

LIQUOR LICENCE APPLICATION CHECKLIST

- PROVINCIAL DOCUMENTATION REQUIRED CAN BE FOUND AT WWW.AGCO.ON.CA
- IF YOU ARE APPLYING FOR AN OUTDOOR AREA YOU **MUST** RECEIVE SITE PLAN APPROVAL **PRIOR** TO APPLICATION
- NIGHT CLUB APPLICATIONS MAY REQUIRE COUNCIL APPROVAL

PLEASE COMPLETE THE FOLLOWING INFORMATION (Please print)

ESTABLISHMENT NAME:			
ESTABLISHMENT ADDRESS: (Please Include Unit #'S)			
PREVIOUS NAME OF ESTABLISHMENT: (If Applicable):			
CONTACT NAME:			Phone:
CONTACT EMAIL:			

REQUIREMENTS TO BE SUBMITTED AT TIME OF APPLICATION:

- Original Municipal Information Form – completed in full
- Copy of Liquor Sales Licence Application that was submitted to the Alcohol and Gaming Commission of Ontario
- Copy of exact drawings that were submitted to the Alcohol and Gaming Commission with above application
- Copy of Site Plan Approval or Site Plan number from Planning if requesting clearance for an outdoor area.
Planning Staff Initials: _____ Site Plan #: _____
- Municipal Processing fee of \$99.00
- Zoning Comments Fee of \$155.55
- Fire Inspection Fee of \$396.36 (*includes tax)
- Special Inspection fee of \$104.64 (*includes tax) (**required if there are no active building permits on the property)

ADDITIONAL INFORMATION TO CONSIDER:

As part of your application to the AGCO for a Liquor Sales Licence you are required to obtain three (3) different Agency Letters of Approval.

- 1) **Building Approval** – You will need to call a Building Inspector directly to book an inspection.
Your building inspector is: _____ and can be reached at: _____
Note: Building Department does not provide inspection letters for outdoor areas.
- 2) **Fire Approval** – You are required to contact the Burlington Fire Department to arrange for an inspection. Please call 905-637-9536 a minimum of three (3) weeks prior to your anticipated opening date to arrange for an onsite inspection.
- 3) **Health Approval** – you can contact the Health Department, Region of Halton at 905-825-6000.

OFFICE USE ONLY

Received Date: _____

Accepted By: _____

Fee paid: \$755.55 or \$650.91 (no building inspection) Receipt #/How paid:

_____ AMANDA #: