



Planning and Economic Development
 Parking and By-Law Services
 71 Main St. West, 1st Floor
 Hamilton, ON. L8P 4Y5
 P: 905-546-2424 Option #3 Fax: 905-546-2139
 E-mail: liquorlicense@hamilton.ca

FOR OFFICE USE ONLY	
Folder Number:	
Date:	
Received By:	
License Fee:	
Receipt Number:	

LIQUOR LICENSE APPLICATION & CHECKLIST

License Type	<input type="checkbox"/> NEW SALE (Establishment Only)	<input type="checkbox"/> Change to Existing license
	<input type="checkbox"/> NEW SALE (Establishment and Patio)	
	<input type="checkbox"/> NEW SALE (Patio ONLY)	City Property being licensed? <input type="checkbox"/> Yes <input type="checkbox"/> No

Contact Information: (The following will appear on all documentation issued to the AGCO)

Establishment Name:	
Establishment Owner/Liquor License Holder:	Establishment Phone number:
Street Address of Establishment:	Daytime Phone Number:
City:	Alternate Number:
Postal Code:	Fax Number:
Email Address of Owner:	

Applicant/Agent Information: (If different from Establishment Owner)

Daytime Phone Number:	Alternate Number:
Email Address of Agent:	Fax Number:

FOR OFFICE USE: Documentation Submitted: (Check any missing documents, if applicable and return to applicant)

<input type="checkbox"/> Building Permit (indicating use & occupancy, if applicable) <input type="checkbox"/> Site Plan Approval (Patio Only) <input type="checkbox"/> Encroachment Agreement or Letter of Acknowledgement <input type="checkbox"/> Establishment License (issued/applied for) <input type="checkbox"/> Municipal Information Form <input type="checkbox"/> Certificate of Compliance application (New licenses ONLY) <input type="checkbox"/> Interior Drawings stamped/sealed by an Architect, Engineer or BCIN Qualified Designer	Bar/Nightclub Applications ONLY (additional information req'd) <input type="checkbox"/> Electrical Safety Authority Certificate (every three years) <input type="checkbox"/> Noise Control Plan <input type="checkbox"/> Crowd Control Plan
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DRAWINGS MUST INCLUDE THE FOLLOWING; (Note: Drawings shall accurately reflect the design and location of all items. This will be verified upon inspection. If alterations or changes are made to the design or layout a new drawing reflecting the changes must be submitted for review.)

<input type="checkbox"/> Siteplan (Must be scaled and legible) <input type="checkbox"/> Floor area and intended use <input type="checkbox"/> Occupant Load (calculation must be shown, with Building Code reference) <input type="checkbox"/> All Fixed Millwork and/or equipment <input type="checkbox"/> Washrooms <input type="checkbox"/> All Dimensions (including dimensions of stages and dance area(s)) <input type="checkbox"/> Steps and Stairs (up and/or down) <input type="checkbox"/> Entry and Exit points <input type="checkbox"/> All non-fixed elements greater than 1 m2 (i.e. Pool tables, arcade games, etc.)
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Note: Applications for liquor must accompany all requirements. If an application is incomplete it will not be reviewed for compliance. Scope of an AGCO Zoning Compliance Letter: The intent of the AGCO compliance letter is to confirm the seating capacity for a building and any associated outdoor patio recognized by the City of Hamilton Zoning bylaw, to confirm that the establishment meets all Fire Code and Ontario Health Regulations. Please note that this process does not substitute the requirement of a building permit under the Building Code Act to comply with The Ontario Building Code requirements. The proposal may result and be subject to the issuance of a building permit in the normal manner. The use and operation of an establishment/patio serving alcohol is subject to the issuance and maintenance of a municipal license from the Municipal Law Enforcement section of The Parking & By-Law Services Division.

