



Building Inspection/Fire Information Bulletin

Occupant Load Reviews for Liquor Licenses

Reissued: January 22, 2015

This bulletin is updated to reflect a recent change in authority for occupant load determination in existing buildings. There is also a new review fee of \$100 for occupant loads where there is 100 persons or less, and \$150 for occupant loads more than 100 persons. The permit application form is attached.

The following information is compiled to assist applicants when applying for an occupant load determination. Occupant load refers to the number of people allowed in a space or room, and includes staff. Specifically for areas or spaces defined in a Liquor Licence issued by the province, the City will separate out the occupant load to include patrons and staff.

The occupant load determination is generally determined by a number of factors such as exit capacity, net floor area per person allowance or seating layout, and number of washrooms.

- 1. New or Increased occupant load (with proposed work):** The associated building permit plans and work scope will be used to verify the occupant load. Should the proposed work not be completed at time of the occupant load application, the applicant will receive an occupant load that is pending final approval of the occupancy permit. An architect may or may not be required, depending on whether the number sought is over or under 30 persons, and the type of building and scope of proposed work. Where an occupant load is sought specifically in relation to a liquor license application, the applicant can make this known at time of building permit application so that staff can do the approval concurrently.
- 2. Verification of an existing occupant load (no proposed work, no increase to occupant load):** If the applicant requires a stamp to verify an existing occupant load due to an ownership change or liquor licence change, the applicant can provide an approved drawing or previous City record bearing an occupant load stamp for re-verification. The previous approved occupant load stamp would have to have the occupant load identified. If this cannot be confirmed through existing records then this is treated as a new application under option #3. *There is a fee attached to this verification service (see above).*
- 3. New or increased occupant load (without increased floor area or proposed work, including additional washrooms):** In lieu of a building permit, as no construction is proposed, an "OCL permit" is required to track these occupant load changes. Where the occupant load sought is over 30 persons, plans may need to be prepared and sealed by an Architect. Scope of work for this permit is as follows; **"To increase/confirm occupant load, including staff, to _____ persons. No changes to washrooms or space are proposed."** Where an Architect is required, the architect must provide a letter to confirm that existing exit capacity, layout of floor area, washroom count etc. are all still code compliant with the additional occupant load. The plans will be circulated to applicable departments for fire, zoning and parking requirement checks.

This bulletin addresses the fire and building code requirements only. It is the applicant's responsibility to conclude whether the proposed location will meet the requirements of the City of Victoria Zoning Bylaw, the BC Building Code, the BC Fire Code, and the Vancouver Island Health Authority.

"Avy Woo"
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Chief Building Official

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Occupant Load Application

Address: _____ Business Name: _____
UNIT NUMBER STREET

Applicant: _____
FIRST NAME LAST NAME COMPANY NAME

EMAIL PHONE

Applicant Address: _____
UNIT NUMBER STREET CITY PROVINCE POSTAL CODE

Type of Occupant Load:

- Liquor primary No work or increased floor area
 Food primary Proposed work or increased floor area BP No.: _____

Areas / location in building:

(EX. LOWER PATIO, WEST 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.

Signature:

Occupant Load Checklist

- 3 (11"x 17") scaled plans showing furniture layout, washrooms, exits, intended occupant load and code analysis. (plans must be original with seal and signature from an Architect for new or increased occupant loads for over 30 occupants)
 - 1 original signed and sealed letter including code analysis from an Architect for new or increased occupant loads for over 30 occupants
 - 1 (11" x 17") plan showing parking and parking calculations in compliance with "Schedule C" of the Zoning Bylaw. (not required if the property is located in a zone that has no parking requirements or the application is for verification only)
- *Verification of floor loading from a Structural Engineer may be required based on the occupant load and type of construction

OFFICE USE ONLY FIRE: LEGISLATIVE: ZONING: OCL No.: