CITY OF

PORTLAND, OREGON

OFFICE OF NEIGHBORHOOD INVOLVEMENT

AMANDA FRITZ, COMMISSIONER
Amalia Alarcón de Morris, Bureau Director
1221 SW 4th Avenue, Room 110
Portland, Oregon 97204

Enhancing the quality of Portland's Neighborhoods through community participation

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. If you have questions, contact Kathy Couch at 503-823-4520, or Dennis LoGiudice at 503-823-9666.

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 Tuesday thru Friday** 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 or check** payable to the **City of Portland**.

If you have questions, please contact:

Kathy Couch
Liquor Licensing Specialist – ONI
1221 SW 4th Avenue, Room 110
Portland, OR 97204
503-823-4520
Kathy.Couch@portlandoregon.gov

Thanks,

City of Portland Liquor Licensing Notification Program

CITY OF PORTLAND LIQUOR OUTLET INFORMATION FORM

Submit to: Theresa Marchetti, Office of Neighborhood Involvement, 1221 SW 4th Av, Ste 110, Portland, OR 97204
(503) 823-3092

City Endorsement Fees are payable at the beginning of the application process: New outlets are $100.00. All others are $75.00. Make checks payable to the City of Portland. **You must include the OLCC Liquor Application form, *initialed by your OLCC License Investigator* and all OLCC Individual History forms.** All blanks must be filled in. If the question does not apply, write "N/A" in the space**. All persons who are anticipated to have a financial interest and key personnel must complete City of Portland Personal History forms.** 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. A City liquor endorsement is not a confirmation that the property is properly zoned. Call 823-7526 to confirm that the property is properly zoned.

Legal Name of Business:_____

DBA or Trade Name:_____Phone: _____ Fax: _____

Business Address, including Zip Code _____

What type of liquor license are you applying for? (Change owner, new outlet, beer & wine, etc.) _____

Contact person: _____ Contact phone: _____ E-mail:_____

Please note: New Outlet Package Stores may be subject to the Convenience Store Review process through the Planning Bureau. Call 823-7526 for applicable information, regulations and forms.

DESCRIPTION OF OUTLET:

Type of Operation**: (Check all that apply**

- ☐ Food Cart/Food Cart Pod
- ☐ Restaurant
- ☐ Sports bar
- ☐ Tavern
- ☐ Night Club
- ☐ Convenience Store
- ☐ Other (Please Describe_____

Size of Service area: _____
Existing Building: (circle) YES / NO
Zoning: _____
Structural Changes: (describe): :
_____

Seating Capacity: Restaurant _____ Lounge/Bar_____ Outside Sidewalk ___ Outside patio ____
Will you be seeking a sidewalk café permit? YES / NO – Date Obtained/Applied for ___/___/___

Describe Security: _____

Has an application for a liquor license at this location been received by the City of Portland in the last 2 years? ☐yes ☐ no ☐don't know

HOURS OF OPERATION

Sunday through Thursday open _____ close _____ Friday & Saturday open _____ close _____

How late will you have outside seating?_____ How late will you have entertainment?_____

HISTORY OF LOCATION

Previous Business Name of this location: _____

Name and Address of Property Owner: _____

ENTERTAINMENT:

- ☐ Dancing
- ☐ Karaoke
- ☐ Live Music
- ☐ Recorded Music
- ☐ Video Poker
- ☐ Video games/Pinball
- ☐ Social Gaming
- ☐ Pool Tables (If yes, how many?)_____
- ☐ Nude Dancers
- ☐ DJ Entertainment
- ☐ Events (describe) _____
- ☐ Other (describe) _____

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.

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: _____

City of Portland, Office of Neighborhood Involvement

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. If none, write "none".

