

# How to Apply for a Liquor Licence

## Checklist for new Restaurants/Taverns or Restaurants not previously serving Alcohol\*

\*All permits and applications can and should be started at the same time. Some agencies/departments listed may take up to two weeks or longer to provide their signatures so it is suggested that you make application with them THE SAME DAY that the Municipal Liquor Licence Application is commissioned and circulated. This will avoid unnecessary delays in the issuance of the licence by the AGCO.

PROCESS	LOCATION	Licence/Permit Fees
<p><b><u>Alcohol and Gaming Commission of Ontario (AGCO) Licence</u></b></p> <ul style="list-style-type: none"> <li>Apply for your Alcohol Licence with the Alcohol and Gaming Commission of Ontario (AGCO)</li> </ul>	<p>1-800-522-2876 www.agco.ca</p>	
<p><b><u>Simcoe Muskoka District Health Unit</u></b></p> <ul style="list-style-type: none"> <li>Contact the Simcoe Muskoka District Health Unit and ask to have an inspection for a Liquor Licence Application.</li> </ul>	<p>15 Sperling Drive, Barrie 705-721-7330</p>	
<p><b><u>Building Permit (if applicable)</u></b></p> <ul style="list-style-type: none"> <li>Apply for a building permit (if your location is a new building or renovations are being made)</li> </ul>	<p>City Hall, 8<sup>th</sup> Floor - Planning and Building Services, Building Division</p>	<p>Fee Depends on type of permit required</p>
<p><b><u>Municipal Liquor Licence Application</u></b></p> <ul style="list-style-type: none"> <li>Visit Legislative and Court Services Department to pick up and fill out the Municipal Information Form (MIF- AGCO form) and City of Barrie Liquor Licence Questionnaire.</li> <li>The MIF Form and the questionnaire must be commissioned in the Legislative and Court Services Department, Legislative Services Division or by personal lawyer once complete.</li> </ul> <p><b>Legislative and Court Services retains the original copy of the MIF and questionnaire to circulate to partners and stakeholders for a two week public comment period.</b></p> <ul style="list-style-type: none"> <li>The Legislative and Court Services Department will not issue an approval letter to the AGCO unless Load Occupancy Reports have been received from the Building Services Department and the Barrie Fire and Emergency Services Department. Confirmation that a Restaurant/Tavern and/or Patio Licence Application has been completed from the Enforcement Services Branch must also be received. See below for further details.</li> </ul>	<p>City Hall – 1<sup>st</sup> Floor – Legislative and Court Services Office 705-739-4204</p>	<p>Commissioning Fee \$40.00 (adjusted yearly)</p>

PROCESS	LOCATION	Licence/Permit Fees
<p><b><u>Building Services - Inspection Branch</u></b></p> <ul style="list-style-type: none"> <li>Book an appointment with the Building Services - Inspection Branch for an inspection and to have the occupancy calculations completed for your location.</li> </ul>	City Hall, 8 <sup>th</sup> Floor – Planning and Building Department/ Building Division 705-739-4212	Fee \$210.00 (adjusted yearly)
<p><b><u>Barrie Fire and Emergency Services - Inspection</u></b></p> <ul style="list-style-type: none"> <li>Call the Barrie Fire and Emergency Services Department and request an inspection for liquor licence approval (once the Building Services – Inspection Branch has completed its inspection).</li> </ul>	705-739-4242, ext. 3238, or ext. 3246	Fee 179.30 (2017 fee - adjusted yearly)
<p><b><u>Municipal Restaurant/Tavern and/or Outdoor Patio Licence</u></b></p> <ul style="list-style-type: none"> <li>Fill out a Business Application form for a Restaurant/Tavern and/or Outdoor Patio Licence.</li> </ul> <p><b>The Application Form will indicate departments or agencies that must provide signatures of approval. It is your responsibility to obtain the signatures on the paperwork.</b></p>		
<ul style="list-style-type: none"> <li>Visit the Planning Services Division to obtain a signature for approval of the zoning of the restaurant location.</li> </ul>	City Hall, 1 <sup>st</sup> Floor – Planning and Building Department/Planning Division	
<ul style="list-style-type: none"> <li>Visit the Barrie Police Services and have them sign the approval form.</li> </ul>	29 Sperling Drive, Barrie 705-725-7025	
<ul style="list-style-type: none"> <li>Visit the Simcoe Muskoka District Health Unit for a signature on approval form.</li> </ul>	15 Sperling Drive, Barrie 705-721-7330	
<p><b><u>Enforcement Services – Business Licence</u></b></p> <ul style="list-style-type: none"> <li>Once all parties have signed the Business Licence application, or provided approvals, you can submit the licence applications to Enforcement Services and the required documents.</li> <li><b>Note:</b> You must provide a copy of \$2,000,000 liability insurance to Enforcement Services.</li> </ul>	Enforcement Services 45 Cedar Pointe Drive, Barrie 705-739-4241	Business Licence Fee \$217.00 – adjusted yearly