacent establishments.
- Align the patio entrance with the main entrance of your business where possible.

Perimeter treatment:

Enclosed by a stable, secure enclosure that delineates the patio area from the streetscape.

Additional considerations:

- A raised platform patio will not be allowed on a flat surface in the sidewalk or boulevard. A platform may be used to provide a level patio surface where a slope is present, subject to additional requirements and approvals.
- Patios near corners and intersections may have additional requirements to ensure the increased activity will not interfere with pedestrian flow and safety.



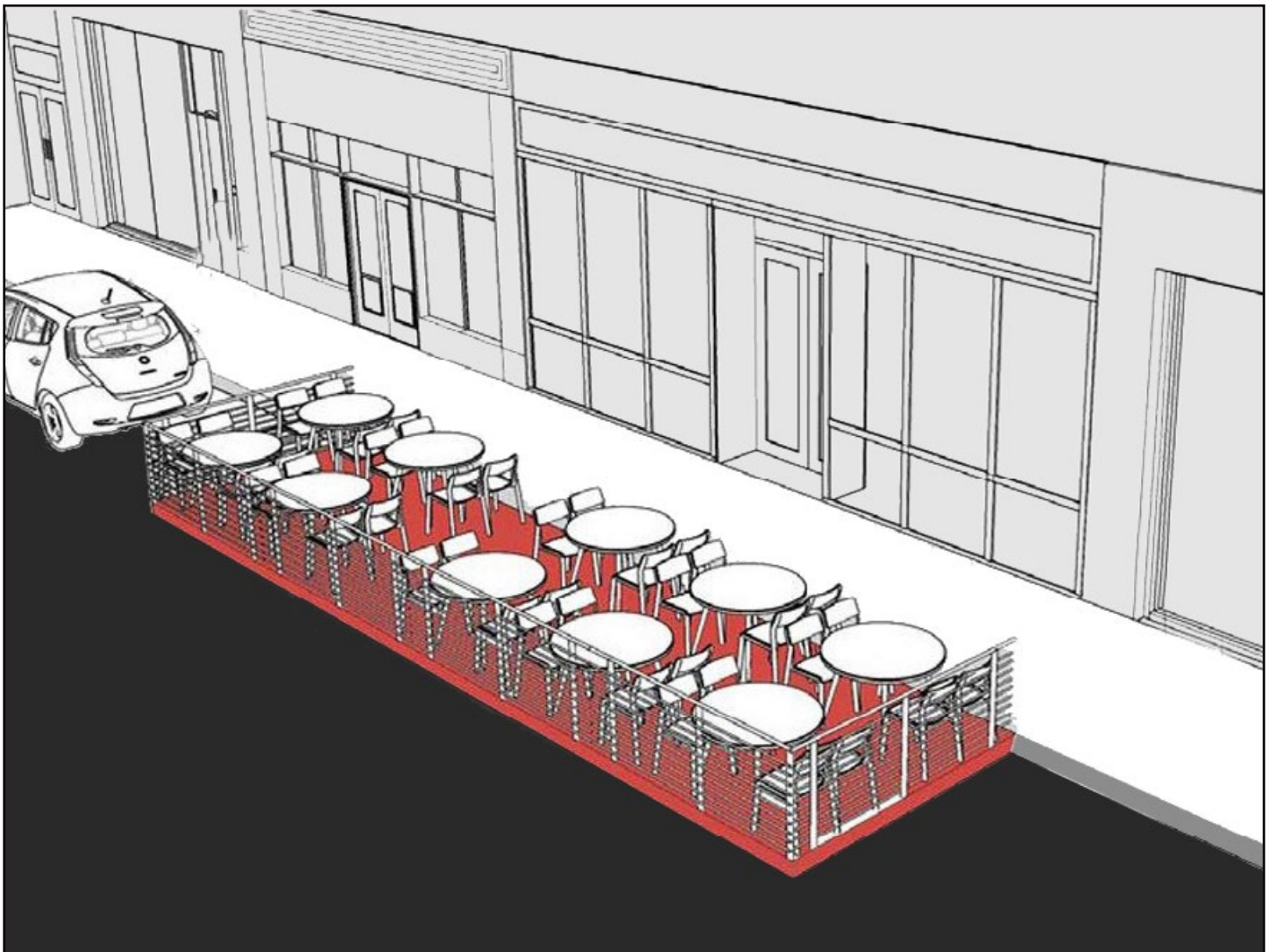
An example of a patio with enclosure on the sidewalk ■ Dining area □ Pedestrian clear path of travel

On-Street Patio

An on-street patio is a patio located in an on-street parking space(s). It is required to have a stable and secure enclosure and may consist of railings, tables, chairs, umbrellas, host stands, solar lights, plants, and/or other patio furnishings. A platform at-grade with the curb is required. Patios that extend from the on-street parking space on the boulevard/sidewalk are permitted where space allows.

