

City of St. Catharines Liquor Licence Application

Liquor Licence Application Process

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56, Subsection 28 (2), this is to advise you that the personal information collected on this form will be used for the appropriate administration to process a liquor licence application.

Please note that this process does not substitute the requirement of a building permit under the Building Code Act to comply with The Ontario Building Code requirements. The proposal may result and be subject to the issuance of a building permit in the normal matter. The use and operation of an establishment / patio serving alcohol is subject to the issuance and maintenance of a municipal business licence.

Application process:

- Apply to the AGCO for a Liquor Licence at www.agco.on.ca or by calling 1.800.522.2876
- If you do not have an existing building permit, please obtain a Building / Zoning compliance letter and provide it as a part of this application, where necessary.
- Complete the following:
 - A City of St. Catharines Liquor Licence application
 - The [Municipal Information Form](#) obtained from the AGCO application package at <http://www.agco.on.ca>.
 - Provide drawings which must include the following:
 - Site plan, floor plan and intended use, seating plan, occupant load, washroom calculations, all fixed millwork, and non-fixed elements greater than one(1) square meters, (i.e., pool table, arcade games) and/or equipment and exit calculations. Drawings must be legible, dimensioned and to scale.
 - If the proposed occupant load exceeds 30 seats, an architect will be required to be retained to do the general design and calculations required.
 - If there is a patio, Site Plan control may be required.
 - If there is a previous or current liquor licence on the premises, a copy is to be provided with this application.
- Deliver the above to Planning and Building Services, first floor of City Hall, or email to pbs@stcatharines.ca
- Staff will contact you after submission to arrange payment
- A Business Licence may be required, for more information visit stcatharines.ca/BusinessLicences.

The intent of the Building / Zoning compliance letter is to confirm the use and seating capacity for a building and any associated outdoor patio recognized by the City of St. Catharines Zoning By-law, and to confirm that the establishment meets all Fire Code and Ontario Health Regulations.

