

TO APPLY FOR AN EXTENSION OF PREMISES

Please return completed documents to:

Janice Smith  
REGULATORY FIELD OPERATIONS  
OLCC  
PO BOX 22297  
MILWAUKIE, OR 97269-2297



DATE OF REQUEST: \_\_\_\_\_ TYPE OF LICENSE: \_\_\_\_\_

NAME OF LICENSEE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TRADENAME: \_\_\_\_\_

BUSINESS LOCATION: \_\_\_\_\_  
(Address) (City) (Zip)

PHONE :( ) \_\_\_\_\_

EMAIL: \_\_\_\_\_

Please submit the items below – ITEMS IN BOLD ARE OLCC FORMS

1. LETTER OF REQUEST
2. LEASE OR RENTAL CONTRACT (must have landlord approval)
3. **FLOOR PLAN – MUST INCLUDE ENTIRE PREMISES NOT JUST NEW AREA**
4. MENU – IF ANY CHANGES
5. **STATEMENT OF FUNDING FORM**
6. **BUSINESS INFORMATION FORM**
7. DETAILED WRITTEN STATEMENT OUTLINING YOUR ALCOHOL CONTROL PLAN IF THIS IS FOR AN OUTDOOR AREA. THE PLAN MUST ADDRESS HOW YOU WILL MONITOR AND CONTROL PATRONS AND ALCOHOL CONSUMPTION IN THE OUTDOOR AREA.
8. A 2 WEEK PUBLIC NOTICE WILL BE POSTED BY THE OLCC STAFF

"No Smoking Law"

Please check the following web site for laws and rules:

[www.oregon.gov/DHS/ph/smokefree/index.shtml](http://www.oregon.gov/DHS/ph/smokefree/index.shtml)

DO NOT CONSIDER YOUR REQUEST APPROVED UNTIL YOU RECEIVE WRITTEN APPROVAL FROM OLCC STAFF.