

LIQUOR LICENSE

How to Obtain an Agency Approval Letter from the Building and By-Law Division



Prior to providing an Agency Approval Letter from the City of Cornwall, the occupant load must be determined.

OCCUPANT LOAD

The following items will be reviewed by the Building and By-Law Division in order to determine the occupant load. The lowest occupant load shall govern:

1. Proposed occupant load.
2. Capacity of the exits;
3. Capacity of the plumbing facilities;
4. Capacity of the parking (if applicable send to zoning for approval);
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 may be affected.

The following information must be submitted either with the Building Permit application or a request for an Agency Approval Letter. Fee is payable upon application.

- For Item 1:** The owner/operator is to include the proposed occupant load being requested.
- For Item 2:** A floor plan (to scale) indicating all exit door widths.
- For Item 3:** Number of washroom stalls accessible to patrons. (If additional washroom stalls are to be constructed a building permit is required).
- 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 the square footage of the licensed area including seating arrangement, pool tables, and stage/dance floor areas.

LICENSED PATIOS

Before a request is granted for a liquor license for a *new* licensed 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, subject to zoning approval.
- c) New licensed patios will be subject to applicable zoning standards. Please contact the Planning Division for more information.

FEES

- \$50.00 – Approval Letter
\$67.50 – For any Inspections

CONTACT INFORMATION

City Clerk: Manon Levesque (613) 930-2787 Ext 2316 or mlevesque@cornwall.ca

Planning: Nick Sutherland (613) 930-2787 Ext 2312 or nsutherland@cornwall.ca

Business License: Sylvie O'Rourke (613) 930-2787 Ext 2225 or sorourke@cornwall.ca

