

**TO APPLY FOR AN EXTENSION OF YOUR LICENSED PREMISES TO AN
INDOOR AND/OR OUTDOOR AREA**



Please submit completed documents to OLCC.LiquorLicenseApplication@Oregon.Gov

DATE OF REQUEST: _____ TYPE OF LICENSE(S): _____

LICENSEE: _____

TRADENAME (dba) OF BUSINESS: _____

PREMISES ADDRESS: _____

CITY: _____ ZIP: _____

CONTACT PERSON: _____

CONTACT PERSON'S PHONE: (_____) _____

CONTACT PERSON'S EMAIL: _____

Include all items below as they apply to your business. Items in **Bold** are attached OLCC forms.

- Letter of request for an extension of your licensed premises, describing where you are extending the premises to and what the purpose for the new area will be (to add indoor or outdoor dining seating, expanding to another suite, adding a banquet room, etc.)
- Real Property Attestation** – If you are expanding into an area of private property that was not included in your previously leased space.
- Business Information** form – Please fill the form out completely. If a section does not apply to your business, please write in "N/A" for that section, do not leave it blank.
- Floor Plan** form – Include the entire licensed premises (indoor/outdoor) and label each room or area, show all entrances/exits, tables/chairs, bars/bar seating, food counters/counter seating.
- Liquor Liability Insurance – If you are extending to a new suite or address.

Additional documents may be requested by the OLCC to investigate/document the changes

Licensee Authorized Representative(s): In order to make changes to a license or to receive information about a license by someone other than the applicant/licensee, Licensee must:

- Complete the [Authorized Representative Form](#) designating a person/entity to act on your behalf and submit with this form.



OREGON LIQUOR & CANNABIS COMMISSION

Real Property Attestation

IMPORTANT: Please read Oregon Administrative Rule (OAR) 845-005-0311 [here](#) before completing this form.

- OAR 845-005-0311 defines who has an ownership interest in the business proposed to be licensed and allows the OLCC to refuse to issue a license if the applicant is not the owner of the business or an undisclosed ownership interest exists.
- Subsection (4)(b) of this rule includes as an ownership interest any person or entity owning the real or personal property of the premises proposed to be licensed, unless the owner of the property has given control over the property to another party via a lease or rental agreement or similar agreement.
- As a part of completing this "Real Property Attestation" form, applicants confirm they have read and understand OAR 845-005-0311.

Applicant / Licensee Name

Business Trade Name (the name customers see)

Business Address (street, city, zip code)

Definitions

- "Real property" means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- "Common area" is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area's designation as a "common area" is typically identified in the lease or rental agreement.

ATTESTATION

All applicants have read OAR 845-005-0311 and:

1. Each applicant shown on the Liquor License Application form has read and understands OAR 845-005-0311.
2. Only the applicant(s) shown on the Liquor License Application form have an ownership interest in the real property to be used as a part of the licensed business.
3. The licensed premises at the business address proposed to be licensed either:
 - a. Does not include any common areas; or
 - b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
 - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in "common areas" and that this requirement applies at all times, even when the business is closed.
4. The premises address at the business address proposed to be licensed matches the premises business address listed on the Liquor License Application form.
5. The licensed premises at the business address above either:
 - a. Has no area on property controlled by a public entity (like a city, county, or state); or
 - b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) or licensee(s) permission to exercise the privileges of the license in the area.



OREGON LIQUOR & CANNABIS COMMISSION

Real Property Attestation

[Empty text box]

Applicant / Licensee Name

[Empty text box]

Business Trade Name (the name customers see)

[Empty text box]

Business Address (street, city, zip code)

Applicant(s) Signature

- Each individual listed as an applicant must sign this form.
- If an applicant is an entity, such as a corporation or LLC, at least one INDIVIDUAL who is authorized to sign for the entity must sign this form.

