



OREGON LIQUOR CONTROL COMMISSION

Alterations to a Licensed Premises

The following changes must be **APPROVED** by the OLCC **before** changes are made

What is this form?

Complete this form if you are making physical changes that require the installation of additional video surveillance cameras or a change in the security system and/or you are sealing off, creating or relocating common entryways, doorways, passages or other such means of public ingress or egress, when such common entryway, doorway or passage alters or changes limited access areas. This may include areas where cultivation, harvesting, processing, or the sale of marijuana items occur within the licensed premises.

Submit your request via email to: marijuana.licensing@oregon.gov

Section 1 – Licensee Information

License Number:		Request Date:	
Licensee:			
Trade Name:			
Premises Address:			
Person Requesting:		Position/Title:	
Contact number:		Email:	

Section 2 – Documentation

Submit the items below:

- A detailed written explanation of changes being made
- A sketch of your revised proposed premises that includes:
 - The location of your property relative to surrounding properties or landmarks.
 - The location of any residences on the property.
 - Location and dimensions for all fences and structures.
 - A clear line showing the boundary of your proposed licensed area and the boundary of your limited access area as defined in OAR 845-025-1015(29).
 - The locations of all cameras, assigning each camera a number.
 - The location of your surveillance room/area as required by OAR 845-025-1460(1).
- Floor plans for all enclosed areas with clear identification of walls, partitions, counters, windows, and all areas of ingress and egress
- If there is any change in the operating and security plan for your business, complete Section 3 of this form.



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Section 3 – Operating and Security Plan

The Commission has set minimum standards for the security of a licensed recreational marijuana premises. Licensees are responsible for the security of all marijuana items on the premises and those in transit on behalf of the licensee.

The questions below collect basic information to determine the compliance of security in place at your proposed premises. Adherence to the below requirements does not release a licensee from the responsibility to maintain the security of marijuana items.

OAR 845-025-1405 allows any licensee or applicant to request a waiver of any of the security requirements described in OAR 845-025-1400 to 845-025-1470. A “No” answer to the security requirements as specifically identified in the relevant section below **must** be accompanied by a security waiver request documenting the specific rule to be waived and a proposed alternative to meeting that goal. Waiver requests are subject to approval by the Commission and may be denied. Broad requests to waive all of the security requests will be denied. You must propose an alternate method to meeting the goal of the requirement to be waived.

You can find the full text of the Marijuana Division administrative rules at <http://marijuana.oregon.gov>

Yes	No	3.1 Premises Access	
1.	<input type="checkbox"/>	<input type="checkbox"/>	Will all external doors and gates be secured by commercial locks rated to ANSI grade 1 or similar standards and will materials be available on-site for inspection to verify the security rating?
2.	<input type="checkbox"/>	<input type="checkbox"/>	Producers, Processors, Wholesalers, Laboratories: When not operating, will all usable marijuana, harvested plants, and finished product be stored indoors on the licensed premises in a secure area with all entries secured with a steel door in a steel frame and commercial locks? Retailers: Will the premises use vaults and/or safes to store all marijuana items, including immature plants, on the premises when the premises is closed?
3.	<input type="checkbox"/>	<input type="checkbox"/>	When not operating, will all exterior doors, windows, or other points of ingress/egress be locked?
Yes	No	3.2 Premises Alarm & Monitoring	
4.	<input type="checkbox"/>	<input type="checkbox"/>	Will the premises have an authorized representative such as an employee, owner, or contracted security professional on the premises (not in a residence or outside the premises) at all times when not in operation? If the answer to this item (4) is yes, then you are allowed to answer no to items 5-7 without requesting a waiver.
5.	<input type="checkbox"/>	<input type="checkbox"/>	Will the premises have an alarm system programmed to activate upon unauthorized breach of any door, window, or other point of entry?
6.	<input type="checkbox"/>	<input type="checkbox"/>	Is the alarm system capable of detecting unauthorized access to any portion of the premises, including any unenclosed portion of an outdoor production operation?
7.	<input type="checkbox"/>	<input type="checkbox"/>	Does the alarm system provide notification to an authorized representative in the event of any unauthorized entry to any portion of the premises?



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Yes	No	3.2 Premises Alarm & Monitoring (continued)
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8. Yes No Does the alarm system provide a mechanism to contact law enforcement by one or more of the following methods? (Indicate all that apply.)
- At least two “panic buttons” are installed on the premises that can trigger the alarm system and immediately notify a security company or law enforcement.
 - Mobile “panic buttons” are carried by all license representatives on the premises that can trigger the alarm system and immediately notify a security company or law enforcement.
 - An operational landline telephone is present at all times within the limited access area that is capable of contacting security or law enforcement.

3.3 Transportation

Your license type will allow you to transport marijuana, but may not allow you to transport all types of marijuana to all types of licensees. Even if you do not plan to exercise this privilege, you must acknowledge the following:

9. I acknowledge the following statements below:

- All marijuana must be transported to another licensed premises only pursuant to a valid transfer manifest recorded in the Cannabis Tracking System (CTS);
- Any person transporting marijuana on behalf of a licensee must have a valid Driver License and a Marijuana Worker Permit. In addition that person must be recorded as an employee in CTS and as the person responsible on the Transfer Manifest.
- Any vehicle used in the transport of marijuana items must be equipped with a functioning car alarm system;
- Marijuana items in transit between premises must be stored in a locked, enclosed area inside the vehicle and marijuana items must not be visible from the vehicle exterior.

