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:

- License application fee (see below)

**OLCC Forms:**

- OLCC Application Form – *Reviewed and 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)

**City of Portland Forms:**

- City of Portland, Personal History Forms- *For all applicants and key personnel*
- City of Portland Liquor Outlet Information Form
- Proof of Zoning *(for New Outlet applications 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. The phone number is 503-823-7526.

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, certain license types are required to pay the City of Portland an annual license renewal fee of $35.00. This fee is separate from the OLCC’s renewal fee. You can submit your renewal fee to the City of Portland in-person, online or by mail. When paying the annual renewal fee by mail, include a copy of your OLCC renewal form as reference.

If you have questions, please contact:

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

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

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:

Liquor Licensing Program
1221 SW 4th Avenue, Room 110
Portland, Oregon 97204
Phone: (503) 823-4520
Fax: (503) 823-3050
CITY OF PORTLAND LIQUOR OUTLET INFORMATION FORM

PLEASE SUBMIT TO: Liquor Licensing Notification Program, 1221 SW 4th 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)
- Food Cart [ ]
- Night Club [ ]
- Restaurant [ ]
- Sports Bar [ ]
- Convenience Store [ ]
- 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)
- Dancing [ ]
- Video Poker [ ]
- Live Music [ ]
- Nude Dancers [ ]
- Karaoke [ ]
- Video Games/ Pinball [ ]
- Recorded Music [ ]
- DJ Entertainment [ ]
- Pool Tables (How Many): _______ [ ]
- Events (Describe): ____________________________________________
- 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.

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

SIGNATURE: ____________________________ DATE: ____________________________