



# **SUPPLEMENT FOR FULL & LIMITED ON-PREMISES COMMERCIAL LICENSES**

The information in this supplement outlines the required forms and documents needed for the above type of license. This supplement also lists the privileges for this type of license. The supplement is intended to be used in conjunction with the Liquor License Application Guide.

# **FULL ON-PREMISES SALES LICENSE FOR COMMERCIAL ESTABLISHMENTS (F-COM)**

This license allows the sale of distilled spirits, malt beverages, cider and wine. This supplement deals solely with commercial establishments such as restaurants, bars and taverns. There is a separate supplement for private clubs, public passenger carriers, other public locations and caterers.

## **This license allows the holder to:**

- ✓ Sell and serve distilled spirits by the individual drink
- ✓ Sell malt beverages, cider and wine for consumption on the licensed premises
- ✓ Sell malt beverages for consumption off the licensed premises in securely covered containers provided by the customer. Containers may not hold more than two gallons.
- ✓ Allow a patron to remove a partially consumed bottle of wine from the premises if the wine is served in conjunction with the patron's meal, the patron is not a minor, and the patron is not visibly intoxicated.
- ✓ Purchase distilled liquor **only** from a retail sales agent of the commission or from another Full On-Premises Sales licensee who has purchased the distilled liquor from a retail sales agent of the commission.

## **May also allow the holder to:**

- ✓ Apply to serve alcoholic beverages for on-premises consumption at temporary events at locations other than the licensed premises and to provide catering at private events. Consult your designated OLCC representative for details and the required forms for each of these privileges.
- ✓ Apply for additional licenses, such as the off-premises sales license, winery license or brewery-public house license.
- ✓ Deliver wine and malt beverages in factory sealed containers to consumers on the same day a food and beverage order is received. You must complete a Wine & Malt Beverage Delivery Privilege /Same-Day Delivery form. To qualify for same-day delivery, the food order must account for at least 75% of the cost of the order and you must also hold an Off-Premises Sales license. Consult your designated OLCC representative for additional information about this privilege.

# FOOD & SEATING REQUIREMENTS FOR F-COM LICENSES

## FOOD REQUIREMENTS:

A business open after 5:00 p.m. must make available to its customers five distinctly different regular meals during its normal dinner period which must last at least three hours. If the clearly dominant emphasis of the business after 5:00 p.m. is food service, this requirement of five distinctly different regular meals does not apply. Clearly dominant food emphasis may be shown when the gross receipts from food sales exceed the gross receipts from beverage sales or seventy percent of the seating qualifies for dining seating or the commission is persuaded the menu is substantial.

A business not open after 5:00 p.m. must make available to its customers an offering of five distinctly different regular meals during its normal lunch meal period which must last at least two hours.

Regular meal means a combination of food items prepared and cooked on the licensed premises. Each entree must include one primary item and one side dish. Examples are: fish and rice; steak and potatoes; pasta and a salad.

At all other times alcohol service is available, businesses must make available to their customers an offering of at least five different substantial food items prepared on the licensed premises. Examples include: sandwiches, appetizers, pizza, hot dogs, soup and sausages. Snack items such as popcorn, peanuts, chips and crackers do **not** qualify as substantial food items.

## SEATING REQUIREMENTS:

F-COM licensees are required to have dining seating. The minimum number of required dining seats for a business is determined by the total seating at the business. The chart on the following page lists the minimum required dining seating.

**Dining seating** is indoor table seating designed to accommodate patrons who are eating food. This seating must be located in areas of your business that are used by patrons daily during normal business hours. Seats at a bar, tables for only one person and seats at counters in entertainment areas do not count as dining seating. Seating at buddy-bar tables can be counted as dining seating if they are set up for dining during meal hours. See OAR 845-006-0460 on the back of the [Floor Plan](#) form for details.

**Total seating** includes all dining seating, plus seating at bar stools, cocktail tables, seats at buddy bar tables and banquette seating. Total seating does not include seating in meeting rooms, banquet rooms, or at gaming machines.

