

Application for Occupant Load Confirmation

Occupant Load Confirmation applications determine the number of occupants permitted in a building or suite. For more information about building requirements, visit www.portcoquitlam.ca/business.

TO BE COMPLETED BY APPLICANT

I/We hereby make application and provide drawings under the provisions of the pertinent Bylaws for permission to construct, repair or alter the following building or structure and agree to comply with all requirements of the Bylaws and to indemnify and keep harmless the City against all claims, liabilities, judgments, costs, and expenses of whatever kind, which may in any way accrue against the said City in consequence of, and incidental to, the granting of this Permit, if issued.

Application Date: _____

Establishment Address (incl. postal code): _____

Partial Legal Description: Lot # _____ Plan # _____

Establishment Description: _____

Property Owner: _____

Owner Address (incl. postal code): _____

Owner Email: _____ Owner Phone: _____

Agent: _____

Agent Address (incl. postal code): _____

Agent Email: _____ Agent Phone: _____

Applicant (Primary Contact) Owner (info above) Agent (info above)

Applicant Name: _____

Applicant Address (incl. postal code): _____

Applicant Phone: _____ Applicant Email: _____

OCCUPANT LOAD INFORMATION

Total Occupant Load (including patrons and staff): _____

Occupant Load - Interior: _____ Occupant Load - Patio: _____

Patron Seating Capacity - Interior: _____ Patron Seating Capacity - Patio: _____

Estimated Construction Value: _____

OFFICE USE ONLY

Application #: _____ Fee Paid: _____ Receipt: B# _____

Cheque Cash Visa MC AMX Interac

CITY OF PORT COQUITLAM

OCCUPANT LOAD APPLICATION CHECKLIST

The following materials are required as part of the Occupant Load Application. All requirements must be submitted in order to process an Occupant Load Application.

Submission Requirement	Description	Applicant Initial	Comment
Application Form	Completed application form with fee		
Architectural Drawings	Three sets (full size and reduced) If occupant load exceeds 60 or more seats a Registered Architect needs to seal the drawings, submitted with the application.		

APPLICANT ACKNOWLEDGEMENT

The undersigned make this application to the Director of Development Services, have fulfilled the complete application requirements, and agree to pay any additional costs incurred by the City for services in processing the application.

Authorized Signature: _____ Date: _____

Print Name: _____

Note: Any documentation of information relating to the application that is in the custody or control of the City is subject to the Freedom of Information and Protection of Privacy Act (B.C.)