



## OREGON LIQUOR CONTROL COMMISSION

# Marijuana Premises Map Instructions

---

### What is this form?

All applications for a recreational marijuana license must include documentation showing the proposed area to be licensed. Depending on your license type, you may be required to identify specific areas and boundaries within your licensed premises. This document provides specific instructions and examples on what must be included on your maps and floorplans. If your documentation is unclear or does not include all required information, your License Investigator will inform you of what additional information is needed. If you do not provide the additional information that is needed upon request, your application may be considered incomplete and may be inactivated until the necessary information is submitted.

The OLCC cannot license any location that does not have defined boundaries. This means your application must include clear, defined boundaries for the area to be licensed and your physical premises must be clearly separated from areas that are not licensed. Any area to be licensed must be contiguous.

### What do I need to include?

Your documentation for the premises must include:

- **A map of the tax lot or lots where the proposed premises will be located.**

Tax lot maps can be obtained from your County Assessor's office or your local planning and zoning department. Your map must clearly identify on which tax lot or lots your premises will be located.

- **An aerial map showing the boundaries of the proposed premises.**

Aerial maps may be obtained from a number of online mapping tools. Your map should clearly identify the area to be licensed. For a licensee located within a building, identify the building or portion of the building that will be used in the licensed activity. If your license will not occupy the entire building, you must identify the portions of the building that will be licensed. For a premises with an outdoor area, identify the specific boundaries of the premises and how it will be separated from unlicensed areas.

- **A scaled premises diagram**

This is only required for a license that will include an outdoor area. For a license with any outdoor areas, your premises diagram will need to include a diagram showing:

- The boundaries of the proposed licensed area, with dimensions
- Any structures within the licensed area, with dimensions and labels, including any fences or other barriers used to prevent public access and all entry points to the premises and any structures.
- The area(s) of any outdoor canopy area where mature marijuana items will be present, with dimensions and total square footage of each area. No above-ground portion of a mature marijuana plant may extend outside of the defined canopy area(s). Separate canopy areas must be separated by a physical barrier such as a wall or by an open space of no less than eight feet.
- The locations of surveillance cameras with numbered labels.



## OREGON LIQUOR CONTROL COMMISSION

# Marijuana Premises Map Instructions

---

- **A floor plan for each structure**

Your application must include a floor plan for each structure that is part of the licensed premises. For Retailer, Processor, Wholesaler, and Laboratory applications, an application will typically have only one floorplan, unless the building has multiple floors. For Producer applications, your application must include a floorplan for each structure. Each floorplan must include:

- A clear label for the structure. If you have identified multiple structures on your premises diagram, these labels should match. If you have only a single structure, label with the premises address.
- A clear label for which floor or level of the building the floorplan is for. If your licensed area has multiple floors/levels, each level should be on its own floorplan.
- The boundaries of the area to be licensed. This should be the entire space the licensee is authorized to occupy for the business.
- All limited access areas where any marijuana items will be present at any time. These will be areas where camera coverage is required. Areas where marijuana items will NOT be present do not need to be included as limited access areas. For example, employee breakrooms, restrooms, and business offices are areas that may be excluded from the limited access area. Your limited access area must be contiguous.
- All doors, windows, and permanent fixtures such as stairwells, counters, and storage shelves.
- Clear labels for each room, including but not limited to:
  - Storage areas for marijuana items.
    - For non-Retailers, when the business is closed, marijuana items other than living plants must be stored within a locked, enclosed area on the premises secured with a steel door in a steel frame and a non-residential, commercial-grade lock (ANSI Grade 1 or equivalent);
    - For Retailers, during non-business hours, marijuana items must be stored within a safe or vault. A safe is any metal receptacle weighing 750 pounds or more or affixed to the structure of the building and capable of locking. A vault is a steel-reinforced or block concrete room secured with a vault door;
  - For Extract or Concentrate Processors, the processing room;
  - For Extract Processors, the location of eyewash stations, which must be within the processing room;
  - The surveillance room or area. The surveillance area must be within a locked, enclosed room or dedicated enclosure such as a security cabinet, with access limited to licensees and specific licensee representatives;
  - For Retailers, the consumer sales area and location of point-of-sale areas. The consumer sales area must include all areas where consumers are allowed and must have an exterior exit.