



CITY OF CONCORD

New Hampshire's Main Street™

*Code Administration Division
& Concord Fire Department*

October 2025

You are in receipt of this letter because our records indicate you typically apply for an outdoor seating permit. With the many new challenges in the last year, the Concord Fire Prevention Office and the Health & Licensing Office felt it appropriate to send reminders about the program requirements, and best recommended life safety practices.

1. The outdoor dining season runs from May 1 to October 31, and from May 1 to October 15 for outdoor dining utilizing parking spaces.
2. Completed permit applications must be submitted each year, including a valid certificate of insurance. These may be found at <http://www.concordnh.gov/DocumentCenter/View/15230/Outdoor-Seating-and-Sandwich-Board-Sign-Application?bidId=>
3. Licensees are responsible for keeping the area surrounding and underneath seating areas safe for customers and pedestrians, clean, free of debris, and in good repair. Rubber covers are recommended for metal furniture to reduce staining the sidewalk with rust. Regular pressure washing or mats underneath tables are recommended.
4. ADA/handicap access **shall** be maintained around all outdoor seating areas. This is a six (6) foot buffer zone, typically Zone B of the sidewalk.
5. A clear zone of no less than three (3) feet **shall** be maintained around City infrastructure such as benches and artwork installations.
6. Doorways, in particular of neighboring businesses, **shall** have a five (5) foot buffer where outdoor seating does not infringe.
7. Doorways to businesses, restaurants or apartments shall be maintained free of all obstructions such as chairs, tables and fencing for emergency access and egress. (NFPA 101 Life Safety Code 2015 Edition Sections 7.1.10.1 and 7.1.10.2).
8. Alleyways and emergency access **shall** maintain a path of no less than 20 feet (NFPA 1 Fire Code 2015 Edition Section 18.2.3.4.1.1).

9. Emergency access and minimum required widths **shall** be maintained in a manner that does not impair or impede emergency operations (NFPA 1 Fire Code 2015 Edition Section 18.2.4.1.2).
10. Entrances to emergency access roads may not be obstructed by parked vehicles (NFPA 1 Fire Code 2015 Edition Section 18.2.4.1.4).
11. For restaurants using public parking spaces as part of the temporary Expanded Outdoor Dining program, permit holders shall make every effort to provide, at least 5' of distance between seated patrons and the vehicular travelway. Permit holders may install safety barriers with the prior approval of the City of Concord's Code Administration Division.
12. Documented violations of any of the above may result in the City's issuance of a violation notice. Upon two written warnings of violation, outdoor seating permits shall be revoked for the remainder of the season.

If you have any questions, please direct them to the Fire Marshal at psirois@concordnh.gov, or 603-230-3804, or contact the Health & Licensing Officer at BSantiago@concordnh.gov, or 603-230-3640.

Sincerely,

Paul J. Sirois

Paul Sirois
Fire Marshal
Concord Fire Department
City of Concord

Brian Santiago

Brian Santiago
Health & Licensing Officer
Code Administration
City of Concord