Floor plans must be submitted with new Liquor Sales Licence applications and alteration applications. Proposed licensed areas shown on your floor plans must match the areas listed on your application form.

**Sample floor plan:**

**Floor plan requirements:**
1. Floor plans must be submitted in **duplicate**.
2. Floor plans must be submitted on regular letter-size paper (8.5” by 11” paper).
3. Proposed licensed areas must be **clearly outlined** on both copies.
4. All other ancillary areas which you wish to license (example: Washrooms, hallways, stairwells, etc.) must also be clearly outlined, even if they do not increase the overall capacity.

**Capacity Calculations:**
1. A **separate capacity** is required for each proposed licensed area, except ancillary areas.
2. There are three methods of assigning a capacity to your premises, **either**:
   a) capacity is assigned by the building department;
   or
   b) capacity is assigned by the fire department;
   or
   c) capacity is calculated by an architect or professional engineer.
3. If neither the building nor fire department will assign a capacity to the proposed licensed areas, you must submit floor plans that show capacity calculations completed by an architect or professional engineer in accordance with the Liquor Licence Act regulations. These floor plans must be STAMPED and SIGNED by the architect or professional engineer.
4. Licensed areas must be separated from unlicensed areas by a wall or partition of at least 0.9 metres (36”) in height.

**Sample Application form chart:**

<table>
<thead>
<tr>
<th>Area Number</th>
<th>Floor Level</th>
<th>Exact Location of Licensed Area</th>
<th>Indoors or Outdoors</th>
<th>Total area (length x width) m² or sq.ft.</th>
<th>Estimated capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>B</td>
<td>Standing Bar</td>
<td>In</td>
<td>27.6 m²</td>
<td>24</td>
</tr>
<tr>
<td>2</td>
<td>G</td>
<td>Seating Lounge</td>
<td>In</td>
<td>37.3 m²</td>
<td>33</td>
</tr>
<tr>
<td>3</td>
<td>G</td>
<td>Patio</td>
<td>Out</td>
<td>21.4 m²</td>
<td>19</td>
</tr>
</tbody>
</table>