



Retailer Premises Map Instructions

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.

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.

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.

Consumer Sales Area Boundary

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. It is important to label this specifically as "consumer sales area" because that term has a very specific definition in rule; using similar words like "sales floor" or "customer area" is not sufficient.

Your consumer sales area must be a single contiguous area.

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 (other than the consumer sales area), 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, your limited access area(s) and consumer sales area 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).

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.

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.

Safe(s) or Vault(s)

You must label the location of any safes or vaults within your premises, as those terms are defined in OAR 845-025-1015(73) and (80).
