

# COVID-19: FAST-TRACK TEMPORARY AUTHORITY TO OPERATE - OFF-PREMISES SALES

## APPLICATION PACKET INSTRUCTIONS

In order to be eligible for the OLCC's fast-track (auto) temporary authority to operate (ATO) process for the Off-Premises Sales license, you **MUST** meet both of the following conditions:

1. You currently hold a Limited or a Full On-premises Sales license at the address where you are requesting the temporary ATO for the Off-Premises license; AND
2. You did NOT previously receive a temporary authority to operate at the address where you are requesting the temporary ATO for the Off-Premises Sales license.

If you meet both of the conditions above fill out the documents in this application packet, which includes:

1. Liquor license application (check the Off-Premises Sales License box). Also, the applicant(s) for the license must match the licensee information for your Full or Limited On-Premises Sales license at the same location.
2. Entity questionnaire. Complete an entity questionnaire only if you are operating your licensed business as an entity. Again, the entity information submitted for the Off-Premises Sales license must match the licensee information for the Full or Limited On-Premises Sales license at the same location.
3. Business Information Form. Please fill this out as it relates to your planned operation with the Off-Premises Sales license.

Email the **COMPLETED** PDF packet to: [olcc.covid19\\_alcoholtemp@oregon.gov](mailto:olcc.covid19_alcoholtemp@oregon.gov)

Upon submission of your emailed application to the above email address, you will receive an automatic reply providing temporary authority to operate with the privileges of the Off-Premises Sales license and instructions for posting the temporary authority in your business. Again, **THIS IS NOT A LICENSE. YOU WILL NEED TO WORK WITH AN INVESTIGATOR TO COMPLETE ALL REQUIRED STEPS FOR LICENSE ISSUANCE.**

## QUESTIONS OR CONCERNS

Please contact Liquor Licensing at [olcc.liquorlicenseapplication@oregon.gov](mailto:olcc.liquorlicenseapplication@oregon.gov)



OREGON LIQUOR CONTROL COMMISSION

# LIQUOR LICENSE APPLICATION

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## 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): these are individuals and entities that will become Licensees of Record (named on the license certificate)**

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

- Any individual 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 individual 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 individual 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 individual or entity identified as the lessee of the premises proposed to be licensed.

***Please review [OAR 845-005-0311](#) to confirm that all individuals (sole proprietors) or entities with an ownership interest (other than a waivable ownership interest, per OAR 845-005-0311[6]) in the business have been identified as license applicants on this document.*** Above the signature line for this application, you will be required to attest to the fact that all individuals (sole proprietors) or entities with an ownership interest are listed as applicants for the license. If you have a question about whether an individual or entity needs to be listed as an applicant for the license, discuss this with the OLCC staff person assigned to your application.

### **Business Address**

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

### **Applicant Signature(s)**

- Each individual 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 individual who is authorized to sign for the entity must sign the application.
- An individual with authority to sign on behalf of the applicant (such as the applicant's attorney or an individual with power of attorney) may sign the application. The OLCC will likely require proof of such authority. Attorneys signing on behalf of their applicant clients may provide the state of bar licensure and bar number in lieu of providing written proof of their authority to sign on behalf of the applicant. ***Please note that applicants are responsible for all information provided on this form, even if an individual with signing authority signs on behalf of the applicant.***

**LIQUOR LICENSE APPLICATION****PRINT FORM****RESET FORM**

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1 <sup>st</sup> Location	Date application received and/or date stamp:
Brewery Additional location (2 <sup>nd</sup> ) <input type="checkbox"/> (3 <sup>rd</sup> ) <input type="checkbox"/>	Name of City or County:
<input type="checkbox"/> Brewery-Public House (BPH) 1 <sup>st</sup> location	Recommends this license be:
BPH Additional location (2 <sup>nd</sup> ) <input type="checkbox"/> (3 <sup>rd</sup> ) <input type="checkbox"/>	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Distillery	By: _____
<input type="checkbox"/> Full On-Premises, Commercial	Date: _____
<input type="checkbox"/> Full On-Premises, Caterer	
<input type="checkbox"/> Full On-Premises, Passenger Carrier	
<input type="checkbox"/> Full On-Premises, Other Public Location	
<input type="checkbox"/> Full On-Premises, For Profit Private Club	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	
<input type="checkbox"/> Grower Sales Privilege (GSP) 1 <sup>st</sup> location	
GSP Additional location (2 <sup>nd</sup> ) <input type="checkbox"/> (3 <sup>rd</sup> ) <input type="checkbox"/>	<b>OLCC USE ONLY</b>
<input type="checkbox"/> Limited On-Premises	Date application received: _____
<input type="checkbox"/> Off-Premises	Date application accepted: _____
<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1 <sup>st</sup> Location	License Action(s):
Winery Additional location (2 <sup>nd</sup> ) <input type="checkbox"/> (3 <sup>rd</sup> ) <input type="checkbox"/> (4 <sup>th</sup> ) <input type="checkbox"/> (5 <sup>th</sup> ) <input type="checkbox"/>	

