

GUIDE

OCCUPANT LOAD CHANGES FOR LIQUOR ESTABLISHMENTS

GUIDE OVERVIEW

This guide is intended to assist the applicant with their drawing requirements for a building permit application. This is only an example of the information required for a drawing set submission, and is not intended to be reproduced for a building permit application.

GENERAL REQUIREMENTS

This is a general list consolidating common requirements compiled for information only and should not be considered a complete list.

- Applicant to engage a professional when preparing drawings for this application.
- Substandard drawings will not be accepted.
- Permit drawings must provide sufficient information to describe the full scope of work.
- Submissions are required to comply with the latest version of the British Columbia Building Code and applicable City of Coquitlam bylaws and regulations.
- All drawings are to be neat, to scale and of draftsman quality.
- Metric or Imperial standard may be used, but not mixed.
- Agent Authorization Form (if applicable).

PERMIT SPECIFIC REQUIREMENTS

- Four complete sets of architectural drawings minimum format 24" x 36" at a scale of 1/4"=1'.
- Site Plan at a scale of 1/8"=1' showing all required parking.
- Land Title Document.
- Complete floor plans, showing seating layouts of each area with maximum number of seating shown for all other rooms, washrooms and patios.
- Maximum staff count on drawings.
- Standing space clearly delineated on the drawings, if it is part of the occupant load request.
- All occupant load numbers must be clearly labelled on the floor plan and in a summary table, i.e. seating, standing, staff, occupant load numbers.

PERMIT SPECIFIC REQUIREMENTS CONTINUED

- Development Planning, Plumbing and Fire approvals may be required for large increases.
- Engineering & Public Works approval may be required if the off-site driveway changes.
- Upgrading may be required (i.e. fire alarm, exit signs, emergency lighting, fire separations, exiting water closets, parking, etc.).
- Posting of a maximum occupant load sign will be required.

FEES

Based on the value of work proposed, fees outlined in the City of Coquitlam's Fees and Charges Bylaw will be collected as follows:

- 25% of the permit value when the application is made.
- Balance of the permit value when the permit is issued.

INSPECTIONS

Complete information on inspections can be found on our Inspections page.

- Buildings and/or structures requiring a building permit will also require inspections performed by City Building Officials.
- Plumbing permits for new plumbing systems and services will require inspections by City Plumbing Officials.

This information is provided for convenience only and is not in substitution of applicable City Bylaws, Provincial or Federal laws and regulations. Always refer to official documents. The City is not responsible for errors found in copies or alterations of this document.