



Occupant Load Application Requirements

No.: BUILDING-60
Date: 2025-09-08

Purpose

This bulletin provides guidance to property owners and applicants who have a Liquor License application and have been instructed to apply for the occupant load.

Application Requirements

An occupant load application is typically required when there is change in the use or layout of a space for a location serving alcohol.

If it is found during Plan Review that a change to the space meets the threshold of Building Permit, the application will be automatically converted into a full Building Permit with additional fees and review processes.

Submission Requirements

Prepare and submit the following application form, authorization letters, drawings and relevant documents, either in paper or electronically by emailing to Building Approvals at buildingapplications@richmond.ca:

- [Application Form \(Interior Finishing, Alterations Plan Review Application\)](#)
- [Letter of Authorization](#)
- PDF for electronic application OR 3 sets of drawings for hard copy submission (minimum 11 x 17 in size)
- Provide the Notice of Articles if a company is listed as the registered owner of the unit/property
- Drawings must be to scale with dimensions
- Drawings must include:
 1. Business "Doing Business As" (DBA) Name
 2. Business Registered Company Name (if applicable)
 3. Business Address
 4. Layout of kitchen equipment, tables and chairs
 5. Number of seats in break up areas, including private rooms, outdoor patio, dining area
 6. Number of staff (includes all staff members on the entire premise)
 7. Total Occupant Load
 8. Applicant as Registered Professional to provide drawings shall also submit:
 - [Schedule F](#)
 - [Schedule B](#)
 - [Schedule E](#)
 - Up-to-date insurance

Should you have any questions concerning this bulletin, please reference the Bulletin number and email building@richmond.ca or call the Building Approvals General Inquiries line at 604-276-4118.