TOTAL SEATING (SEE DEFINITION, PG. 2)	MINIMUM NUMBER OF DINING SEATS
121 or more	30% of total seats
99 - 120	40
98 - 99	39
95 - 97	38
93 - 94	37
60 - 92	36
59	35
57 - 58	34
55 - 56	33
54	32
52 - 53	31
30 - 51	30
Less than 30	may not qualify for F-COM license

**ANNUAL FEE:** \$400 plus a \$2.60 server education fee.

**LIQUOR LIABILITY INSURANCE:** Every applicant must obtain and maintain liquor liability insurance coverage in the minimum amount of \$300,000 with no deductible, and must provide proof of insurance before OLCC will issue the license.

The insurance policy and the proof of insurance that you provide to OLCC must list all of the applicants for the license as being insured under the policy, must include the address of the insured business, and must list OLCC as the certificate holder for the policy.

We will accept an insurance certificate or ACORD form from your insurance agent as proof of insurance, provided that the certificate meets the requirements above, and clearly states the amount of liquor liability insurance provided under the policy.

**LOCAL GOVERNMENT RECOMMENDATION:** See the *Local Government Recommendation* section of the Guide.

**LAW ORIENTATION:** See the *Law Orientation* section of the Guide.

**SERVER EDUCATION:** This requirement must be met before a license is issued. Individual, sole proprietorship applicants must successfully complete an alcohol server education class. Corporate, LLC and limited partnership applicants must designate a person or persons to take and pass a server education class on behalf of the business entity. The designee must have the authority to set, implement or change the licensee's practices for selling and serving alcoholic beverages. If your designee changes, you must appoint a new one within 20 days and notify the OLCC in writing within 10 days after the appointment.

**SERVICE PERMIT:** Every person who serves or sells alcohol for consumption on a licensed premises, and any manager who supervises these people must have a valid service permit. Licensees who are not licensed as corporations, LLC's or limited partners do not need a service permit but must take and pass a server education class.

## **REQUIRED OLCC FORMS:**

**Applicants must fully and accurately complete and submit the following OLCC forms. Please refer to the Guide for information on completing the forms:**

- Liquor License Application
- Individual History (all individual applicants and managers; corporate officers, directors and major stockholders; all limited liability company members and managers; and, all limited and general partners)
- Statement of Funding
- Franchise Agreement Summary (if applicable)
- Corporate Questionnaire (if applying as a corporation)
- Limited Liability Questionnaire (if applying as an LLC)
- Limited Partnership Questionnaire (if applying as a limited partnership)
- Business Information
- Floor Plan Sketch (Refer to both sides of the form for instructions.)
- Written proposal for a F-COM (Refer to the form for instructions.)

## **DOCUMENTS APPLICANTS MUST PROVIDE (copies only):**

- Real estate and personal property (equipment, furnishings, etc.) leases
- Real estate and personal property purchase contracts
- Corporate applicants only: filed articles of incorporation, meeting minutes designating current officers, directors and stock holders, and a copy of the stock subscription agreement
- LLC applicants only: the LLC's operating agreement and filed articles of organization
- Limited partnership applicants only: copy of the Limited Partnership Agreement and a certificate of partnership **or** a letter of acknowledgement from the state of Oregon
- Franchisees only: Franchise Agreement
- Non-Oregon corporate, LLC and limited partnerships only: Filed authority to conduct business in Oregon
- Liquor Liability Insurance Certificate
- Menu showing lunch and/or dinner entrees
- Menu showing foods available at times other than lunch or dinner
- Equipment list to support food service proposal (examples include: stove, refrigerator, freezer, hood, microwave, etc.)

