



CITY OF  
**PORTLAND, OREGON**

OFFICE OF NEIGHBORHOOD INVOLVEMENT

**CHLOE EUDALY, COMMISSIONER**  
Amalia Alarcón de Morris, Bureau Director  
**Liquor Licensing Notification Program**  
1221 SW 4th Avenue, Room 110  
Portland, Oregon 97204

*Promoting a culture of civic engagement*

Dear Applicant:

The City of Portland requires several items be included in your application packet. Before you submit your application to the City of Portland, please make sure you include the following information.

The City of Portland takes 45 days to process a liquor license. The 45-day timeline starts when the City receives a **COMPLETE** application with the following items:

- City of Portland, Personal History Forms for all applicants and key personnel
- City of Portland Liquor Outlet Information Form
- Proof of Zoning –  
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. The phone number is 503-823-7526.
- License application fee (see below)
- OLCC Application Form – Signed off by the OLCC **first**
- OLCC Business Information Form
- OLCC Individual History Form for all applicants
- OLCC Corporate Information or LLC Information form (if applicable)

The Annual License Application Processing Fee is:

**\$100.00** – New Outlet

**\$ 75.00** – Any other application type (Change of Ownership, Greater Privilege, etc.)

Payment is accepted in the form of **cash, credit card, or check** made payable to the **City of Portland**.

Additionally, if you are granted a liquor license, you are required to pay the City of Portland an annual fee of \$35.00. This payment is to be sent at the time of your license renewal. **When paying the annual renewal fee, include a copy of your OLCC renewal form as reference.**

If you have questions, please contact:

Liquor Licensing Notification Program  
1221 SW 4th Avenue, Room 110  
Portland, OR 97204  
503-823-4520  
liquor@portlandoregon.gov

# CITY OF PORTLAND LIQUOR OUTLET INFORMATION FORM

PLEASE SUBMIT TO: Liquor Licensing Notification Program, 1221 SW 4<sup>th</sup> Avenue, Suite #110, Portland OR 97204

On New Outlet applications, property owners within 300 feet of the location, the Portland Police Bureau and all interested parties are notified by mail (with a copy of this form) and given an opportunity to comment on your application. The OLCC allows the City at least 45 days to complete the recommendation process. Submission of a complete operating plan can expedite the time required to process. A City liquor endorsement is not a confirmation that the property is properly zoned. Call (503) - 823-7526 to confirm that the property is properly zoned.

**On submission of this form, you must also include the following:**

- OLCC Liquor Application Form, initialed by your OLCC License Investigator
- OLCC Individual History Forms (all persons anticipated to have a financial interest, or key personnel are required)
- City Endorsement Fees

City Endorsement Fees are payable at the beginning of the application process (please make checks payable to City of Portland): New outlets are \$100.00, all others are \$75.00. **All blank sections must be filled in.** If the question does not apply, write "N/A" in the space.

LEGAL NAME OF BUSINESS: \_\_\_\_\_

DBA OR TRADE NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

BUSINESS ADDRESS (Including ZIP Code): \_\_\_\_\_

WHAT TYPE OF LIQUOR ARE YOU APPLYING FOR? (Change of owner, new outlet, beer & wine, etc.): \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**DESCRIPTION OF OUTLET**

**TYPE OF OPERATION (CHECK ALL THAT APPLY)**

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> Food Cart         | <input type="checkbox"/> Night Club   |
| <input type="checkbox"/> Restaurant        | <input type="checkbox"/> Sports Bar   |
| <input type="checkbox"/> Convenience Store | <input type="checkbox"/> Other: _____ |

SIZE OF SERVICE AREA: \_\_\_\_\_

EXISTING BUILDING:  Yes  No

ZONING: \_\_\_\_\_

STRUCTURAL CHANGES (DESCRIBE): \_\_\_\_\_

RESTAURANT SEATING CAPACITY: \_\_\_\_\_ LOUNGE SEATING CAPACITY: \_\_\_\_\_ OUTSIDE SEATING CAPACITY: \_\_\_\_\_

DESCRIBE SECURITY: \_\_\_\_\_

HAS AN APPLICATION FOR A LIQUOR LICENSE AT THIS LOCATION BEEN RECEIVED BY THE CITY OF PORTLAND IN THE LAST TWO (2) YEARS?  
 Yes  No  I Don't Know

