

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 <u>www.agco.on.ca</u> 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 <u>Municipal Information Form</u> obtained from the AGCO application package at <u>http://www.agco.on.ca</u>.
 - 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 <u>pbs@stcatharines.ca</u>
- 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.



Please note: The City of St. Catharines requires 15 business days to provide comments for any liquor license application, while the AGCO review period can take between 8 to 12 weeks. Once your application has been submitted to the Planning and Building Services Department, you will be contacted within two business days to confirm / initiate any associated fees. For more information visit stcatharines.ca/RatesandFees.

After your application has been accepted and fees paid, it is your responsibility to contact Building Services, Fire Services and Niagara Region Public Health to schedule inspections in accordance with OBC and AGCO requirements. Requests for inspection must be submitted within two weeks of your proposed opening.

Liquor Licence Application and Checklist

Name of Business: _					
Business Address: _					
Name of Applicant: _					
Mailing Address of Ap	oplicant:				
Telephone Number:	E·	-mail Address:			
Name of Property Ow	ner:				
Has the location beer	n previously licensed	? Yes	No	Unknown	
Nature of Business:					
Bar/Nightclub	Restaurant	Coffee Sh	ор	Other	
If other, please provid	le description of the l	business:			
Establishment Infor	mation:				
Licence Type:	New Sale (Indoor Only)				
	New Sale (Indoor and Outdoor)				
	New Sale (Outdoor	Only)			
	Change or transfer	to Existing Lice	nce		
Is the establishment:	New E	Existing – Same	Owner	New Owner	
Please provide the Bu	uilding Permit numbe	er:			
Occupant Load:	Indoor Capacity:				
Existing Public Load:	Proposed Pul	blic Load:			



Existing Staff Load: _____ Proposed Staff Load: ____

Outdoor Capacity: _____

Existing Public Load: _____ Proposed Public Load: _____

Existing Staff Load: _____ Proposed Staff Load: _____

Is this application for a commercial patio on private lands or a sidewalk patio on public lands?

If existing, is it being altered in any way? Yes No N/A

Please provide your hours of operation for each day of the week, please ensure you list the times from open to close, for example 11 a.m. to 10 p.m.

/londay:	
Fuesday:	
Vednesday:	
Thursday:	
Friday:	
Saturday:	
Sunday:	

Declaration of Applicant:

I, (please print name) ______ declare that the information contained in this application, attached plans and specifications, and other attached documentation is true to the best of my knowledge.

Signature of Applicant: _____ Date:_____