_____

_____

_____

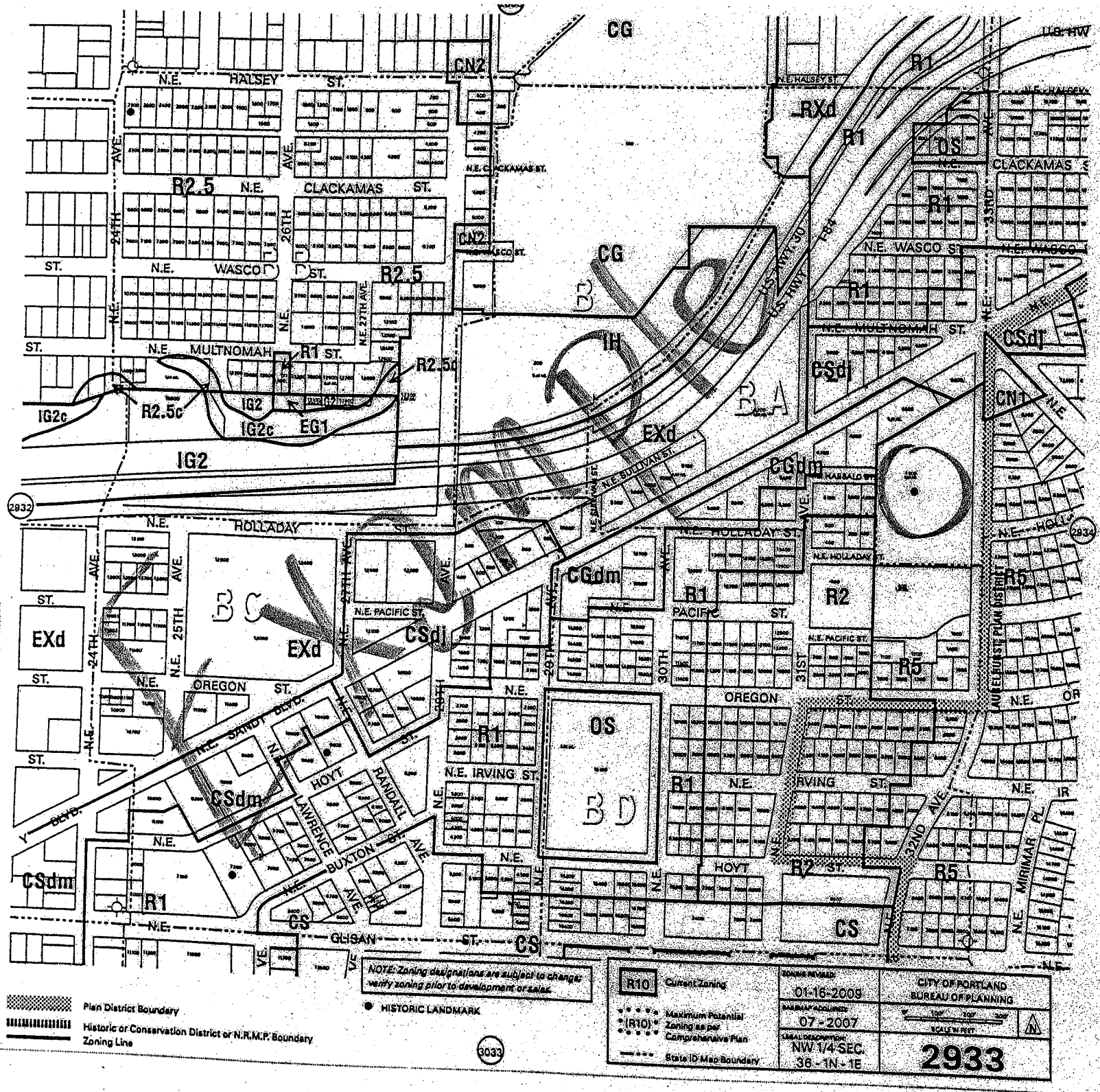
_____

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
Theresa Marchetti
1221 SW 4th Avenue, Room 110
Portland, Oregon 97204
Phone: (503) 823-3092
Fax: (503) 823-3050



Bureau of Development Services

By R Whitesides Date 11/25/09