



## OREGON LIQUOR CONTROL COMMISSION

# Laboratory Premises Map Instructions

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There are several specific details that must be included on your boundary sketch and floor plan in order for it to be considered complete. If any of the details listed below are missing, your investigator will contact you to request a revised map.

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### **Premises Boundary**

Make an aerial image of the property where your premises is located (for example, from an online mapping tool). Draw a line around your licensed area, and label this line "Premises Boundary".

- If your premises is a single building, draw the line around the building.
  - If your premises is a single suite within a building, draw the line around the approximate footprint of your suite.
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### **Residences**

Clearly label all residences that are located on the same tax lot as your licensed premises.

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### **Floor Plan(s)**

Submit a floor plan for your premises that shows the following:

- All doors (or other points of ingress or egress), walls, partitions, counters, and windows;
- The location of all cameras, assigning each camera a number or other unique identifier; and
- A clear designation of the limited access area boundary within the building.

If your premises has multiple floors, submit a floor plan for each floor.

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### **Limited Access Area Boundary**

On your floor plan, draw a line around the boundary of your "limited access area" as that term is defined in OAR 845-025-1015(41). This should include every part of your premises which will ever contain marijuana, even if only briefly or while in transit. It is important to label this specifically as "limited access area" because that term has a very specific definition in rule; using similar words like "restricted" or "restricted access" is not sufficient.

In general, you should have a single contiguous limited access area. You should not have more than one limited access area, unless your surveillance room/area is not contiguous with the rest of the limited access area and will never contain marijuana (in which case the surveillance room/area may comprise a second limited access area).

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### **Numbered (or Uniquely Identified) Cameras**

You must show the location of all cameras that are part of your surveillance system, and assign each camera a number or other unique identifier such as a name.

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### **Surveillance Room/Area**

You must label the location of your "surveillance room" or "surveillance area". This is the room or enclosure where your DVR(s)/NVR(s) and video monitor(s) are located.

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