



## Liquor Review: New Liquor or Permanent Amendment to Liquor Primary or Wine/Brewery/Distillery Lounge Endorsements

Applications for all new and permanent amendments for Liquor Primary, Manufacturing or Lounge Endorsements must be first reviewed by the City's Development Services Department, which will then commence the City's local government review process. The City's Liquor Licensing Policy has been developed to provide comments to the Liquor and Cannabis Regulation Branch (LCRB) for applications for new and permanent amended license within 90 days of the City receiving a completed application.

Development Service staff can assist you in preliminary reviews related to zoning, building (occupant loads) and other regulations that may be required prior to your submittal to LCRB. For more information regarding occupant load confirmations, please see our COP Liquor Occupant Load application form. If you require further assistance please contact us at 250-490-2501 or [businesslicences@penticton.ca](mailto:businesslicences@penticton.ca)

**Please complete the following checklist (p. 2) to complete your application submittal.**

### Type of Application

<input type="checkbox"/> New Liquor Primary.	\$760.00*
<input type="checkbox"/> New Winery/Brewery/Cidery/Distillery Manufacturing or Lounge Endorsement.	\$760.00*
<input type="checkbox"/> Permanent Change to Liquor Primary, Manufacturing, Lounge Endorsement, Special Event Area.	\$760.00*
<input type="checkbox"/> Structural Change - with Public Consultation.	\$760.00*
<input type="checkbox"/> Structural Change - no Public Consultation	\$390.00
<input type="checkbox"/> Structural Change - Zoning Confirmation including Picnic Area Endorsement.	\$195.00
<input type="checkbox"/> Temporary Change or Request to extend hours for a Special Event Permit	\$195.00
<input type="checkbox"/> Public Consultation Notice Sign*	\$286.00 (+GST)

### Applicant Information - Please complete attached agency agreement if acting on behalf of business owner(s)

Name(s):	Phone:
Establishment:	Cell:
Address of Establishment:	Email:

### Contact Person Information - Please complete attached agency agreement if acting on behalf of business owner(s)

Name(s):	Phone:
Title/Position:	Cell:
Mailing Address (if different from above):	Email:

Please note that under **Building Bylaw No.2021-21**, no buildings or part of a building (including plumbing) shall be constructed, altered, reconstructed, demolished, removed, relocated, occupied, or a change in class of occupancy take place.

1. Will you be doing any renovations to the building? \_\_\_ Yes \_\_\_ No
2. If yes, then has a building or plumbing permit been applied for? \_\_\_ Yes \_\_\_ No Permit#: \_\_\_\_\_
3. Will you be putting up or changing any signs? \_\_\_ Yes \_\_\_ No
4. Has a Business License been applied for? \_\_\_ Yes \_\_\_ No Existing Business Lic# \_\_\_\_\_

### Applicant/Agent Confirmation

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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Endorsements**

Applicant	Check List
<input type="checkbox"/>	<b>Completed City of Penticton Application Form</b>
<input type="checkbox"/>	<b>Detailed Letter describing proposed establishment</b>
<input type="checkbox"/>	<b>Provide copy of original Liquor License – stating use and occupant load</b> (if applicable)
<input type="checkbox"/>	<b>Explanation of the reasons for the change</b> (if applicable)
<input type="checkbox"/>	<b>Community Impact Statement</b> (this should reference potential positive and negative impacts to community, noise control and traffic issues)
<input type="checkbox"/>	<p><b><u>Detailed Plans of the proposed establishment (note: drawings are to be to scale)</u></b> *Refer to LCRB application for required information. *Not required from applicants seeking only extension of liquor service hours</p> <ul style="list-style-type: none"> <li>• <b>Site plan of property including buildings, parking access, etc.</b></li> <li>• <b>Floor plans and Occupant loads of the establishment prepared by a registered architect.</b></li> <li>• <b>Exterior elevations of the building – for new signage or façade alteration/improvements.</b></li> </ul> <p>*Note: Properties in the <b>Agricultural Land Reserve (ALR)</b> seeking a lounge endorsement or adding an outdoor patio cannot exceed a total service area of 125m<sup>2</sup> indoors and 125m<sup>2</sup> outdoors. (Zoning Bylaw No 2021.01 Section 9.2.4)</p> <p><b>Name of Registered Professional:</b> _____</p>
<input type="checkbox"/>	<b>*Public Notice Signage Fee( if required )(Fees and Charges Bylaw No. 2014-07)</b>
<input type="checkbox"/>	<b>LCRB Application Submission through the LCRB Portal (Submission required after COP initial review)</b>
<p><b>The following may be required (when applicable). Please contact us at 250-490-2488 if you require further clarification.</b></p>	
<input type="checkbox"/>	<p><b>Agency Agreement</b> An Agency agreement is required where a <b>third party</b> (designer or contractor) will be involved in the permit process and or inspection process.</p>