2. Identify the applicant(s) applying for the license(s). **ENTITY (example: corporation or LLC) or INDIVIDUAL(S)<sup>1</sup>** applying for the license(s):

App #1: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #2: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #3: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #4: NAME OF ENTITY OR INDIVIDUAL APPLICANT

<b>3. Trade Name of the Business (Name Customers Will See)</b>		
<b>4. Business Address (Number and Street Address of the Location that will have the liquor license)</b>		
City	County	Zip Code

<sup>1</sup> Read the instructions on page 1 **carefully**. If an entity is applying for the license, list the name of the entity as an applicant. If an individual is applying as a sole proprietor (no entity), list the individual as an applicant.



# 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 license certificate, renewal application and other mailings as described in <a href="#">OAR 845-004-0065[1]</a> .)			
City		State	Zip Code
9. Phone Number of the Business Location		10. Email Contact for this Application and for the Business	
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.

**ATTESTATION: \*\*READ CAREFULLY AND MAKE SURE YOU UNDERSTAND BEFORE SIGNING THIS FORM\*\***

I understand that marijuana is **prohibited** on the licensed premises. This includes marijuana use, consumption, ingestion, inhalation, samples, give-away, sale, etc. I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application are true and complete.

I affirm that I have read [OAR 845-005-0311](#) and all individuals (sole proprietors) or entities with an ownership interest (other than waivable ownership interest per OAR 845-005-0311[6]) are listed as license applicants in #2 above. I understand that failure to list an individual or entity who has an unwaivable ownership interest in the business may result in denial of my license or the OLCC taking action against my license in the event that an undisclosed ownership interest is discovered after license issuance.

**Applicant(s) Signature**

- Each individual (sole proprietor) listed as an applicant must sign the application below.
- 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 the application.
- An individual with the authority to sign on behalf of the applicant (such as the applicant's attorney or an individual with power of attorney) may sign the application. If an individual other than an applicant signs the application, please provide written proof of signature authority. Attorneys signing on behalf of applicants may list the state of bar licensure and bar number in lieu of written proof of authority from an applicant. **Applicants are still responsible for all information on this form.**

App. #1: (PRINT NAME)	App #1: (SIGNATURE)	App #1: Signature Date	Atty. Bar Information (if applicable)
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App. #2: (PRINT NAME)	App #2: (SIGNATURE)	App #2: Signature Date	Atty. Bar Information (if applicable)
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App. #3: (PRINT NAME)	App #3: (SIGNATURE)	App #3: Signature Date	Atty. Bar Information (if applicable)
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App. #4: (PRINT NAME)	App #4: (SIGNATURE)	App #4: Signature Date	Atty. Bar Information (if applicable)
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**Oregon Liquor Control Commission (OLCC)  
LIMITED LIABILITY COMPANY (LLC)  
FORM INSTRUCTIONS**

**Definitions**

- “Manager-Managed LLC” means an LLC where one or more individuals or entities have the responsibility to run the LLC, and as such, have been named as a “managing member.”
- “Managing member” means an individual or entity who has been named to run a manager-managed LLC.
  - A managing member is not required to own or hold membership in the LLC.
  - A manager of the business is not required to be a member or managing member of the LLC.
- “Member-Managed LLC” means an LLC where all members have the responsibility to run the LLC, and as such, no managing member has been named.
- “Member” means an individual or entity who owns membership in the LLC.
- “Entity” means an association, corporation, limited liability company, partnership, trust, or any similar entity that has legal standing under the laws of Oregon or another state within the United States.
- “Individual” means an individual human being.

**When does the OLCC require this form to be submitted?**

- The LLC is listed as an applicant in the “Entity or Individuals applying for the license” section of the Liquor License Application form;
- The LLC has 10% or more ownership in an entity applicant listed in the “Entity or Individuals applying for the license” section of the Liquor License Application;
- The OLCC believes obtaining this information may help the OLCC in its investigation.

