



A place where families and businesses thrive.

Complete Application and Submit to:

City of Forest Grove
 Attn: City Recorder
 1924 Council Street, 2nd Floor • P. O. Box 326
 Forest Grove, OR 97116-0326
 Fax • 503.992.3207 Office • 503.992.3235
 E-mail: mwoods@forestgrove-or.gov

LIQUOR LICENSE RECORDS CHECK APPLICATION

Pursuant to Oregon Revised Statute, when the Oregon Liquor Control Commission (OLCC) informs the Licensee that they are eligible for a liquor license, the Licensee is required to comply with the City Code.

Local Government Recommendation: The City Code requires every Licensee eligible for a new, renewal or special event/temporary sales liquor license to submit the OLCC application and the City's background investigation application, along with the applicable application fee. Businesses must also have a valid City Business License.

Investigation: The Police Chief reviews all liquor license applications. If the Police Chief recommends approval, the matter is scheduled as an agenda item before the City Council. The City Council holds regular meetings on the second and fourth Monday of each month. The Licensee will be notified of an unfavorable recommendation.

Process Time: Allow 3-4 weeks for the City to conduct its investigation on a new or renewal liquor license application and five (5) days for a special event/temporary sales application. Payment is accepted by cash, check or money order payable to the City of Forest Grove. The fee is nonrefundable. The OLCC will not process an application until the Licensee complies.

1. APPLICATION LICENSE TYPE: <input type="checkbox"/> BP Brewery Public House <input type="checkbox"/> F-COM Full On-Premises Commercial <input type="checkbox"/> F-CLU Full On-Premises Private Club <input type="checkbox"/> L Limited On-Premises <input type="checkbox"/> O Off-Premises <input type="checkbox"/> Other _____		<input type="checkbox"/> TSL Temporary Sales <input type="checkbox"/> TSL Temporary Sales Annual <input type="checkbox"/> SEW Special Event Winery <input type="checkbox"/> SEG Special Event Grower <input type="checkbox"/> SED Special Event Distillery		2. APPLICATION LICENSE FEE: <input type="checkbox"/> Special Event Application \$20.00 <input type="checkbox"/> Annual License Renewal Application \$35.00 <input type="checkbox"/> Temporary Use of Annual License (no fee) <input type="checkbox"/> Temporary License Application \$35.00 <input type="checkbox"/> Change of License Application \$75.00 <input type="checkbox"/> New License Application \$100.00	
3. FIRST AND LAST NAME OF LICENSEE:			4. E-MAIL ADDRESS:		
5. BUSINESS / TRADE NAME (DBA):			6. CITY BUSINESS LICENSE NUMBER:		
7. PREMISES ADDRESS / MAILING ADDRESS:			8. TELEPHONE NUMBER:		

Licensee Signature Section: A member of an LLC, partner of a corporation or limited partnership. By signing below, you understand that the City of Forest Grove will only use this information to conduct its background investigation.

9. LICENSEE SIGNATURE:	10. DATE:
------------------------	-----------

11. APPLICANT/LICENSEE INDIVIDUAL HISTORY INFORMATION					Police Use Only Records Check <input checked="" type="checkbox"/>			
PRINT FIRST NAME	PRINT LAST NAME	SEX: (F / M)	DATE OF BIRTH (MM/DD/YYYY)	PRINT DRIVER LICENSE or ID # STATE ISSUED	DMV	LEDS	NCIC	CCH

FOR OFFICIAL USE ONLY						
Date Rec'd:	By:	Fee Paid:	Approval Date:	Council Action:	Yes	No

01/22 CR