**HOURS OF OPERATION**

SUNDAY – THURSDAY OPEN: \_\_\_\_\_ CLOSE: \_\_\_\_\_ FRIDAY & SATURDAY OPEN: \_\_\_\_\_ CLOSE: \_\_\_\_\_

HOW LATE WILL THERE BE OUTSIDE SEATING? \_\_\_\_\_ HOW LATE WILL THERE BE ENTERTAINMENT? \_\_\_\_\_

**HISTORY OF LOCATION**

PREVIOUS BUSINESS NAME OF THIS LOCATION: \_\_\_\_\_

NAME & ADDRESS OF PROPERTY OWNER: \_\_\_\_\_

**ENTERTAINMENT**

**TYPE OF ENTERTAINMENT (CHECK ALL THAT APPLY)**

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Dancing                       | <input type="checkbox"/> Video Poker              | <input type="checkbox"/> Live Music     | <input type="checkbox"/> Nude Dancers     |
| <input type="checkbox"/> Karaoke                       | <input type="checkbox"/> Video Games/Pinball      | <input type="checkbox"/> Recorded Music | <input type="checkbox"/> DJ Entertainment |
| <input type="checkbox"/> Pool Tables (How Many): _____ | <input type="checkbox"/> Events (Describe): _____ | <input type="checkbox"/> Other: _____   |   |

The City requires an **Amusement Location Permit** for all locations with amusement devices or pool tables. **Contact the Revenue Bureau for rules and an Amusement Location Permit application form now.** Permits are non-transferable from one owner to another and must be paid before games are placed on the premises. Contact Anne Holm at 503-865-2488. The City of Portland will notify affected nearby neighbors and a copy of this form will be included in our mailing.

Use this area to provide any additional information that you wish to be considered on this liquor application

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**A false answer or omission of any requested information may result in an unfavorable City recommendation.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



**PERSONAL HISTORY FORM**



**Important instructions: please read before completing form. All persons who are anticipated to have a financial interest in the business and key personnel must complete a Personal History Form.** All blanks must be filled in. Please use full names – no initials. If the question does not apply to you, please N/A (Not Applicable) in the space. If additional space is needed to answer any question, please use additional paper or the reverse side of the form. The Portland Police Bureau may make an unfavorable recommendation based on an incomplete application, and/or false or misleading information. This form goes with the OLCC application packet that you submit to the City after the application has been initiated by your OLCC license investigator.

**Application Name:**

\_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle)

**Name and Address of Business:**

\_\_\_\_\_

**Your Title:**

\_\_\_\_\_ (Owner, Co-owner, President, Manager, etc.)

**Residence Address:**

\_\_\_\_\_

**City, State, Zip:**

\_\_\_\_\_

**Driver's License # and Issuing State:**

\_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Business Phone:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**Social Security #:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Arrest Record: (This is not the same information asked on the OLCC application).** Portland Police Bureau background investigation requires that you include all arrests, including all traffic tickets, citations, and arrests of any kind. Please indicate the penalties imposed for violations of any laws, including liquor regulations. State the nature of the charge, jurisdiction, date, and final disposition. If this information is longer than the space provided, please use additional paper. If none, write "none".

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A false answer and/or omission of any information requested on this form may result in an unfavorable recommendation or denial.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Please deliver **with OLCC application packet and City fee** to:

**City of Portland  
Office of Neighborhood Involvement  
Liquor Licensing Notification Program  
1221 SW 4<sup>th</sup> Avenue, Room 110  
Portland, Oregon 97204  
Phone: (503) 823-4520  
Fax: (503) 823-3050**



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\_\_\_\_\_

**Your Title:**

\_\_\_\_\_ (Owner, Co-owner, President, Manager, etc.)

