

## Municipal Liquor Licence Process

**Step 1:** Application for a Liquor Licence begins at the Office of the City Clerk. This office will accept an application for Liquor Licence once the owner of the property (or business owner) has applied for a Business Licence.

**Step 2:** If a new patio is being constructed or an unlicensed patio is being licensed, contact the Development Agreement Co-ordinator in Planning and Development Services at 905-688-5601, Extension 1705.

**Step 3:** It is the applicant's responsibility to arrange for inspections from Planning and Development Services and Fire Services. It is recommended that directly following submission of Liquor Licence application that the applicant proceed directly to the Planning and Development Services counter (on the ground floor of City Hall) to arrange for inspections from Building and Fire Services. Please note, the necessary information as outlined in this brochure must be provided at the Planning and Development Services counter at time of application.

**Step 4:** The applicant must contact the Niagara Region Public Health separately at 905.688.3762 to arrange for an inspection.

**Step 5:** The Planning and Development Services will forward the required information to the AGCO once all information from Clerks, Building, Fire and Public Health is received. Occupant load is determined by Planning and Development Services while Fire Services will be inspecting to confirm Fire Code Compliance, specifically looking at the life safety features of the building.

This brochure is intended as a guide only to assist the public with understanding the processes in place.

We have attempted to be as accurate as possible in providing this information; however, we do not guarantee or assume liability for its correctness.

The current By-laws and Council policy of the City of St. Catharines will take precedent over the general information provided in this brochure.



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## Building Section

Planning and Development Services Department  
P.D.S.

# Liquor Licence



# Requirements for Liquor Licences

## Occupant Load

The occupant load shall be determined by Planning and Development Services (PDS).

The following items will be reviewed by PDS, in order to determine the occupant load. The lowest occupant load shall govern:

1. Capacity of the exits;
2. Capacity of the plumbing facilities;
3. Capacity of the ventilation system;
4. Capacity of the parking if applicable;
5. Capacity of the licensed area, not to be less than 12 sq. ft. per person. Where pool tables are proposed the sq. ft. per person shall be increased

In some situations all items do not need to be checked:

New Licensed Area:

- All Items must be checked

Renewal of Existing Licensed Area with no Increase on Occupant Load:

- Check Items 1, 2, 4, and 5.

Renewal of Existing Licensed Area with Increase in Occupancy:

- All Items must be checked.

New License for Area Formerly Licensed:

- All Items must be checked
- Item 3 should be checked and upgraded if possible;
- Item 6 should be checked and must be upgraded if necessary.

## Required Information for Application

(Please have available for PDS at time of application)

The following information must be submitted either with the building permit application or at the time the inspection fee is paid. The required information is based on the items that are to be checked by PDS.

For Item 1: A floor plan, to scale, indicating all exit door widths.

For Item 2: Number of washroom stalls accessible to patrons. (If additional washrooms stalls are to be constructed a building permit is required)

For Item 3: Report from a Mechanical Engineer, specifying occupant load based on the heating and ventilation capacity.

For Item 4: Parking layout of property and unit sizes and uses of all buildings on the property.

For Item 5: A floor plan, to scale, indicating square footage of licenced area including seating arrangement, pool tables, and stage/dance floor areas.

If a building permit is not active at the time the liquor licence is requested, the fee for inspection is required as per the current Schedule of Rates and Fees.

## Licensed Patios

Before a request is granted for a liquor licence for a NEW licenced patio, the applicant must provide the following:

A) A structural drawing, stamped by a Professional Engineer, of the patio showing the deck, guard and any screening, if a building permit is required.

B) A site plan showing the building, the patio, the parking area and the distance of the patio from the property lines and distance from the nearest residential dwellings.

C) Based upon Council policy, new licenced patios are subject to site plan approval. There is a fee for processing the application for site plan approval. Please contact the Development Agreement Co-ordinator at 905-688-5601 ext. 1705 for more information.

Note: The site plan requirement must be addressed before review by Planning and Development Services will take place.

