



OREGON LIQUOR & CANNABIS COMMISSION

Alterations to a Licensed Premises

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 includes all areas where marijuana items are present or being processed within the licensed premises. Please see OAR [845-025-1175](#) for details around the process of altering your license premises. **All proposed changes must be APPROVED by the OLCC before changes are made and implemented.*

Submit your request via email to: OLCC.MarijuanaAssignments@oregon.gov

Section 1 - License Information

*License Number(s):		License Type(s):	
<i>*Include license numbers for all licenses under identical ownership and at same physical address.</i>			
Date of Request:		Targeted Completion :	
Licensee of Record:			
Trade Name:			
Premises Address:			
Person Requesting:		Position/Title:	
Contact number:		Email:	
<p>Is the person making the request a Licensee or an Authorized Representative: Yes: No: If "no", please complete and submit the License Representative Authorization form with this request.</p>			

Section 2 - Updated Premises Maps

Provide updated maps/floor plans showing the proposed changes.

For every building (to include greenhouses) and/or building level that is part of your licensed premises, submit a floor plan that shows the following:

- All doors (or other points of ingress or egress), walls, partitions, counters, and windows;
- The location of your surveillance room/area which holds your DVR/NVR system; and
- The location of all cameras, assigning each camera a number or other unique identifier such as a name exclusive to that camera
- A clear designation of the limited access area boundary within the building.

If a building has multiple floors, submit a floor plan for each floor even if the additional floors will not be used as part of the marijuana business. These can be labelled as not part of the licensed premises.

A complete list of our map requirements can be found via the following link: [Premises Map Instructions](#)



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Section 3 - Explanation of Changes

Please include a written, detailed explanation of the changes requested below (attach a separate sheet if needed). Ensure that the proposed changes fall within the rules outlined in OAR 845-025-1400 through OAR 845-025-1470. You can find the full text of the Recreational Marijuana Division administrative rules at the link provided [here](#).

Section 4 - Acknowledgement

By signing below, you acknowledge the following:

- I attest that I am entitled to act on behalf of the Licensee of Record that is referenced in Section 1 of this document.
- No changes, as described in [OAR 845-025-1175\(6\)](#), will be made to the licensed premises until I receive confirmation from a commission employee that I may proceed with the requested change.
- I understand that if the Commission approves the change, the Commission may require a site inspection of the changed area(s) and a modification of the security plan prior to exercising any license privileges.
- My licensed premises will conform to OAR 845-025-1400 through OAR 845-025-1470, or I have submitted a [Marijuana Security Waiver Request](#) in addition to this change request.
- If the alteration is not completed by the "Targeted Completion" date listed in Section 1, then I will contact OLCC or my assigned inspector, and provide a revised completion date.

Printed Name:

Signature:

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