

**Benton County**

**Liquor License Endorsement Application**

The Oregon Liquor License Process…

1. Determine Type of Liquor License You Need/Business Location (OLCC)

2. Complete License Application Packet (OLCC-CAMP program)

**3. Apply for Local Government Endorsement – you’re at this step!**

4. Investigation by OLCC

5. OLCC Approves, Denies, Restricts, or Makes Recommendations

**INSTRUCTIONS:** *1) Attach copy of OLCC documents. 2) If also applying for, or renewing, a tobacco sales license 3) Enclose check for all fees made out to “BCSO.”*

**TYPE OF APPLICATION:**

|  |  |  |
| --- | --- | --- |
| 🞎 New (Fee $100) | 🞎 Renewal (Fee $35) | 🞎 Change (Fee $75)  Specify change: |

**BUSINESS INFORMATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| Business Name: | | | |
| Primary Applicant Name: | | | |
| Email: | | | Phone: |
| Business Address: | | | |
| City: | State: | Zip: | |

**APPLICANT INFORMATION:** *Please provide information for the owner(s) if the business is a sole proprietorship or partnership. If the business is part of a corporation, please provide information for at least two corporate officers.*

|  |  |  |
| --- | --- | --- |
| Owner/Corporate Officer Name: |  | Co-Owner/Corporate Officer Name: |
| Also Known As: |  | Also Known As: |
| Date of Birth: |  | Date of Birth: |
| