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1221 SW 4th Avenue, Room 110  
Portland, OR 97204  
Phone: 503-823-4519  
[portlandoregon.gov/liquor](http://portlandoregon.gov/liquor)



Dear Applicant:

The City of Portland is responsible for processing liquor applications within the boundaries of the city in partnership with the OLCC. It takes the City 45 days to process a liquor license once a complete application packet is received.

**Your liquor license application packet to the City of Portland must include:**

- Complete, current OLCC Application forms, signed by the OLCC.
  - See [OLCC website](#) for full list of application forms
- City of Portland Personal History Forms for all applicants and key personnel
- Map with Proof of Zoning (new outlets only)
  - Go to the Bureau of Development Services at 1900 SW 4th Avenue between 8am and 3pm Monday through Friday (8am and 12pm on Thursdays) to obtain a map initialed by staff indicating that the premise to be licensed is zoned commercially or for commercial use.
- License application fee (cash, check or card):
  - \$100 – New Outlet
  - \$75 – Any other application type

**Deliver application packet in person Monday through Friday between 9am – 4pm to:**

Liquor Licensing Program  
City Hall, 1221 SW 4th Avenue, Room 110  
Portland, OR 97204

**Upon receipt of a complete application, the City of Portland will develop a recommendation on the application in two ways:**

1. The Liquor Program sends the application to the Portland Police Bureau (PPB). The PPB will use the Personal History Forms to do background checks and will investigate the location for any concerns. The appropriate PPB precinct (Central, North or East) will then make a recommendation on the application. This recommendation is sent to the OLCC as part of the application process.
2. The Liquor Program launches a public notification effort by posting the application online and, for new outlets, mailing a postcard to neighbors within a 300-foot radius of the license location requesting comments of support or opposition within 30 days of the application submission. All responses are public record and are shared with the OLCC as part of the application process.

For questions or help, contact 503-823-4520 or [liquor@portlandoregon.gov](mailto:liquor@portlandoregon.gov).