

OFFICE USE ONLY

Fire Department Legislative Zoning

Applicant

Full Name: _____

Mailing Address: _____ Postal Code: _____

Phone: _____ Cell: _____ E-mail: _____

Business Name: _____

Property Information

Address: _____

Type of Occupant Load:

Liquor primary Food primary No work or increased floor area

Proposed work or increased floor area; BP Permit: _____

Areas/Location in building (patio, dining room, lounge)

Verification

Verification of existing occupant load of _____ persons including staff.

Increase

Increase of existing occupant load of _____ persons including staff to _____ persons including staff.

New

New occupant load of _____ persons including staff.

Application Acknowledgment

Personal Information provided on this form is collected under the authority of the Community Charter/Local Government Act and will be used only for purposes related to your application. Your information will not be released except in accordance with the Freedom of Information and Protection of Privacy Act. Questions about the collection of personal information may be referred to City Hall at 250-992-2111.

Applicant Name (Print)

Signature

Date

This checklist must be followed and submitted with your application form. If the application is incomplete it will affect the processing time of the pending application. Please complete the application by initialling in the box under "Copies Attached" to verify completion of each submittal requirement. City staff will review the checklist and application package. Only complete applications will be accepted and assigned for review.

Forms and Fees					
Document	Copies Required	Details	Notes	Copies Attached	Accepted (staff)
Application Form	1	An Occupant Load application form must be completed and signed at time of submission.		<input type="checkbox"/>	

Document	Copies Required	Details	Notes	Copies Attached	Accepted (staff)
Layout Plan	2	Show furniture layout, washrooms, exits, intended occupant load and code analysis. Plans must be original with seal and signature from an Arcnitect for new or increased occupant loads for over 30 occupants.	Max size: 11"x17" PDF file	<input type="checkbox"/>	
Parking Plan	1	Show parking and parking calculations in compliance with Section 5.6 of the Zoning Bylaw. Not required if the property is located in a zone that has no parking requirments or the application is for verification only.	Max size: 11"x17" PDF file	<input type="checkbox"/>	