Location:

On-street parking space(s) within a parking layby or parking lane where the width of the sidewalk may be limited and on-street parking is available adjacent to the curb.



An example of an on-street patio

■ Dining area □ Pedestrian clear path of travel

Size and alignment:

- The patio must occupy a minimum of one and maximum of two parking spaces. Half spaces may be considered where they can be shared with a neighbouring patio.
- The adjacent sidewalk space must be maintained, with a minimum 1.8 metre pedestrian clear path of travel located between the on-street patio and surrounding buildings.
- The patio may be extended onto the sidewalk to create a larger patio area if the minimum 1.8 metre pedestrian clear path of travel can be maintained.
- The patio area may be extended beyond the width of the frontage of your business with permission from adjacent establishments if the patio is contained within the on-street parking space(s).
- The occupied parking should be as close to your business as possible and align the patio entrance with the main entrance of your business where possible.



Perimeter treatment:

Enclosed by a stable, secure enclosure that delineates the patio area from the streetscape. This enclosure may not be made of rope or any other unstable materials. The recommended minimum height for an enclosure is 42 inches, or 1.1 metres.

Additional considerations:

- Platforms are required to create a flush condition with the boulevard for accessibility. Platforms remain the responsibility of the patio operator to provide to the satisfaction of the town.
- Additional safety equipment (for example planter boxes) may be required depending on the location of the on-street patios at the discretion of the town. Participants will be advised if additional safety equipment is required in their location. Patios will not be permitted in electric vehicle (EV) charging, accessible, quick stop, or loading spaces.
- Use of parking spaces is not guaranteed until an application is approved and the agreement executed.
- There is a parking space rental fee of \$580 (HST included) per space for the 2025 patio season.

Alternate configurations:

Additional configurations for patios could be considered in special circumstances where unique streetscape challenges or roadway configurations exist. The consideration and approval of these patios will be at the sole discretion of the Town of Oakville.

Outdoor merchandising displays

An outdoor merchandising display is used to display products on town-owned land such as a sidewalk. This may consist of racks, small shelves, barbecue grills, baskets, stands, and/or other displays.

Location:

On the sidewalk along the frontage of the business. The width of the sidewalk must maintain an accessible and clear path for pedestrians.

Size and alignment:

- Limited to the width of the frontage of your business.
- Must maintain a minimum 1.8 metre pedestrian clear path of travel, including offsets from streetscape elements such as fire hydrants and waste receptacles.

Perimeter treatment:

No enclosure is required. However, display furniture must remain within the approved area.

Additional considerations:

All displays and products must be removed from the sidewalk at the end of each business day and may only be placed on the sidewalk at the start of your business hours.



Patio placement guidelines

The table below provides general guidelines for patio placement.

| | Requirements | Considerations |
|----------------------------------|---|--|
| Patio Placement | Patio to align with frontage of business | For on-street patios: minimum of 1 and maximum of 2 spaces per business and tied to premises frontage length |
| Encroachments | No encroachment into the pedestrian clearway/clear path of travel | This includes patio enclosures, décor, furniture, umbrellas, signage, wires, planters, chairs, etc. |
| Street Furnishings | No removal, blockage or relocation of street furnishings | This includes bike racks, benches, pay and display machines, etc. |
| On-Street Parking Space Use | Maximum of 2 spaces per business where space permits | User fee applied. Cannot use EV charging, accessible, quick stop, or loading spaces |
| Platforms | Required for all on-street patios | Participants to provide and maintain at own cost |
| Safety Equipment (e.g. Barriers) | May be required in certain instances | This includes signage, centre line treatments, etc. town to purchase and deploy in 2025. |

Design elements

General:

- The Seasonal Commercial Patio Program runs from May 1 to November 1 each year. Patios must be removed during the off-season. Removal of the patio is the responsibility of the applicant. The applicant/permit holder must not affix, anchor, drill or do anything that damages municipal property/lands when securing platforms, railing, enclosures, furnishings, etc. The location must be returned to its original condition.
- Alternative enclosures such as stanchions, planter boxes and fence base plates are encouraged.
- Patio furnishings and materials shall not interfere with the visibility of adjacent businesses.
- All objects associated with the patio must be contained within the approved patio area and must not interfere with the adjacent pedestrian clear path of travel or vehicle travel lane.
- Careful attention to storage (after hours) and installation is recommended.

