

# REOPENING OREGON OLCC GUIDANCE



## APPLICATION FOR EXPANSION OF SERVICE AREA

### INSTRUCTIONS

This application must be returned to the Oregon Liquor Control Commission if a licensee chooses to expand its existing OLCC-licensed alcohol service area (e.g. common areas, sidewalks/streets). A licensee must draw or summarize in narrative form the approximate boundaries of the expanded area in relation to the current OLCC-licensed area (see item #8 in form below). OLCC regulations apply in the expanded alcohol service area, and licensees are expected to abide by them. A licensee may apply to expand a service area even if the licensee is not yet in a county that has been approved by the Governor to reopen. This application **is only for businesses that:**

- Already hold an OLCC-issued license allowing the sale and service of alcoholic beverages for on-premises consumption.
- Would like to sell and serve alcoholic beverages for on-premises consumption in one or more areas that are not yet approved by the OLCC.
- Will follow the [Oregon Health Authority's \(OHA\) phase reopening guidance](#) for restaurants, bars, breweries, tasting rooms, and distilleries (scroll down to view applicable guidance for the Phase that your county is in).
- Has permission to occupy the area from the property owner or local government body.
- If the Licensee of Record for this license wants to allow minors in the newly expanded area, it will ensure that either:
  - The primary activity in the expanded area is for patrons consuming food; or
  - If the primary activity in the expanded area is not solely for patrons consuming food, then to allow minors in the newly expanded area, it **MUST NOT** have a combination of several factors that would not be appropriate for minors, such as dim lighting and the conspicuous display of multiple alcohol signs, banners, and posters. If this is the case, the on-site service and consumption of alcoholic beverages may be the primary activity in the newly expanded area.

### FORM TO COMPLETE

1. **Today's Date** \_\_\_\_\_
2. Identify a **Licensee of Record** (as shown on the OLCC license certificate; only one Licensee of Record needs to be listed)  
  
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3. Identify the **Business Trade Name** (as shown on the OLCC license certificate)

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4. Identify the **Business Address** (street, city, and zip code as shown on the OLCC license certificate)

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5. Name of person (printed) completing this form

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6. Email contact

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7. Phone number

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8. Draw or summarize in narrative form the approximate boundaries of the expanded area in relation to your current OLCC-licensed area. *This will be reviewed by Commission staff.*

- Include approximate basic dimensions.
- Include the approximate number of tables and seating in the area.

9. Please check the appropriate box(es):

The area described in #8 above is **privately** owned and the Licensee of Record for this license has received permission from the land owner to occupy the area.

The area described in #8 above is **publicly** owned (e.g. a public sidewalk, public street, public park) and the Licensee of Record for this license has received permission from the local government that controls the public area to occupy the area.

## AFFIRM AND ATTEST

I affirm and attest that I am authorized by the Licensee of Record for this license to complete and submit this form to the OLCC. I further affirm and attest:

- The Licensee of Record for this license will follow the Oregon Health Authority's (OHA) phase reopening guidance for restaurants, bars, breweries, tasting rooms, and distilleries.
- The Licensee of Record for this license will be the only OLCC-approved licensee in the area described in #8 above.
- If the new area is an outdoor area it will either:
  - Abut, adjoin, or share a border with an already OLCC-licensed building or outdoor area; or
  - If the new area does not abut, adjoin, or share a border with an already OLCC-licensed building or outdoor area, the licensee of record for this license will follow OAR 845-006-0309 available here: [OAR 845-006-0309](#).
- If the Licensee of Record for this license wants to allow minors in the newly expanded area, it will ensure that either:
  - The primary activity in the expanded area is for patrons consuming food; or
  - If the primary activity in the expanded area is not solely for patrons consuming food, then to allow minors in the newly expanded area, it **MUST NOT** have a combination of several factors that would not be appropriate for minors, such as dim lighting and the conspicuous display of multiple alcohol signs, banners, and posters. If this is the case, the on-site service and consumption of alcoholic beverages may be the primary activity in the newly expanded area.
- If the new area, whether outdoor or indoor, does not abut, adjoin, or share a border with an area already licensed by the OLCC, only licensee's staff may transport containers of alcoholic beverages between areas approved by the OLCC for on-premises consumption of alcoholic beverages (these containers may be open or closed).
- The Licensee of Record for this license is still responsible for following all OLCC laws and rules and following the requirements of other agencies (including federal, state, county, and city).

## SUBMIT YOUR APPLICATION

A licensee may apply to expand a service area even if the licensee is not yet in a county that has been approved by the Governor to reopen.

Submit your application to this email: [OLCC.Covid19-ReopenExtend@oregon.gov](mailto:OLCC.Covid19-ReopenExtend@oregon.gov)

## QUESTIONS?

- OLCC offices are **open only by APPOINTMENT**.
- Find your local OLCC office here: [OLCC offices & the counties they serve](#)