

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	
<ul style="list-style-type: none"> • Completed application for Approval to Alter or Renovate Licensed Premises (see attached) 	
<ul style="list-style-type: none"> • Written Municipal approval 	
<ul style="list-style-type: none"> • Written approval from the Provincial Fire Commissioner's Office 	
<ul style="list-style-type: none"> • 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 	
<ul style="list-style-type: none"> • Written approval from Buildings Accessibility and Fire & Life Safety (if applicable) (<i>see Service NL section below</i>) 	
<ul style="list-style-type: none"> • Once all information is collected, an inspection may be conducted prior to a final decision on your application 	
Other Agency Requirements	
<p>Service NL</p> <p>The proposed changes may need approvals from Buildings Accessibility and Fire and Life Safety. For more information, please visit www.servicenl.gov.nl.ca/licenses/building/index.html or call (709) 729-1038.</p>	

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

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

1. Name of Licensee: _____

License #: _____

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://service.clearservice.com/nlcsecure/nlcpay/payment.aspx>

Please send completed application to:

**NEWFOUNDLAND LABRADOR LIQUOR CORPORATION
P.O. Box 8750, Stn. A
St. John's, NL A1B 3V1
Attention: Regulatory Services**

Telephone: (709) 724-1159

Fax: (709) 753-8625

Email: corporateservices@nliquor.com