

# Occupant Load Analysis Application Form For Liquor Licensing



1. APPLICANT Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

2. PROPERTY OWNER Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

3. SUBJECT PROPERTY Address: \_\_\_\_\_  
Zone: \_\_\_\_\_

4. DESCRIPTION OF APPLICATION  
\_\_\_\_\_

5. SIGNATURES DATE \_\_\_\_\_

\_\_\_\_\_  
*Property Owner's Signature*

OR

\_\_\_\_\_  
*Authorized Agent's Signature*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

6. REQUIRED INFORMATION
- a. Requested Occupant Load (include staff): \_\_\_\_\_
  - b. Present L.C.L.B. Patron Capacity (if applicable): \_\_\_\_\_
  - c. Two copies of a professionally drawn floor plan to scale of the premises showing:  
Dimensioned floor areas with seating, furniture, fixtures, etc., patron capacity of occupant load for each load for each area;  
include patios if applicable, location, size and direction of all exists, all washroom facilities.
  - d. Plans showing existing floor plan with L.C.L.B. stamp is this is currently a licensed establishment.
  - e. Does the building have a fire alarm system? \_\_\_\_\_

7. NON-REFUNDABLE APPLICATION FEE

FOR OFFICE USE ONLY (circulate for Acceptance and return to Plan Checker)

\_\_\_\_\_  
*Plan Checker*

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Development Planner*

\_\_\_\_\_  
Date

Approved Occupant Load (not exceeding the maximum permitted by the BC Building Code): \_\_\_\_\_

OL#: \_\_\_\_\_

