

## This is a guide to assist you in the application process for a Permanent Liquor License Application.

Permanent Liquor Licensing Application must be completed and fees included and the following must be submitted prior to the AGFT reviewing the file:

- **RJSC ID Number** – This is your registration number assigned by the Registry of Joint Stocks: <https://novascotia.ca/sns/access/business/registry-joint-stock-companies.asp>
- **Organizational Chart** – Identify all Officers, Directors and Key Personnel. (Include their specific positions and if they will be involved in the day to day operation of the business)
- **Criminal History Application** - This form must be submitted by: Applicants, Shareholders, partners or sole proprietors who will be involved in the day to day operation of the business.
- **Deed or Lease:** If the applicant owns the property, provide a copy of the Deed. If the applicant is leasing/renting the property, provide a copy of the agreement. The completed lease/rental agreement must be in the name of the company, partnership or proprietor name that is applying for the license and must be signed by all parties.
- **Purchase agreements** - If the applicant has purchased any property or assets, provide a copy of those purchase agreements.
- **Zoning Confirmation Letter:** A letter from the municipality where the premises is located must confirm that the proposed licensed premises meets all municipal zoning requirements and will not contravene municipal land use by-laws. Please note: In HRM, the AGFT can obtain zoning confirmation. The applicable HRM fee of \$200.00 must be submitted at the time of application. Outside of HRM, contact the Permanent Licensing Division to see if we can obtain this (and what the applicable fee is) or if you must purchase directly from your local municipality.
- **Floor Plan:** The proposed floor plan must include all dimensions and square footage. There is a sample floor plan enclosed.
- **Menu:** Provide a copy of the food menu.

- **Food Establishment Permit:** Provide a copy of this permit if you have one. If the business is not operational yet, you can provide this later. If you are serving food, a liquor license will not be issued until this is received.
- **Fire Official approval:** Provide a copy of approval from the Provincial or Municipal Fire Safety Inspection Officer which includes the occupancy allowance(s). If the business is not operational yet, you can provide this later. A license will not be issued until this is received.

## **Floor Plan**

Floor plans are to provide a "bird's eye view" of the different floor levels of the premises. They show scaled dimensions of the premise and include rooms, fixed furnishings (unmovable objects), and other significant items.

Minimum information requirements for floor plan include, but are not limited to, the following:

- Title – Premises Name
- Scale – must be the same for all components of the plan
- Room names/numbers – if applicable
- Dimensions and total square footage of all:
  - Floors – identify any stairs, raised or lowered sections
  - Rooms
  - Fixed Furnishing – e.g., pool table
  - Fixed Equipment – e.g., bar
- Division of license types (Eating Establishment area vs. Lounge area)
- Door locations, sizes, and purposes
- VLT Locations – if applicable
- Proposed patron square footage:
  - This may include all open areas to the public, such as dance floor, booths, tables, patios, and open aisle ways
- This must exclude:
  - washrooms, kitchen(s), bar(s), stairwells, hallways, other unusable space, and areas restricted to employees

# Sample Floor Plan

