



Jan 29, 2026

BUILDING BULLETIN LIQUOR LICENCE

Bulletin No 26-04

Liquor Licence Application Purpose

Requirements and procedures to apply for a liquor licence

PURPOSE

To provide guidance to business owners, contractors, developers, designers and the public on the requirements for liquor licence applications

APPLICATION REQUIREMENTS

- *Submit application to the provincial LCRB. If Local Government input is required for a proposal, the LCRB will notify the Local Government of a new application.*
- *Contact the District of Summerland at devserv@summerland.ca to let us know you applied to the LCRB so we can track the application*
- *The District will contact the applicant, who may need to submit a Liquor Licence Application to the Planning and Development Department.*

Types of Input

- *New/Changes to Manufacturing Licence area endorsements.*
- *Confirmation of Zoning: Local Government must advise whether the correct zoning is in place for a proposal.*

RCMP Approval

Applications for temporary amendments to extend hours of service require approvals and fees to be paid to the RCMP. After submitting an application on the LCRB Portal, but prior to submitting an application to the District of Summerland, applicants must attend the RCMP Detachment to obtain RCMP Approval

OCCUPANT LOAD

Any application that affects the size or capacity of a liquor service area must have a stamped Occupant Load by a registered Architect. Confirmation must be submitted with the application.

There are typically 3 different types of occupant load requests for existing buildings:

1. Liquor License Occupant Loads:

We do not provide these calculations for owners and/or operators of licensed liquor establishments. An Architect needs to provide this service; however, this will still need to be reviewed and approved by the authority having jurisdiction.

This bulletin is for informational purposes only. Please be sure to consult the District of Summerland Bylaws and Part 9 of the BC Building Code 2024.



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2. Meeting Room Occupant Loads (in existing buildings):

The Fire Department may require an occupant load calculation for a meeting room, or similar public space, in an existing building under the BC Fire Code. The District of Summerland does not provide these calculations. The BC Fire Code, section A-2.7.1.3(1) specifically states that the BC Building Code should not be used to determine occupant loads in existing buildings. The Building and Permitting Department is only able to apply BC Building Code requirements. An Architect will be needed to provide this service.

3. Special Event Occupant Loads (in existing buildings or open spaces):

The Fire Department may require an occupant load calculation for a special event under the BC Fire Code. Special Event Occupant Load calculations are not provided by The District of Summerland for the same reasons as stated above (item 2). An Architect will be needed to provide this service.

*** If a patio or deck has a roof structure, water closets must be adequate for total area of the interior and all decks/patios.*

*** If a deck/patio is open, water closets must be adequate for 100% of the interior area plus 50% of all decks/patios total area.*