



OREGON LIQUOR & CANNABIS COMMISSION

Premises Map Instructions

This set of instructions is a tool for recreational marijuana license application premises map & floor plan submissions; however, it is **your** responsibility to ensure that any premises maps and floor plans that you submit to the OLCC are accurate and contain all of the details as required. Additionally, please see the supplementary requirement details if you are applying for a [retailer](#) or a [producer](#) license.

Premises Boundary

Provide an aerial view of the property where your premises is located and follow the below directions. This item could be an image from an online mapping tool, an aerial photo image, or a legible hand drawn sketch. Include the below items:

- Draw a line around your proposed licensed premises, and label this line “Premises Boundary”.
 - If your premises is a single building, draw the line around the building.
 - If your premises is a single suite within a building, draw the line around the approximate footprint of your suite.
 - If your premises includes outdoor areas or spans multiple buildings, draw the line around the entire area in which you exercise the privileges of your license.
- Label all buildings (e.g., “Barn”) on the tax lot(s), even if they are outside the licensed area.
 - Add any structures that will be present at inspection but are not shown on the aerial image.
 - If the aerial image includes structures that will be removed prior to inspection, label them as “Will Be Removed.”
 - Clearly label all residences that are located on the same tax lot as your licensed premises.
- If your premises includes any outdoor areas; you must also label all fences, gates, and buildings that are a part of your licensed premises.
 - The location of all cameras, assigning each camera a number or other unique identifier such as a name exclusive to that camera
- If your licensed premises (tax lot) is not adjacent to a public roadway, clearly identify on your aerial map the access route to your licensed premises.
 - If there is no direct access to the property where the premises is located from a public right-of-way, **you must have an easement to allow licensee representatives and Commission staff to access the property.**
 - Refer to section 5.1 of [Marijuana Producer Application](#) for more details.

Limited Access Area Boundary

Using either the premises boundary aerial/sketch or your floor plan:

- Draw a line around your “limited access area” per definition in [OAR 845-025-1015](#).
 - This boundary should include any part of your premises which will ever contain marijuana items or required records, even if only briefly or while in transit, except for Retailers – see [Consumer Sales Area Boundary](#).
 - It is important to label this specifically as “limited access area” because that term has a very specific definition in rule; using similar words like “restricted” or “restricted access” is not sufficient.
 - In general, you should have a single contiguous limited access area.
 - You should not have more than one limited access area, unless your surveillance room/area is not contiguous with the rest of the limited access area and will never contain marijuana, in which case the surveillance room/area may comprise a second limited access area.
 - The surveillance room/area should be inside the licensed premises boundary.
- If your entire premises is indoors, you can depict the limited access area on your **floor plan** rather than the aerial image.



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- If your premises includes any outdoor areas, you will need to label the limited access area boundary on the **aerial image** of the property. It may be identical to your premises boundary.

Floor Plan(s)

For every building (to include greenhouses) and/or building level that is part of your licensed premises, submit a floor plan that shows the following:

- All doors (or other points of ingress or egress), walls, partitions, counters, and windows;
- The location of your **surveillance room/area** which holds your DVR/NVR system; and
- The location of all cameras, assigning each camera a number or other unique identifier such as a name exclusive to that camera
- A clear designation of the limited access area boundary within the building.

If a building has multiple floors, submit a floor plan for each floor even if the additional floors will not be used as part of the marijuana business. These can be labeled as not part of the licensed premises.

Consumer Sales Area Boundary: Retailers Only

Using your floor plan, draw a line around the boundary of your “consumer sales area” as that term is defined in OAR [845-025-2840\(3\)](#) following the below standards:

- This should include every part of your premises (except restrooms) where consumers are permitted. This includes the portion of the premises where marijuana items are displayed for sale and sold to the consumer, and may include other contiguous areas such as a lobby.
- Your consumer sales area must be a single contiguous area.
- Your consumer sales area together with your limited access area(s) should comprise a single contiguous area.
- You should not have a limited access area that is not contiguous with the consumer sales area, unless your surveillance room/area is not contiguous with the rest of the limited access area(s) or consumer sales area and will never contain marijuana (in which case the surveillance room/area may comprise a separate limited access area which is not contiguous with the consumer sales area).

A Retailer that does not allow customers to enter the premises is not required to designate a “consumer sales area”. An example would be a Retailer that intends to operate as a “delivery only” business.

Canopy Areas: Producers Only

Using your premises boundary aerial image or sketch and/or your floor plan(s) label every canopy area on your premises as follows:

- Producers are limited to 20 canopy areas, including both immature **and** mature canopy areas.
- Use specific labels: “outdoor mature canopy”, “indoor mature canopy”, or “immature canopy”.
- For each canopy area, include area in square feet, **and** dimensions used to calculate the area.
- Canopy areas must be quadrilateral in shape unless you provide the Commission with a survey of the canopy space conducted by a Professional Land Surveyor licensed by Oregon State Board of Examiners for Engineering and Land Surveying that shows the canopy is within the licensed canopy limits.
- If a canopy area takes up only part of a room, clearly demarcate the boundaries of the canopy within that room along with the dimensions of the canopy space.
- If you have a partially enclosed premises, then your premises boundary map will need to include the path through the outdoor areas your marijuana will move through.