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## How To Apply For A Sidewalk Café Permit

### Pre-Application Instructions:

- Sidewalk Café permit applications are accepted on-line only
- Must have a valid Business License prior to applying
- Have a copy of your current business license saved and ready to upload
- Have a copy of your current OLCC liquor license saved and ready to upload
- Have a copy of your authorization form saved and ready to upload
- For general questions regarding the application process or assistance please contact the Finance department at 503-656-4261

### INSTRUCTIONS:

1. Open this web page [Online Business License Registration | City of West Linn Oregon Official Website](#)
2. Click on the words “West Linn Business Licensing Powered by CitizenServe
3. Once CitizenServe loads, in the upper right hand corner please select “Login”
4. Log into your account using your user name and password,
  - Please retain your user name and password for your annual renewal that occurs in June/July every year
  - If you forget your user name please contact the Finance department for assistance, please do not sign up for another account
5. Hover over the word “Services” at the top of the web page, then select “Permits” from the drop down menu
6. From the left hand side of the screen, select “Apply Online”
7. Under Application Type please select “Sidewalk Café Permit”
8. In the Business Name field, please enter your business name *exactly* as it appears on your business license
9. In the Address field, please select your business address. Please note if your address does not appear on the drop down menu then you do not qualify for a Sidewalk Café Permit at this time.
10. Follow the steps to complete the online application and respond to all required fields, submit your application at the bottom of the page
11. The next step will take you to a payment screen. It will appear as though you have to login and pay via PayPal, however there is a link below that says Pay with Debit or Credit Card if you prefer not to pay via PayPal.
  - If you prefer not to pay online, please print the payment screen or ensure that you return payment including your Sidewalk Café Permit number and dollar amount owed
    - Mail a check payable to the City of West Linn to:  
City of West Linn  
Attn: Finance Department  
22500 Salamo Rd, Ste 600  
West Linn OR 97068
    - Pay by phone with a Visa/Mastercard/Discover – please call 503-656-4261

***Questions? Need Help with Application & Payments?  
Please contact the Finance department at 503-656-4261***