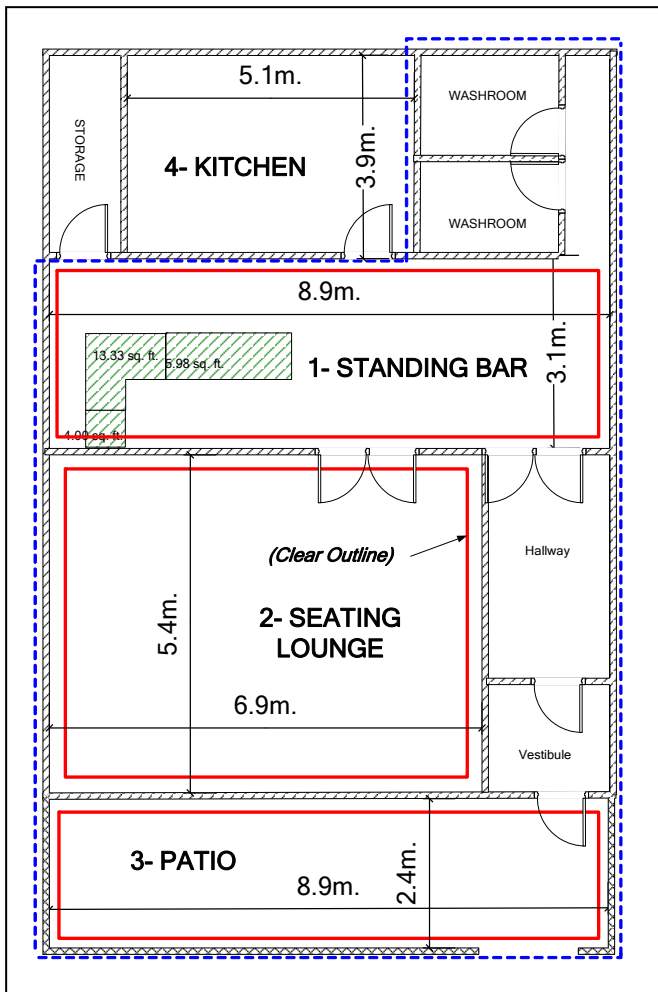




Liquor Sales Licence Floor Plans Guide

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:

Area Number	Floor Level	Exact Location of Licensed Area	Indoors or Outdoors	Total area (length x width) m ² or sq.ft.	Estimated capacity
1	B	Standing Bar	In	27.6 m ²	24
2	G	Seating Lounge	In	37.3 m ²	33
3	G	Patio	Out	21.4 m ²	19