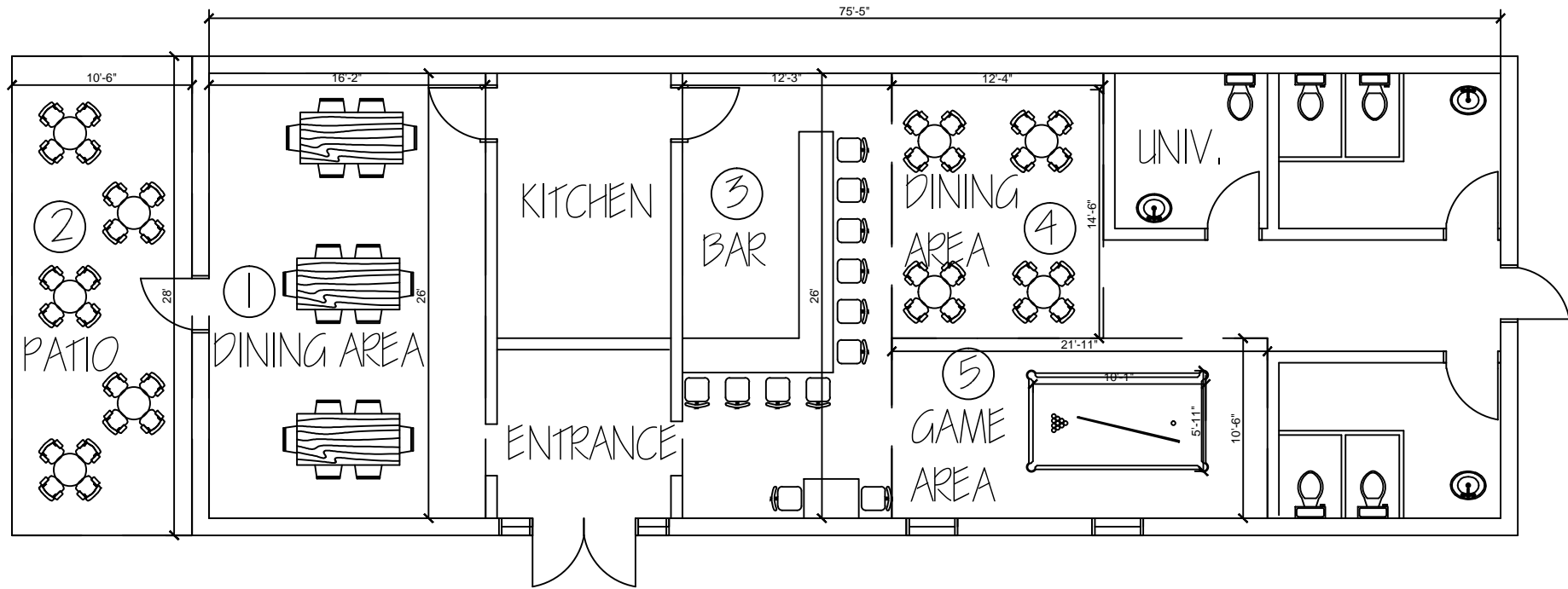
NOTE: All liquor license applicants MUST also make application directly to the AGCO at www.agco.on.ca or 1-800-522-2876. The City of Hamilton is only the commenting party for all license applications within The City of Hamilton. We DO NOT issue or revoke liquor licenses. Without Municipal approval no liquor license will be approved by the AGCO.

Hours of Operation - please circle time of day (AM/PM)				
Monday	Open	AM/PM	Closed	AM/PM
Tuesday	Open	AM/PM	Closed	AM/PM
Wednesday	Open	AM/PM	Closed	AM/PM
Thursday	Open	AM/PM	Closed	AM/PM
Friday	Open	AM/PM	Closed	AM/PM
Saturday	Open	AM/PM	Closed	AM/PM
Sunday	Open	AM/PM	Closed	AM/PM
Building Information - Missing or inaccurate information may cause delays or denial of this application				
Is the establishment NEW or EXISTING? _____, If NEW please provide the Building Permit # _____				
Floor Area - first floor (m2)		Proposed indoor seating capacity:		
Floor Area - second floor (m2)		Total Proposed indoor occupant load (Seats + Standing room + Staff)		
Floor Area - basement floor (m2)		Total Existing Occupant Load		
TOTAL GROSS FLOOR AREA - M2				
Patio Information - Outdoor Area				
Encroachment Agreement _____				
Site Plan File Number _____				
Existing Patio Location	<input type="checkbox"/> Front Yard	<input type="checkbox"/> Side Yard (indicate direction)	<input type="checkbox"/> Rear Yard	<input type="checkbox"/> Roof Top
Proposed Patio Location	<input type="checkbox"/> Front Yard	<input type="checkbox"/> Side Yard (indicate direction)	<input type="checkbox"/> Rear Yard	<input type="checkbox"/> Roof Top
Dimensions of proposed outdoor patio (m2)		Capacity of proposed outdoor patio:		
Dimensions of existing outdoor patio (m2)		Capacity of existing outdoor patio:		
Total area of all outdoor areas (m2)		Total new capacity of patio:		
OFFICE USE ONLY:				
I, (please print name) _____ acknowledge it is my responsibility to notify the City of Hamilton in writing immediately of any changes in the information provided, during the course of this application, the period of a license and upon any renewal of a license and to ensure compliance with all City of Hamilton By-laws pertaining to this application.				
Signature of Applicant _____		Date of Submission _____		
Submission of this application does not constitute approval by the City of Hamilton and its Departments				
The personal information collected on this form will be used to contact you for the administration of performing record searches as authorized under the Municipal Act, 2001, section 227. If you have any questions regarding the collection of the information please contact the Licensing Section at 77 James St. N. Suite 250 or call 905-546-2782 Option # 3				
Providing false or incomplete information could result in the refusal of this application or, if your approval has been issued, in a recommendation to the AGCO that your license be suspended or revoked.				

**New or Change to Existing Licenses
Establishments With or Without Outdoor Areas:**

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	173.00	22.49	195.49	
Fire Inspection	167.17	21.73	188.90	
Zoning Compliance Letter	172.00	-	172.00	No HST
Certificate of Compliance	272.00	35.36	307.36	
Health Inspection	32.74	4.26	37.00	
Total	816.91	83.84	900.75	

SAMPLE LIQUOR LICENSE DRAWING



DESCRIPTION CHART			
AREA NUMBER	LOCATION	AREA	CAPACITY *
1	DINING AREA	39.03 sq m	35
2	PATIO	27.36 sq m	25
3	BAR	25.78 sq m	23
4	DINING AREA #2	17.78 sq m	16
5	GAME AREA	15.76 sq m	10

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- Floor area and intended use
- Occupant Load (calculation must be shown, with Building Code reference)
- All Fixed Millwork and/or equipment
- Washrooms
- All Dimensions (including dimensions of stages and dance area(s))
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- Entry and Exit points
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* USING OCCUPANT LOAD TABLE 3.1.1.7.1