



City of Redwood City
Community Development Department
Building Division
1017 Middlefield Road
Redwood City, CA 94063
Phone: 650-780-7350

Outdoor Business Activity Permit Inspection Guidelines

GENERAL GUIDELINES

This document outlines the inspection process for Parklets and Sidewalk Cafes in Redwood City.

Please note that construction should not begin until the Building Permit is approved and the Encroachment Permit and License Agreement are completed and issued.

Once construction or installation of Parklet/Sidewalk Cafe elements is complete, the Parklet/Sidewalk Cafe must be inspected by the City to ensure code compliance and adherence to approved construction documents. The inspections must be scheduled with City Departments in the following order:

Planning Division > Fire Department > Engineering & Transportation Department > Building Division

As with all construction, the Parklet/Sidewalk Cafe may only be occupied after all inspections have been completed and approved. If you do not pass your inspection, you must fix what is not compliant. When you have fixed it, schedule another inspection with the same department.

For any questions regarding the inspection process, please contact Marky Phun via phone or email (650) 780-7358 | mphun@redwoodcity.org

CONTACT INFORMATION FOR INSPECTION SCHEDULING

Planning Division

Phone: (650) 780-7234 | Email: planning@redwoodcity.org

Fire Department - Main Fire Inspection Line

Phone: (650) 780-7400 | Email: secretaries@redwoodcity.org

Engineering & Transportation Department

Phone: (650) 780-7337 | Email: encroachment@redwoodcity.org

Building Division - Main Building Inspection Line

Phone: (650) 780-7361 |

<https://www.redwoodcity.org/departments/community-development-department/building-inspection-code-enforcement/inspections/schedule-a-building-inspection> (instructions available at the link, if you don't see the word "Request" under Inspection, please call the number)

(Updated January 2026 - subject to change)