

TO APPLY FOR A SIDEWALK CAFÉ REQUEST

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: _____

TRADENAME: _____

BUSINESS LOCATION: _____
(Address) (City) (Zip)

PHONE :() _____

E-MAIL: _____

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

1. LETTER OF REQUEST
2. **OLCC FLOOR PLAN - MUST INCLUDE ENTIRE PREMISES**
3. **BUSINESS INFORMATION FORM**
4. DETAILED WRITTEN STATEMENT OUTLINING YOUR ALCOHOL CONTROL PLAN FOR THE SIDEWALK CAFÉ. THE ALCOHOL CONTROL PLAN MUST ADDRESS HOW YOU WILL MONITOR AND CONTROL PATRONS AND ALCOHOL CONSUMPTION FOR THE SIDEWALK CAFÉ AREA.
5. A 2 WEEK PUBLIC NOTICE WILL BE POSTED BY THE OLCC
6. COPY OF SIDEWALK CAFÉ PERMIT/ OR WRITTEN APPROVAL FROM YOUR LOCAL GOVERNMENT (if on public property)

*For City of Portland Sidewalk permits: YOU MUST apply with the City of Portland before submitting to the OLCC. Call the City of Portland call 503-823-7002 OPTION 5 OR email at sidewalkcafe@portlandoregon.gov or visit their web at www.portlandonline.com

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