

Purpose

To provide information relating to Liquor License (LL) application requirements and process.

What types of Liquor Licenses are there?

Typical Liquor License applications include Liquor Primary where the sale of liquor is the primary purpose of the establishment or Food Primary where liquor is secondary to the sale of food. Other applications may include Outdoor Patio to allow for the sale of liquor outdoors or Temporary Change to extend hours of operation, allow for a change in capacity, or modify a liquor service area.

Applicants may also apply for additional endorsements such as:

- Manufacturing Lounge Area Endorsement
- Special Event Area Endorsement
- Family Food Service Endorsement
- Patron Participation Endorsement

How do I submit a Liquor License application?

Applications for an Liquor License must be submitted to the Provincial Liquor and Cannabis Regulation Branch (LCRB) using the [Liquor Licensing Application Portal](#). The Province then notifies the City of Vernon by email that your application has been received, and requests the City to consider the application and to provide a written recommendation.

Upon receipt of this notification, the City sends the applicant an email outlining any additional application requirements for the municipal review process. Application requirements include:

- Application Fee
- Completed Liquor License Application form
- State of Title, Owners Undertaking and Company Ownership (if required)
- Project Rationale
- Site Plan and Floor Plan
- Stamped Occupant Load (stamped by the City of Vernon Building Department)

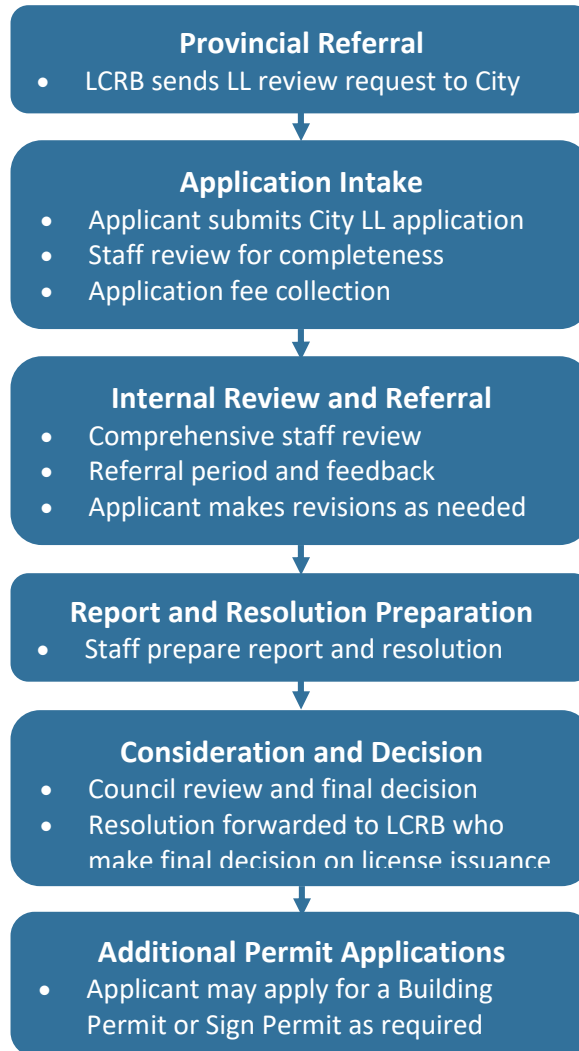
Who are Liquor Licenses referred to?

Liquor License applications are referred to a variety of groups including:

- Adjacent properties – all properties within 30 m of the subject property.
- Internal groups - such as the Building Department, Engineering Department, or RCMP.
- External agencies - such as the School Board or Downtown Vernon Association (if downtown).

What does the Liquor License review process look like?

Below is the standard LL application review process. Processing timelines range vary depending on the complexity of the application, and may be extended if application documents are incomplete.



Where can I learn more?

For more information on provincial liquor regulations, please contact to the Liquor and Cannabis Regulation branch at 250-952-5787 or LCRBLiquor@gov.bc.ca.

For more information on City of Vernon processes, please contact Planning Department staff at 250-550-3634 or planning@vernon.ca. Staff are also available at the Community Services Building (3001 32nd Ave) during regular business hours.