Accessibility/Clear Path of Travel:

All patios must maintain minimum AODA accessibility requirements that include providing an unobstructed sidewalk clearance zone, known as the 'clear path of travel'. Specific criteria are highlighted below:

- Minimum 1.8 metre clear path of travel.
- Unobstructed access: ensure no obstructions are located within the clear path of travel such as wires, planters, chairs, street furniture, trees, signage, bus shelter, garbage receptacle and other physical obstructions.
- Patios cannot block pedestrian access along a street, walkway connection or entrance.
- No power cords, cable, or wires shall be permitted.

The minimum clear path of travel may be further amended during the season should the Province of Ontario alter its AODA recommendations, and the Town of Oakville reserves the right to cancel the patio agreement for any location that is unable to meet the AODA recommendations as amended.

Signage:

Participants must abide by the town's [sign bylaw](#). Advertising devices and signage are not permitted on patio railings/enclosures. A-frame signs may be permitted with the appropriate permit issued by the town. An A-frame sign permit is valid for the year it is applied for, and must be renewed for each calendar year. Signs without a permit may risk being removed by the town. For more information, visit [Road Corridor Permits](#) page. In all cases, signage should not obstruct the clear path of travel and access to building or patio entrances. Third-party advertisements are not permitted on any furnishings or materials within the patio area.

Umbrellas:

Umbrellas are encouraged within the patio subject to following criteria:

- Must be located within the patio area and not overhang on the roadway or block pedestrian traffic on the sidewalk.
- Not permitted along streets or in any right of way.
- Umbrellas must be secured to a substantial anchor/umbrella base.

Landscaping:

Landscaping of patios is encouraged and must be of a temporary design. Landscaping material may include planters, hanging baskets, etc. Materials over railings/enclosures must be contained within the patio area and shall not extend into the clear path of travel or roadway.

Noise and lighting:

Moderate levels of outdoor music (at 50 dBA maximum) is allowed on patios for businesses in the Bronte Village, Downtown Oakville and Kerr Village business improvement areas (BIAs) until 10 p.m. daily.

Patios located within mixed-use and commercial areas outside of the BIAs will be permitted to have moderate levels of outdoor music until 7 p.m. A moderate level of outdoor music is

defined as not exceeding 50 dBA at any [Point of Reception](#) on a residential property where sound is received.

The only lights permitted on the patio are solar powered lights and such lights shall not be attached to the street furnishings, trees or other municipal property.

Setbacks:

In some instances a setback may be required including:

- A 0.5 metre setback from on-street parking space to allow access.

Sight lines:

Patios are not to be located within a driveway or roadway daylight corner measured three by three metres from the sidewalk intersection.

Seating:

Accessible seating is encouraged. Tables should be accessible using mobility aids by having knee and toe clearance under the table.

Access:

For safety and accessibility reasons, a patio must not block any access to a fire department connection, town sewer, gas valve or meter, building entrance (or exit), town street furniture (such as garbage container, bus shelter, bike rack, public bench) or other sidewalk access. A 3.5-foot (1,066.8 mm) clear space shall be maintained around the circumference of fire hydrants.

Patio tables, chairs, and other amenities must not block the clear path of travel or access to building entrances and must be placed a minimum distance of 3.5 feet (1,066.8 mm) from a fire hydrant (where applicable).

Tents:

Tents and fixed overhead canopies are not permitted as part of the Seasonal Commercial Patio Program.

Additional operating conditions

Hours of operation:

The patio permit shall not be used earlier than 7 a.m. nor later than 11 p.m. other than for special events where a separate event permit has been issued by the Town of Oakville.

Patio maintenance expectations:

The following items are expected by all patio program participants:

- Patios are to be well maintained and kept in good working order and safe condition
- Each patio operator is responsible for maintaining their own furniture and equipment.
- Each patio operator is responsible for their own garbage. Town of Oakville garbage receptacles are not to be used for the patios.
- Patios are to be operated and maintained in accordance with provincial and public health requirements.

Failure to comply with any of these requirements could result in the loss of the patio permit for the season.

Heating devices:

Portable heating devices may be permitted on outdoor patios provided that town staff have approved the devices prior to installation and use. Heaters may be subject to inspection by the Oakville Fire Department to ensure safety. For more information on patio heater safety, please review the [TSSA Patio Heater Safety Guidelines](#) and the [Patio Heaters Safety Checklist for Restaurant Owners/Operators](#).

Contact patios@oakville.ca if you have any questions.

Contact us

Call

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