

Application Checklist

Liquor Licence Occupant Load Review

Township of Langley | Permits and Inspections

External Checklist

Project address: _____

The following checklist must be completed by the applicant and included with the liquor licence occupant load review application package.

Applicable N/A Provided

- | | | |
|-------------------------------------|--------------------------|------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Seating plan/floor plan of the establishment including: |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | • layout must include the entire establishment |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | • name and address of the establishment clearly identified |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | • full details including all rooms, washrooms, exits and outdoor patio areas |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | • number of seats |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | • maximum number of staff |
| <input type="checkbox"/> | <input type="checkbox"/> | • lounge area (for applicable restaurants) |

It is the sole responsibility of the owner/agent to ensure that the floor plan is clear and legible, and that all applicable requirements from the checklist are included on the drawing prior to submitting the liquor licence occupant load review application.

Apply for your liquor licence occupant load review application online (tol.ca/buildingpermits). If you require assistance with submitting your application digitally, contact Permits, Licences and Inspections.

Last updated: June 2025