**Residence Address:**

\_\_\_\_\_

**City, State, Zip:**

\_\_\_\_\_

**Driver's License # and Issuing State:**

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**Phone #:** \_\_\_\_\_ **Business Phone:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A false answer and/or omission of any information requested on this form may result in an unfavorable recommendation or denial.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

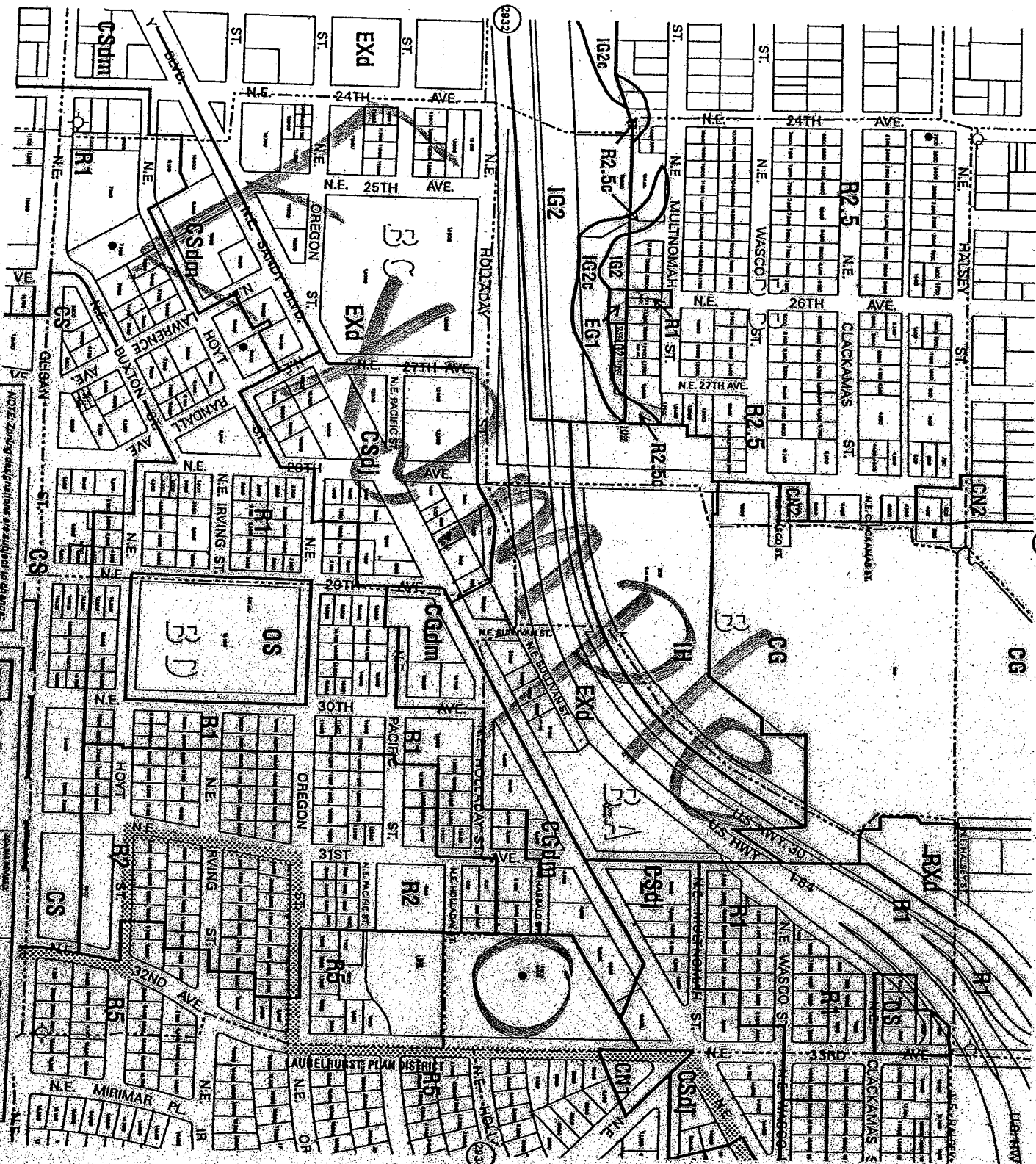
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Phone: (503) 823-4520  
Fax: (503) 823-3050**

Bureau of Development Services







By R Whiteside Date 11/25/09

 Plan District Boundary  
 Historic or Conservation District or NIMKP Boundary  
 Zoning Line



NOTE: Zoning designations are subject to change with zoning plan for development of water.

HISTORIC LANDMARK

 R10  
 R10D  
 R10C  
 R10E  
 R10F  
 R10G  
 R10H  
 State of Maine Boundary

01-16-2008  
 07-2007  
 NW 1/4 SEC  
 36-1N-1E

CITY OF PORTLAND  
 BUREAU OF PLANNING  
 2933