

For new and changes to liquor licences the British Columbia Liquor Control and Licensing Regulation requires an occupant load calculation determined by the local government authority. The City of Campbell River Building Inspector can provide an occupant load for these purposes that will be determined based on the requirements of the BC Building Code (BCBC).

For other information on the City's involvement as it relates to liquor licences through the Provincial Liquor and Cannabis Regulation Branch (LCRB), including parking requirements related to occupant load increases, contact the Planning Department at planning@campbellriver.ca.

If you require an occupant load for your provincial Liquor licence please submit the following to building@campbellriver.ca

- Email with "Liquor Licence Occupant Load" and the property address in the subject line.
- A digital pdf (attached to email) of the floor plan that includes:
 - Business name and address.
 - Individual service areas clearly identified including dimensions or with proposed seating layout/count.
 - Exit locations with number of doors, direction of door swing and door latching hardware noted.
 - Washrooms, including fixture counts in each.
 - Ancillary spaces (kitchen, storage rooms, office etc.)
 - Exterior Patios and decks, including basic fencing, gate and roof design, as applicable*.
 - Confirm whether the suite has a monitored fire alarm system and/or a fire suppression system.

* Open air ground level patios will be applied at an occupant load of 50% of the calculated, whereas enclosed/roofed patios or decks and rooftop patios will have the occupant load applied at 100% of the calculated. Interior service areas will be included at 100% of the occupant load calculations regardless of the patio type.

Considerations When Determining Occupant Load

Net floor area:

- An occupant load of 1.2 m² net floor area per person for occupancies with designated seating layouts*.
- An occupant load of 0.95 m² net floor area per person for occupancies with non-fixed seating*.

* The floor area enclosed by washrooms is not included in occupant load calculations but other areas such as kitchens, storage rooms etc. will be calculated as per the BCBC 3.1.17

NUMBER OF REQUIRED WATER CLOSETS BASED ON OCCUPANT LOAD FOR ASSEMBLY OCCUPANCIES: (BCBC 3.7.2.2.)

| | |
|-------------------------|---|
| 1 - 10 persons..... | 1 Universal washroom |
| 1 – 50 persons..... | 1 Universal, 1 Unisex |
| 51 – 100 persons..... | 1 male, 2 female, (Including 1 universal) |
| 101 – 150 persons..... | 2 male, 3 female, (Including 1 universal) |
| 151 – 200 persons..... | 2 male, 4 female, (Including 1 universal) |
| 201 -- 250 persons..... | 3 male, 5 female, (Including 1 universal) |
| 251 – 300 persons..... | 3 male, 6 female, (Including 1 universal) |

See BCBC 3.7.2.2 for number of water closets in excess of 300 occupants.

- Universal Washrooms and accessible water closet stalls must meet requirements of 3.8 of the BCBC. These water closets can be credited towards achieving the required BCBC 3.7.2.2 water closet counts.
- Where more than two water closets or a combination of more than one water closet and one urinal are provided in a washroom at least one water-closet stall shall be accessible.
- Existing establishments that do not meet the current Building Code requirements for washrooms will be required to add or change washrooms if renovations to the washrooms are taking place, or an occupant load increase is proposed, and an insufficient number of water closets exist.

EXIT CAPACITY: BCBC 3.4.3.2.(1)

6.1 mm of exit width is required per person (i.e., a 36" door will accommodate 150 persons, if permitted to swing completely open), Any single door is not permitted to accommodate more than half the occupant load of a floor area unless single exit is permitted).

FIRE ALARM: BCBC 3.2.4.1.(4)(G)

Fire alarm is required where the occupant load exceeds 150 persons. Fire alarms must be designed by an engineer, and a building permit is required for the installation or modification of fire alarm systems.

Panic hardware: BCBC 3.4.6.16.(2)

Panic hardware is required on exit doors from floor areas where the occupant load exceeds 100 persons.

This bulletin is a summary for convenience purposes, if there is any contradiction between this guide and relevant municipal bylaws and/or applicable codes, please refer to the bylaws and/or codes for legal authority.