Yes	No	3.4 Video Surveillance
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10. Yes No Is the premises equipped with a video surveillance system?
11. Yes No Do cameras cover all areas where any marijuana items (including plants and waste) will be present at any time including pathways where product will be moved, without any “blind spots”?
12. Yes No Do cameras cover all areas within 15 feet of all points of entry/exit from the licensed premises in all directions?
13. Yes No Do all cameras record continuously 24 hours a day at a resolution of 1280 x 720 pixels or better in all lighting conditions?
14. Yes No Do all cameras covering areas where marijuana items will be present and all cameras covering the surveillance area record at a minimum of 10 frames per second?



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Yes		No	3.4 Video Surveillance (continued)
15.	<input type="checkbox"/>	<input type="checkbox"/>	Do all cameras covering exterior non-limited access areas record at a minimum of 5 frames per second?
16.	<input type="checkbox"/>	<input type="checkbox"/>	Is the surveillance system in a dedicated room or a dedicated enclosure on the premises and clearly identified on your submitted floor plan?
17.	<input type="checkbox"/>	<input type="checkbox"/>	Does the surveillance room contain a list of personnel authorized to access the surveillance system?
18.	<input type="checkbox"/>	<input type="checkbox"/>	Will you keep a log of all maintenance activity for the surveillance equipment including name of the individual, date and time of access, and reason for access?
19.	<input type="checkbox"/>	<input type="checkbox"/>	Does the surveillance system on the premises include a monitor capable of viewing video from any camera, a digital archiving device, and a printer?
20.	<input type="checkbox"/>	<input type="checkbox"/>	Does the surveillance system have a backup battery that will provide at least one hour of continuous recording in the event of any power failure?
21.	<input type="checkbox"/>	<input type="checkbox"/>	Does an authorized representative receive immediate notification within one hour of the failure of any security camera or portion of the surveillance system?
22.	<input type="checkbox"/>	<input type="checkbox"/>	In addition to the on-site storage of camera recordings, is the recording of the surveillance area continuously backed-up to a secure, off-site location?
23.	<input type="checkbox"/>	<input type="checkbox"/>	Are all required recordings kept for 90 days with a method to store video longer than 90 days if requested?; AND Will all recordings of the surveillance area be backed up in real time to an offsite location and stored for at least 30 days?
24.	<input type="checkbox"/>	<input type="checkbox"/>	Do you understand that: If you intend to stop recording any area because marijuana items will not be present in that area due to a seasonal closure or prolonged inactivity, You must first submit a seasonal camera shutdown request form; AND That request must be approved by the OLCC prior to deactivating any cameras; AND Prior to bringing any marijuana items back into those areas, you must first resume recording?



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IF YOU ARE NOT A PRODUCER, SKIP THIS PAGE

3.5 Producer Public Access

In addition to the security requirements of all recreational licensed premises, a producer licensee must effectively prevent public access to all areas of the licensed premises. The licensed premises includes indoor areas used in the production of marijuana, outdoor areas used for cultivation, and **any outdoor areas where product may be temporarily while moving between other areas of the premises.**

This means that if you are applying for an indoor Producer license, but you are using multiple areas or structures separated by outdoor areas, you must prevent public access to those outdoor areas in addition to preventing public access to the enclosed indoor areas of your premises.

Select ONE of the options below:

25.

Fully fenced premises

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- All portions of the premises are enclosed by a fence or wall at least 6 feet high, including all exterior pathways to any indoor areas and any non-rigid structures such as hoop houses; AND
 - The fence or wall is constructed of a series of rigid wooden or metal posts securely anchored to the ground and a woven or welded wire mesh such as “chain-link” fencing or by a solid, rigid barrier, such as wooden fencing planks or similar material.

Fully indoor premises

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- All portions of the premises are enclosed within a solid, permanent structure.

Partially enclosed premises

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- All areas where live marijuana plants will be cultivated are located within an area enclosed by a fence or wall at least 6 feet high or within a solid, permanent structure; AND
 - Marijuana items present in any area of the premises that is not enclosed by a fence or structure will only be in those areas while being moved between enclosed secure areas and will at all times be in the possession of a licensee representative.

If you are applying for an indoor producer license, but have multiple unconnected buildings that you will move marijuana between, you may select this option. Your premises boundary documentation will need to include the outdoor areas you will move marijuana through. You may not have multiple disconnected licensed premises under a single license. Your premises must be one contiguous area and include all indoor and outdoor areas you will use in exercise of your Producer license.

Other methods

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- I am applying for a Producer license and am proposing to utilize methods other than fencing or a solid, permanent structure to prevent access to all areas of production. I have attached a detailed security plan that includes the specific actions and methods I will use to prevent public access to the premises and I am requesting the approval of this plan by the OLCC. I recognize that this plan is subject to approval and this request may add additional processing time to my license application.

NOTE: Stating that the proposed premises is “remote” is not on its own a specific action or method to prevent access.