	Manager-Managed LLC	Member-Managed LLC
Registered with the Oregon Secretary of State (SOS)	Must be registered if the LLC is an applicant in the “Entity or Individuals applying for the license” section of the Liquor License Application form	Must be registered if the LLC is an applicant in the “Entity or Individuals applying for the license” section of the Liquor License Application form
This section for <b><i>ONLY</i></b> a manager-managed LLC	Must complete this section. <ul style="list-style-type: none"><li>• List <b><i>all</i></b> managing members (may be one or more individuals or entities)</li><li>• Each individual listed as a managing member <b><i>must</i></b> submit an Individual History form.</li></ul>	Not Applicable.
This section for <b><i>BOTH</i></b> a manager-managed and a member-managed LLC	Must complete this section. <ul style="list-style-type: none"><li>• List <b><i>all</i></b> members with 10% or more membership (may be one or more individuals or entities).</li><li>• Each individual listed as a member <b><i>must</i></b> submit an Individual History form.</li></ul>	
Officers	<ul style="list-style-type: none"><li>• An LLC with no officers should skip this section.</li><li>• An LLC with the following officers must complete this section: president, secretary, treasurer, and vice president (with responsibility over the operation of the business).</li><li>• Each individual listed as a listed officer <b><i>must</i></b> submit an Individual History form.</li></ul>	
Server Education Designee	<ul style="list-style-type: none"><li>• If the application is for a liquor license that allows customers to consume alcohol at the business, an individual must be listed who has completed, or will complete, an OLCC approved Alcohol Server Education class, and has passed the test. This individual must have the authority to set standards and policies for alcohol servers at the business.</li><li>• If the application is not for a liquor license that allows customers to consume alcohol at the business, this section may be left blank.</li></ul>	
Signature	One of the listed members or managing members must sign and date this form.	

**LIMITED LIABILITY COMPANY (LLC) QUESTIONNAIRE**

LLC Name \_\_\_\_\_

Trade Name of Business (Name Customers Will See) \_\_\_\_\_

The LLC named in this document is a (see page 1 for definitions): \_\_\_\_\_ Manager-Managed LLC \_\_\_\_\_ Member-Managed LLC

**This section is ONLY for a manager-managed LLC.** (Directions on page 1. You may include information on a separate sheet.)

Name of Managing Member (please print)	Name of Managing Member (please print)

**This section is for BOTH a manager-managed LLC and a member-managed LLC.** (Directions on page 1. You may include information on a separate sheet.)

Name of Member (please print)	Percentage of issued membership held

**This section is ONLY for an LLC with the listed officers.** (Directions on page 1. You may include information on a separate sheet.)

Title	Name (please print)
President	
Secretary	
Treasurer	
Vice president with responsibility over the operation of the business	

**SERVER EDUCATION DESIGNEE** (Directions on page 1)

Name (please print)	Date of Birth

**SIGNATURE** (Directions on page 1)

NAME of Signing Person (please type or print) \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE of signing person (may electronically sign) \_\_\_\_\_ DATE \_\_\_\_\_**This box for OLCC use ONLY**

Only for an applicant of record: SOS Number \_\_\_\_\_ Current at time of issuing license (yes/no) \_\_\_\_\_

Does the entity hold, or has it ever held, an OLCC-issued liquor license? \_\_\_\_\_

**Oregon Liquor Control Commission (OLCC)  
CORPORATE QUESTIONNAIRE  
FORM INSTRUCTIONS**

**Definitions**

- “Corporation” means a corporation for profit that is incorporated under the laws of Oregon.
- “Foreign Corporation” means a corporation for profit that is incorporated under laws other than the laws of Oregon.
- “Entity” means an association, corporation, limited liability company, partnership, trust, or any similar entity that has legal standing under the laws of Oregon or another state within the United States.
- “Individual” means an individual human being.

**When does the OLCC require this form to be submitted?**

- The corporation or foreign corporation is listed as an applicant in the “Entity or Individuals applying for the license” section of the Liquor License Application form;
- The corporation or foreign corporation has 10% or more ownership in an entity applicant listed in the “Entity or Individuals applying for the license” section of the Liquor License Application form;
- The OLCC believes obtaining this information may help the OLCC in its investigation.

