



OREGON LIQUOR CONTROL COMMISSION

Premises Map Instructions

It is your responsibility to ensure that any premises maps and floor plans that you submit to OLCC are accurate and contain all of the details required by rule.

- Premises Boundary**
Take an aerial image or sketch of the property where your premises is located (for example, from an online mapping tool). Draw a line around your proposed licensed premises, 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.
 - If your premises includes outdoor areas or spans multiple buildings, draw the line around the entire area in which you exercise the privileges of your license.
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- Floor Plan(s)**
For every indoor area that is part of your licensed premises, submit a floor plan that shows:
- All doors (or other points of ingress or egress), walls, partitions, counters, and windows;
 - 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.

- Limited Access Area Boundary**
Draw a line around the boundary of your "limited access area" as that term is defined in OAR [845-025-1015](#). This should include every part of your premises which will ever contain marijuana, even if only briefly or while in transit (except for Retailers – see "Consumer Sales Area Boundary" below). 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).

- If your entire premises is indoors, you should depict the limited access area on your floor plan.
 - If your premises includes any outdoor areas, you will need to label the limited access area boundary on the premises boundary sketch. It may be identical to your premises boundary.
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- Consumer Sales Area Boundary (*Retailers Only*)**
On your floor plan, draw a line around the boundary of your "consumer sales area" as that term is defined in OAR [845-025-2840](#)(3). This should include every part of your premises (except restrooms) where consumers are permitted. This includes the portion of the premises where marijuana items are displayed for sale and sold to the consumer, and may include other contiguous areas such as a lobby.

Your consumer sales area must be a single contiguous area. Your consumer sales area together with your limited access area(s) should comprise a single contiguous area. You should not have a limited access area that is not contiguous with the consumer sales area, unless your surveillance room/area is not contiguous with the rest of the limited access area(s) or consumer sales area and will never contain marijuana (in which case the surveillance room/area may comprise a separate limited access area which is not contiguous with the consumer sales area).

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