# **LIMITED ON-PREMISES SALES LICENSE (L)**

## **This license allows the holder to:**

- ✓ Sell malt beverages, wine and cider for consumption on the licensed premises.
- ✓ Sell kegs of malt beverages for off-premises consumption. No kegs may be sold from any area where the OLCC allows minors.
- ✓ Apply for an Off-Premises Sales license
- ✓ Sell malt beverages for consumption off the licensed premises in containers provided by the customer. The containers may not hold more than 2 gallons.
- ✓ Allows a patron to remove a partially consumed bottle of wine from the premises if the wine is served in conjunction with the patron's meal, the patron is not a minor and the patron is not visibly intoxicated.

## **May also allow the holder to:**

- ✓ Apply to serve the alcoholic beverages permitted by the license for on-premises consumption at temporary events at locations other than the licensed premises.
- ✓ Apply to serve alcoholic beverages for on-premises consumption at temporary events at locations other than the licensed premises and to provide catering at private events. Consult your designated OLCC representative for details and the required forms for each of these privileges.
- ✓ Deliver wine and malt beverages in factory-sealed containers to consumers on the same day a food and alcohol order is received. You must complete a Wine & Malt Beverage Delivery Privilege /Same-Day Delivery Notification form. To qualify for same-day delivery, the food portion of the order must account for at least 75% of the total cost of the order. Consult your designated OLCC representative for additional requirements about this privilege.

**ANNUAL FEE:** \$200 plus a \$2.60 server education fee.

**LIQUOR LIABILITY INSURANCE:** Every applicant must obtain and maintain liquor liability insurance coverage in the minimum amount of \$300,000 with no deductible, and must provide proof of insurance before OLCC will issue the license.

The insurance policy and the proof of insurance that you provide to OLCC must list all of the applicants for the license as being insured under the policy, must include the address of the insured business, and must list OLCC as the certificate holder for the policy.

We will accept an insurance certificate or ACORD form from your insurance agent as proof of insurance, provided that the certificate meets the requirements above, and clearly states the amount of liquor liability insurance provided under the policy.

**LOCAL GOVERNMENT RECOMMENDATION:** See the *Local Government Recommendation* section of the Guide.

**LAW ORIENTATION:** See the *Law Orientation* section of the Guide.

**SERVER EDUCATION:** This requirement must be met before a license is issued. Individual, sole proprietorship applicants must successfully complete an alcohol server education class. Corporate, LLC and limited partnership applicants must designate a person or persons to take and pass a server education class on behalf of the business entity. The designee must have the authority to set, implement or change the licensee's practices for selling and serving alcoholic beverages. If your designee changes, you must appoint a new one within 20 days and notify the OLCC in writing within 10 days of the appointment.

**SERVICE PERMIT:** Every person who serves or sells alcohol for consumption on a licensed premises, and any manager who supervises these people must have a valid service permit. Licensees who are not licensed as corporations, LLC's or limited partners do not need a service permit but must take and pass a server education class.

## **REQUIRED OLCC FORMS:**

**Applicants must fully and accurately complete and submit the following OLCC forms. Please refer to the Guide for information on completing the forms:**

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- Statement of Funding
- Franchise Agreement Summary (if applicable)
- Corporate Questionnaire (if applying as a corporation)
- Limited Liability Questionnaire (if applying as an LLC)
- Limited Partnership Questionnaire (if applying as a limited partnership)
- Business Information
- Floor Plan Sketch (Refer to both sides of the form for instructions.)

## **DOCUMENTS APPLICANTS MUST PROVIDE (copies only):**

- Real estate and personal property (equipment, furnishings, etc.) leases
- Real estate and personal property purchase contracts
- Corporate applicants only: filed articles of incorporation, meeting minutes designating current officers, directors and stock holders, and a copy of the stock subscription agreement

- LLC applicants only: the LLC's operating agreement and filed articles of organization
- Limited partnership applicants only: copy of the Limited Partnership Agreement and a certificate of partnership **or** a letter of acknowledgement from the state of Oregon
- Franchisees only: Franchise Agreement
- Non-Oregon corporate, LLC and limited partnerships only: filed authority to conduct business in Oregon
- Liquor Liability Insurance Certificate

Oregon Liquor Control Commission  
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