



**Planning, Building & Development Department
Building Services**

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**Carmen Mignelli, CTech, CBCO
Acting Chief Building Official**

Date Received

**REQUEST FOR
BUILDING SERVICES AND FIRE DEPARTMENT**

**LIQUOR LICENSE APPROVALS FOR AGCO AGENCY
(scale drawings must be submitted for section 5 only)**

1.	Premises:	Address: _____ Name of Establishment: _____ Type of Establishment: _____
2.	Owner of Building:	Name: _____ Address: _____
3.	Owner of Establishment:	Name: _____ Address: _____ Phone: _____
4.	Maximum Number of Occupants:	Existing Occupant Load: Staff _____ persons Existing Occupant Load: Public _____ persons Proposed Occupant Load: Staff _____ persons Proposed Occupant Load: Public _____ persons
(Please submit a copy of a previous liquor license that has been issued to the above premise)		
5.	Existing <u>Unlicensed Premise</u> with no increase in floor area or occupant load: a) If <u>indoor areas</u> are proposed to be licensed, a floor plan drawn to scale is required showing the size and location of the licensed area within the building, interior walls, doors, washrooms and exits. b) If <u>outdoor areas</u> are proposed to be licensed, a plot plan drawn to scale is required showing the boundaries and dimensions of the subject lands, the location and size of the licensed area and all existing buildings and structures, the distance (setback) of the licensed area, buildings and structures from all lot lines, and the size and location of the existing and proposed parking spaces/parking lot layout.	
Zoning Confirmation:		Accepted By: _____ Date: _____
Declaration:		
Applicant: _____		Address: _____
Phone: _____		email: _____
I, hereby, certify that no building or plumbing alternations were performed, nor are there any alterations proposed at the above location as a result of this license application.		
Signature: _____		Date: _____