	<ul style="list-style-type: none"> <li>• All corporations; and</li> <li>• All foreign corporations who <b><u>are</u></b> listed as an applicant in the “Entity or Individuals applying for the license” section of the Liquor License Application form.</li> </ul>	All foreign corporations who are <b><u>not</u></b> listed as an applicant in the “Entity or Individuals applying for the license” section of the Liquor License Application form.
Registered with the Oregon Secretary of State (SOS)	Must be registered in Oregon with the Oregon Secretary of State.	The OLCC does not require registration in Oregon with the Oregon Secretary of State.
Officers	<ul style="list-style-type: none"> <li>• <b><u>MUST</u></b> list at least a president and secretary.</li> <li>• If it has them, it must also list a treasurer and any vice president with responsibility over the operation of the business.</li> <li>• Each individual listed in this section <b><u>must</u></b> submit an Individual History form.</li> </ul>	<ul style="list-style-type: none"> <li>• If it has them, must list a president, secretary, treasurer and any vice president with responsibility over the operation of the business.</li> <li>• Each individual listed in this section <b><u>must</u></b> submit an Individual History form.</li> </ul>
Directors	<ul style="list-style-type: none"> <li>• <b><u>MUST</u></b> list at least one director, and if more than one, must list all directors.</li> <li>• Each individual listed in this section <b><u>must</u></b> submit an Individual History form.</li> </ul>	<ul style="list-style-type: none"> <li>• If it has them, must list all directors.</li> <li>• Each individual listed in this section <b><u>must</u></b> submit an Individual History form.</li> </ul>
Shareholders	<ul style="list-style-type: none"> <li>• Must have issued at least one share of stock.</li> <li>• Must list all shareholders (individuals and entities) holding 10% or more of the issued stock.</li> <li>• Each individual holding 10% or more of the issued stock <b><u>must</u></b> submit an Individual History form.</li> </ul>	
Server Education Designee	<ul style="list-style-type: none"> <li>• If the application is for a liquor license that allows customers to consume alcohol at the business, an individual must be listed who has completed, or will complete, an OLCC approved Alcohol Server Education class, and has passed the test. This individual must have the authority to set standards and policies for alcohol servers at the business.</li> <li>• If the application is not for a liquor license that allows customers to consume alcohol at the business, this section may be left blank.</li> </ul>	
Officer's Signature	<ul style="list-style-type: none"> <li>• In the “<b>Officer's Signature</b>” section of this document, one of the officers listed in the “<b>List Officers</b>” section must sign this form.</li> </ul>	



Oregon Liquor Control Commission  
**CORPORATE QUESTIONNAIRE**

Corporation or Foreign Corporation Name \_\_\_\_\_

Trade Name of Business (Name Customers Will See) \_\_\_\_\_

**LIST OFFICERS** (Please follow directions on page 1. You may include information on a separate sheet.)

Title	Name (please print)
President (if required)	
Secretary (if required)	
Treasurer (list only if have one)	
Vice president with responsibility over the operation of the business (list only if have one)	

**LIST BOARD OF DIRECTORS** (Please follow directions on page 1. You may include information on a separate sheet.)

Name (please print)	Name (please print)

**LIST SHAREHOLDERS** (Please follow directions on page 1. You may include information on a separate sheet.)

Name (please print)	Percentage of issued shares held

**SERVER EDUCATION DESIGNEE** (Please follow directions on page 1)

Name (please print)	Date of Birth

**OFFICER'S SIGNATURE** (Please follow directions on page 1)

NAME of Signing Officer (please type or print) \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE of signing officer (may electronically sign) DATE \_\_\_\_\_

**This box OLCC use ONLY**

Only for an applicant of record: SOS Number \_\_\_\_\_ Current at the time of issuing the license (yes/no) \_\_\_\_\_

Does the entity hold, or has it ever held, an OLCC-issued liquor license? \_\_\_\_\_





# 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:

- |  |   |
|--|---|
| <input type="checkbox"/> Live Music        | <input type="checkbox"/> Karaoke                |
| <input type="checkbox"/> Recorded Music    | <input type="checkbox"/> Coin-operated Games    |
| <input type="checkbox"/> DJ Music          | <input type="checkbox"/> Video Lottery Machines |
| <input type="checkbox"/> Dancing           | <input type="checkbox"/> Social Gaming          |
| <input type="checkbox"/> Nude Entertainers | <input type="checkbox"/> Pool Tables            |
|  | <input type="checkbox"/> 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: \_\_\_\_\_

**1-800-452-OLCC (6522)**

[www.oregon.gov/olcc](http://www.oregon.gov/olcc)

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