

# REOPENING OREGON OLCC GUIDANCE



## APPLICATION FOR EXPANSION OF SERVICE AREA

### INSTRUCTIONS

#### Limited duration or intermittent expansion of premises

**First**—If you are applying to license an **OUTDOOR** area and the nature of the approval you received from the landowner (whether publicly or privately owned) for use of the outdoor area is for something less than full time use (not all days of the week or for 180 days or less):

- Read [OAR 845-005-0329\(3\)](#) if the outdoor area **is not** continuous with your current premises, or
- Read [OAR 845-005-0331\(3\)](#) if the area **is** continuous with your current premises.

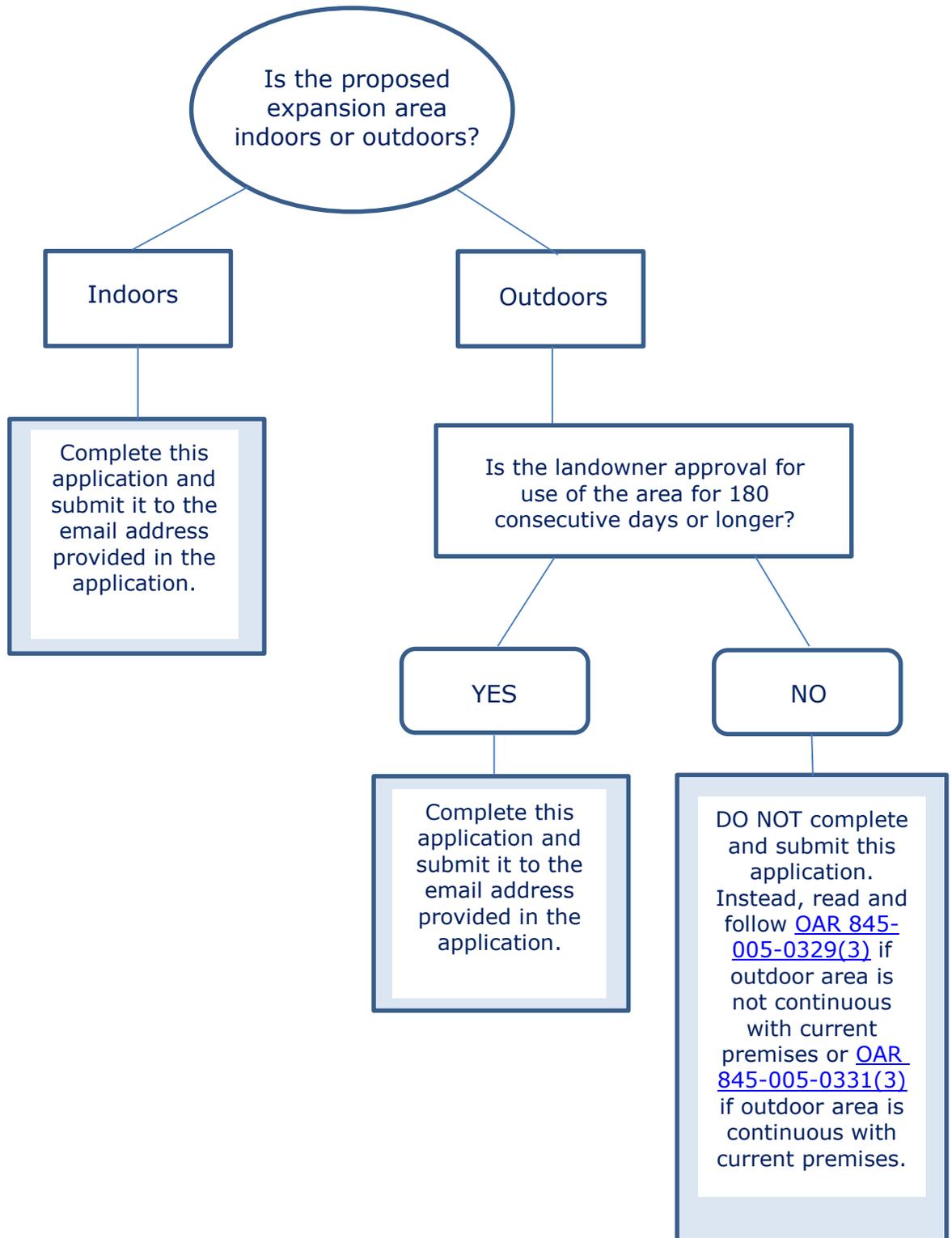
If you meet all the requirements in the rule that applies to the outdoor area you are proposing to use as a part of your licensed premises, **YOU DO NOT NEED TO SUBMIT THIS APPLICATION TO EXPAND THE SERVICE AREA**. Instead you must follow the requirements in the rule that applies to your outdoor area. Note that if the outdoor area is not abutting the licensed premises, in addition to all laws and rules that you must normally follow, you must also follow [OAR 845-006-0309](#).

#### On-going (permanent) expansion of premises

If you are applying to expand your premises to an **INDOOR area or for use of an outdoor area on a full-time basis** (the landowner approval is for more than 180 days and all days of the week), **YOU MUST COMPLETE THIS APPLICATION** and submit the application the email address provided on this document.