Signature of Applicant

Date

Applicant #1 (Print Name)

Applicant #1 (Signature)

Applicant #2 (Print Name)

Applicant #2 (Signature)

Applicant #3 (Print Name)

Applicant #3 (Signature)

Applicant #4 (Print Name)

Applicant #4 (Signature)

Licensee Authorized Representative(s): In order to make changes to a license or to receive information about a license by someone other than the applicant/licensee, Licensee must:

- #Complete the [Authorized Representative 7](#) and submit with this form.



OREGON LIQUOR & CANNABIS COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: _____ Phone: _____

Trade Name (dba): _____

Business Location Address: _____

City: _____ ZIP Code: _____

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday _____ to _____
Monday _____ to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday _____ to _____
Friday _____ to _____
Saturday _____ to _____

Outdoor Area Hours:

Sunday _____ to _____
Monday _____ to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday _____ to _____
Friday _____ to _____
Saturday _____ to _____

The outdoor area is used for:

Food service Hours: _____ to _____
 Alcohol service Hours: _____ to _____
 Enclosed, how _____
The exterior area is adequately viewed and/or supervised by Service Permittees.

_____ (Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: _____

ENTERTAINMENT

Check ALL that apply:

- Live Music
- Recorded Music
- DJ Music
- Dancing Nude Dancing
- Live Entertainment Minor Entertainers
- Karaoke
- Coin-operated Games
- Video Lottery Machines
- Social Gaming
- Pool Tables
- Other: _____

*Minor Entertainers in an area prohibited to minors need prior approval from the OLCC

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday _____ to _____
Monday _____ to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday _____ to _____
Friday _____ to _____
Saturday _____ to _____

SEATING COUNT

Restaurant: _____ Outdoor: _____ Lounge: _____
Banquet: _____ Other (explain): _____ Total Seating: _____

OLCC USE ONLY

Investigator Verified Seating: ____ (Y) ____ (N)
Investigator Initials: _____
Date: _____

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: _____ Date: _____

www.oregon.gov/olcc



OREGON LIQUOR & CANNABIS COMMISSION FLOOR PLAN

INSTRUCTIONS

1. Your floor plan **MUST** be submitted on the Floor Plan Form below.
2. Use a separate Floor Plan Form for each level or floor of the building. The floor plan(s) must show the specific areas of your premises.
3. Label areas i.e. dining area, bar, lounge, lottery, outside patio and sidewalk cafe areas.
4. Food Counters should be labeled as such, and not as a Bar. At a Food Counter, food service/consumption is the predominant activity. At a Bar, alcohol service/consumption is the predominant activity. Please label Food Counters and Bars accordingly.
5. Include all tables and chairs. (See Example below)
6. If you have an outdoor area, please show it in reference to the licensed building.
7. If you have sidewalk seating please contact your local government to see if a permit is required for use.
8. If this is a Food Cart Pod please label the floor plan where the alcohol will be served from, where food will be served, where the seating will be and any other food carts that are in the pod.

Please do not use complex architect drawings as your floor plan, unless they are clearly readable and show all the tables and chairs.

RESTAURANT EXAMPLE

OREGON LIQUOR & CANNABIS COMMISSION
FLOOR PLAN FORM

Your floor plan must be submitted on this form

My Restaurant LLC My Restaurant
Applicant Name Trade Name (dba):

Example:

OLCC USE ONLY
MINOR POSTING ASSIGNMENT(S)

Date: _____ Initials: _____

(rev. 02/22)

FOOD CART POD EXAMPLE

OREGON LIQUOR & CANNABIS COMMISSION
FLOOR PLAN FORM

Your floor plan must be submitted on this form

Food Carts LLC Everyday Food Cart Pod
Applicant Name Trade Name (dba):

OLCC USE ONLY
MINOR POSTING ASSIGNMENT(S)

Date: _____ Initials: _____

(rev. 02/22)



OREGON LIQUOR & CANNABIS COMMISSION

FLOOR PLAN FORM

Your floor plan must be submitted on this form

Applicant Name _____

Trade Name (dba) _____

.....*OLCC USE ONLY*.....
MINOR POSTING ASSIGNMENT(S)

Date: _____ Initials: _____