

Approval to Alter or Renovate Licensed Premises

If you are interested in altering or renovating your licensed premises, please use the following as a **guideline** of the requirements. *Please note: other agencies or departments may require information further to that which is listed below.*

Guidelines / Requirements	✓
Newfoundland Labrador Liquor Corporation (NLC) Requirements	
• Completed application for Approval to Alter or Renovate Licensed Premises (see attached)	
• Written Municipal approval	
• Written approval from the Provincial Fire Commissioner's Office	
• One set of floor plans (drawn to scale on paper no larger than 8.5" x 14") outlining the proposed licensed area and including dimensions of clearly identified rooms	
• Written approval from Buildings Accessibility and Fire & Life Safety (if applicable, see <i>Government Modernization and Service Delivery section below</i>)	
• Once all information is collected, an inspection may be conducted prior to a final decision on your application	
Other Agency Requirements	
Government Modernization and Service Delivery The proposed changes may need approvals from Buildings Accessibility and Fire and Life Safety. For more information, please call (709) 729-1038.	

**APPLICATION FOR
APPROVAL TO ALTER OR RENOVATE LICENSED PREMISES**

***Please note that a \$100.00 Application Fee is required**

1. Name of Licensee: _____

Licence #: _____

Street Address: _____

City/Town/Community: _____ Postal Code: _____

2. Purpose of alterations or renovations

3. One set of floor plans, drawn to scale on paper no larger than 8.5" x 14", outlining the proposed licensed area and including dimensions of clearly identified rooms, must accompany the application.

Signature of Applicant

Date

Fee Payment:

Cheque or Money Order: please make payable to **Newfoundland Labrador Liquor Corporation**

Credit Card: please pay online at https://nlli liquor.formstack.com/forms/license_payments

Completed applications may be submitted via email, fax or mail:

Email: corporateservices@nlli liquor.com

Fax: 709-753-8625

**NEWFOUNDLAND LABRADOR LIQUOR CORPORATION
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Attention: Regulatory Services**