



LIQUOR LICENSE APPLICATION

Instructions

1. Complete and sign this application.
2. Combine this completed application with the other required application materials to make one application packet.
3. Submit the application packet to your local OLCC office.
4. Do not include any OLCC fees with your application packet (the license fee will be collected at a later time). When it's time to pay the license fee you must pay the full yearly fee for the current license year (the license fee will not be prorated). If you pay in the last quarter of your license year you must also pay the yearly fee for the next license year.

Identify the Applicant(s) Applying for the License(s)

Any individual person that is not part of an entity and any entity (like a corporation or limited liability company) that will own or control the business must be listed as an applicant. This includes:

- Any person or entity, other than an employee acting under the direction of the owner, that exercises control over, or is entitled to exercise control over, the business;
- Any person or entity, other than an employee acting under the direction of the owner, that incurs, or is entitled to incur, debt or similar obligations on behalf of the business;
- Any person or entity, other than an employee acting under the direction of the owner, that enters into, or is entitled to enter into, a contract or similar obligations on behalf of the business; or
- Any person or entity identified as the lessee of the premises proposed to be licensed.

Business Address

This is the street address of the location that will have the liquor license.

Applicant Signature(s)

- Each individual person listed in Section 2 (entity or individuals applying for the license) must sign the application.
- If an applicant in Section 2 is an entity (such as a corporation or limited liability company) at least one person who is authorized to sign for the entity must sign the application.
- A person with authority to sign on behalf of the applicant (such as the applicant's attorney or a person with power of attorney) may sign the application. The OLCC will likely require proof of such authority.



LIQUOR LICENSE APPLICATION

5. Trade Name of the Business (Name Customers Will See)			
6. Does the business address currently have an OLCC liquor license? <input type="checkbox"/> YES <input type="checkbox"/> NO			
7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input type="checkbox"/> NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your mail)			
City		State	Zip Code
9. Phone Number of the Business Location		10. Email Contact for this Application	
11. Contact Person for this Application			Phone Number
Contact Person's Mailing Address (if different)		City	State
			Zip Code

Please note that liquor license applications are public records. A copy of the application will be posted on the OLCC website for a period of several weeks.

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is **prohibited** on the licensed premises.

I attest that all answers on all forms, documents, and information provided to the OLCC are true and complete.

Applicant Signature(s)

- Each individual person listed as an applicant must sign the application.
- If an applicant is an entity, such as a corporation or LLC, at least one person who is authorized to sign for the entity must sign the application.
- A person with the authority to sign on behalf of the applicant (such as the applicant's attorney or a person with power of attorney) may sign the application. If a person other than an applicant signs the application, please provide proof of signature authority.

(Applicant#1)

(Applicant#2)

(Applicant#3)

(Applicant#4)



LIMITED LIABILITY COMPANY (LLC) QUESTIONNAIRE

FORM INSTRUCTIONS

Authority to do Business in Oregon

- Your LLC must be approved by the Oregon Secretary of State's office to do business in Oregon.
<https://sos.oregon.gov/Pages/index.aspx>

List Members of LLC

- List all Managing Members
- If there are 20 or more members, only those owning or controlling 10% or more of the membership need to be listed. You may include the information on a separate sheet.
- List the percentage of membership held by each member.
- If a member that owns or controls 10% or more of the membership is a legal entity, like a corporation or another LLC, that legal entity must also complete its own separate questionnaire.

Server Education Designee

- If you are applying for a liquor license that allows customers to drink alcohol at the business you must list a person to take an OLCC-approved Alcohol Server Education class for the corporation. This person must have the authority to set standards and policies for alcohol servers at your business.

Officer's Signature

- The form must be signed by a Managing Member listed on this form.

OREGON LIQUOR CONTROL COMMISSION
LIMITED LIABILITY COMPANY QUESTIONNAIRE



Please Print or Type

LLC Name: _____ Year Filed: _____

Trade Name (dba): _____

Business Location Address: _____

City: _____ ZIP Code: _____

List Members of LLC:

Percentage of Membership Interest:

1. _____
(managing member)

2. _____
(members)

3. _____

4. _____

5. _____

6. _____

(Note: If any LLC member is another legal entity, that entity must also complete an LLC, Limited Partnership or Corporation Questionnaire. If the LLC has officers, please list them on a separate sheet of paper with their titles.)

Server Education Designee: _____ DOB: _____

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

Signature: _____ Date: _____
(name) (title)



CORPORATION QUESTIONNAIRE

FORM INSTRUCTIONS

Authority to do Business in Oregon

- Your corporation must be approved by the Oregon Secretary of State's office to do business in Oregon. (<https://sos.oregon.gov/Pages/index.aspx>)

List Corporate Officers

- List the President; any Vice President with responsibility over the operation of the business; Secretary; and Treasurer

List Board of Directors

- List each Director who owns or controls 3% or more of the voting stock

List Stockholders

- If there are 20 or more stockholders, only those owning or controlling 10% or more of the issued stock need to be listed. You may include the information on a separate sheet.
- List the number (not percentage) of shares held by each stockholder.
- In the box labeled "Number of Stock Shares:" list the total number of shares issued, the total number of unissued shares, and the total shares the corporation is authorized to issue.
- If a stockholder that owns or controls 10% or more of the issued stock is a legal entity, like another corporation or limited liability company (LLC), that legal entity must also complete its own separate questionnaire.

Server Education Designee

- If you are applying for a liquor license that allows customers to drink alcohol at the business you must list a person to take an OLCC-approved Alcohol Server Education class for the corporation. This person must have the authority to set standards and policies for alcohol servers at your business.

Officer's Signature

- The form must be signed by one of the corporate officers listed on this form.



CORPORATION QUESTIONNAIRE

Please Print or Type

Corporation Name: _____ Year Incorporated: _____

Trade Name (dba): _____

Business Location Address: _____

City: _____ ZIP Code: _____

List Corporate Officers:

(NAME)	(TITLE)
_____	_____
_____	_____
_____	_____
_____	_____

List Board of Directors:

(NAME)

List Stockholders: Note: If any stockholder is another legal entity, that entity may also need to complete another Corporation Questionnaire. See Liquor License Application Guide for more information.

Stockholders:	Number of Shares Held:	Number of Stock Shares:
_____	_____	Issued: _____
_____	_____	Unissued: _____
_____	_____	Total shares authorized to issue: _____
_____	_____	

Server Education Designee: _____ DOB: _____

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

Officer's Signature: _____ Date: _____
(Name) (Title)



OREGON LIQUOR CONTROL 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 Entertainers
- Karaoke
- Coin-operated Games
- Video Lottery Machines
- Social Gaming
- Pool Tables
- Other: _____

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: _____ Other (explain): _____
Banquet: _____ 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: _____