The following chart illustrates the path to follow based on the nature of the area you are seeking to expand into, which is driven by two key variables:

1. Whether the proposed area is indoor or outdoor
2. If outdoor, whether the landowner granted permission for use of the area on a limited basis or on a full-time and ongoing basis



This application **is only for businesses that:**

- Already hold an OLCC-issued license allowing the sale and service of alcoholic beverages for on-premises consumption (and/or off-premises consumption if licensee would like to conduct off-premises sales).
- Would like to sell and serve alcoholic beverages for on-premises or off-premises consumption in one or more areas that are not yet approved by the OLCC
- Reviewed the above instructions and determined that submission of this application is necessary based on the nature of the proposed expansion area (indoor or permanent use of outdoor area).
- Will follow the [Oregon Health Authority's \(OHA\) phase reopening guidance](#) for restaurants, bars, breweries, tasting rooms, and distilleries (scroll down to view applicable guidance for the Phase that your county is in).
- Has permission to occupy the area from the property owner (whether publicly or privately owned).
- If the Licensee of Record for this license wants to allow minors in the newly expanded area, it will ensure that either:
  - The primary activity in the expanded area is for patrons consuming food; or
  - If the primary activity in the expanded area is not solely for patrons consuming food, then to allow minors in the newly expanded area, it **MUST NOT** have a combination of several factors that would not be appropriate for minors, such as dim lighting and the conspicuous display of multiple alcohol signs, banners, and posters. If this is the case, the on-site service and consumption of alcoholic beverages may be the primary activity in the newly expanded area.

**FORM TO COMPLETE**

1. **Today's Date** \_\_\_\_\_
2. Identify a **Licensee of Record** (as shown on the OLCC license certificate; only one Licensee of Record needs to be listed)  
\_\_\_\_\_
3. Identify the **Business Trade Name** (as shown on the OLCC license certificate)  
\_\_\_\_\_
4. Identify the **Business Address** (street, city, and zip code as shown on the OLCC license certificate)  
\_\_\_\_\_
5. Name of person (printed) completing this form  
\_\_\_\_\_
6. Email contact  
\_\_\_\_\_
7. Phone number  
\_\_\_\_\_

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8. Draw or summarize in narrative form the approximate boundaries of the expanded area in relation to your current OLCC-licensed area. *This will be reviewed by Commission staff.*
- Include approximate basic dimensions.
  - Include the approximate number of tables and seating in the area.

9. Please check the appropriate box(es):

The area described in #8 above is **privately** owned and the Licensee of Record for this license has received permission from the land owner to occupy the area.

The area described in #8 above is **publicly** owned (e.g. a public sidewalk, public street, public park) and the Licensee of Record for this license has received permission from the local government that controls the public area to occupy the area.

## AFFIRM AND ATTEST

I affirm and attest that I am authorized by the Licensee of Record for this license to complete and submit this form to the OLCC. I further affirm and attest:

- The Licensee of Record for this license will follow the Oregon Health Authority's (OHA) phase reopening guidance for restaurants, bars, breweries, tasting rooms, and distilleries.
- Unless two or more licensees already share the current licensed premises, the Licensee of Record for this license will be the only OLCC-approved licensee in the area described in #8 above.
- If the new area is an outdoor area it will either:
  - Abut, adjoin, or share a border with an already OLCC-licensed building or outdoor area; or
  - If the new area does not abut, adjoin, or share a border with an already OLCC-licensed building or outdoor area, the licensee of record for this license will follow OAR 845-006-0309 available here: [OAR 845-006-0309](#).
- If the Licensee of Record for this license wants to allow minors in the newly expanded area, it will ensure that either:
  - The primary activity in the expanded area is for patrons consuming food; or
  - If the primary activity in the expanded area is not solely for patrons consuming food, then to allow minors in the newly expanded area, it **MUST NOT** have a combination of several factors that would not be appropriate for minors, such as dim lighting and the conspicuous display of multiple alcohol signs, banners, and posters. If this is the case, the on-site service and consumption of alcoholic beverages may be the primary activity in the newly expanded area.
- If the new area, whether outdoor or indoor, does not abut, adjoin, or share a border with an area already licensed by the OLCC, only licensee's staff may transport containers of alcoholic beverages between areas approved by the OLCC for on-premises consumption of alcoholic beverages (these containers may be open or closed).
- The Licensee of Record for this license is still responsible for following all OLCC laws and rules and following the requirements of other agencies (including federal, state, county, and city).

## SUBMIT YOUR APPLICATION

A licensee may apply to expand a service area even if the licensee is not yet in a county that has been approved by the Governor to reopen.

Submit your application to this email: [OLCC.Covid19-ReopenExtend@oregon.gov](mailto:OLCC.Covid19-ReopenExtend@oregon.gov)

**Note: If you are required to submit this application, due to the nature of the proposed expansion area, and you have not satisfied all the requirements in this application, you do NOT have permission to start using the new expansion area. If you have questions about the requirements for starting operations outlined in this application, contact your local liquor inspector prior to operating in the new area.**

## QUESTIONS?

- OLCC offices are **open only by APPOINTMENT**.
- Find your local OLCC office here: [OLCC offices & the counties they serve](#)