

City of Orillia

AGCO Agency Letter of Approval Guide

Submission Requirements

This guide applies to the Agency Letter of Approval application review and inspection, by the City of Orillia Building Division.

Establishments that serve or sell alcohol for on-site consumption, include (but are not limited to) restaurants, bars, breweries, cafes, distilleries, and retirement homes require a Liquor Sales Licence issued by the Alcohol and Gaming Commission of Ontario ([AGCO](#)) and also require municipal approval.

Required Application Forms

- [AGCO Agency Letter of Approval Form](#)
- [Owner's Authorization Form](#) (required if applicant is not the building owner)

Required Drawings and Information

- A floor plan, and if applicable, a site plan that includes the licensed area, seating (including how many), washrooms (location and number), and the maximum number of staff that will be on duty on any shift.
- Location/Site/Seating plans require dimensions, number and location of tables, chairs, bar stools, exits, washrooms for both indoor and outdoor areas.

Site Plan Requirements (only required if outdoor area is part of the AGCO Application)

- lot lines including dimensions
- location of existing/proposed building, dimensioned to other buildings on the lot and all lot lines
- any proposed grade changes (grading approval may be required)
- lot area and main building area
- municipal address
- parking, where applicable

Floor Plan Requirements

- proposed licensed areas clearly outlined
- where proposing to license ancillary areas (e.g., washrooms, hallways) with no increase in overall occupancy, the areas must be identified or outlined in a different colour or dotted line
- seating plan, indicating all tables and chairs
- location of washrooms, number and allotment of toilets, urinals (where applicable), and sinks
- location, width, and direction of door swing for all exits
- proposed occupant load, for each separate floor area

New Construction and Change of Use

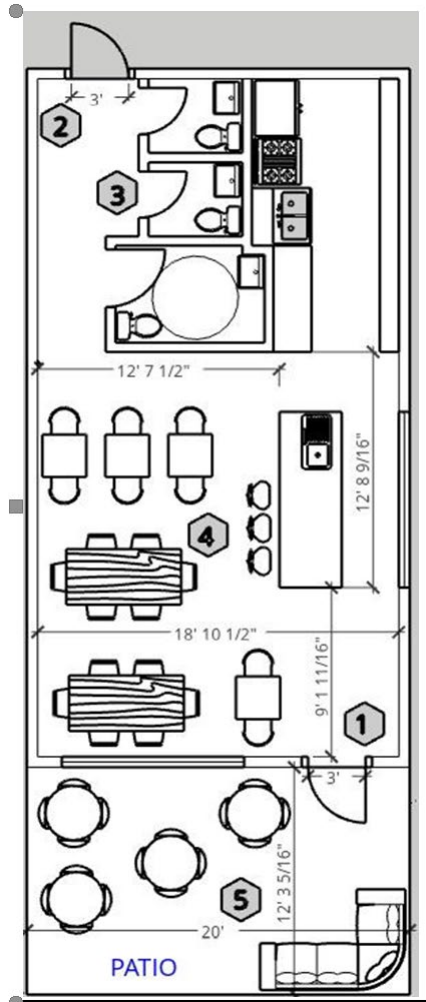
Any proposed construction requires a separate Building Permit, prior to work taking place. The final inspection must pass, prior to issuance of an AGCO Agency Letter.

Items such as plumbing, interior/exterior alterations, grease interceptors and elevated patios suspended by posts, beams, and joists, are to be captured by way of a Building Permit(s).

Where the existing use of a building or suite is changing to an assembly or mercantile occupancy, a Building Permit/Change of Use Permit is required prior to work taking place, to establish the new use.

Please see the [Building Permits](#) page for details regarding the submission process, application form, timelines, fees, permit approvals and inspections

Sample Floor Plan:



1. Exit width dimension
2. Direction of door swing
3. Toilets & sinks
4. Interior & exterior seating
5. Interior & exterior floor areas fully dimensioned

Proposed Occupant Loads

Floor Area	Interior or Exterior	Estimated Occupant Load
Bar	Interior	3
Dining Room	Interior	20
Patio	Exterior	16

The Ontario Building Code outlines the minimum requirements for various elements (e.g., minimum washroom requirements) and can be found on the Ministry of Municipal Affairs and Housing website at <https://www.ontario.ca/page/ontarios-building-code>

Inspections by the Building & Fire Department

Once an Application is received, a Building Inspector & Fire Prevention Officer will be assigned, and their contact information will be provided. An inspection can be arranged where the Building Inspector will:

- confirm the layout matches the plan submitted,
- complete calculations for interior/exterior occupant loads,
- identify the most restrictive occupant load limiter,
- review number of toilets/sinks, number of exits, exit width, and
- identify any deficiencies and request a re-inspection, where necessary
- determine whether renovations or change of use has occurred that requires a Building Permit.

If there are more than 30 seats, a Fire Safety Plan is required. The Fire Safety Plan shall be provided at time of Application and will need to be approved by the Chief Fire Prevention Officer.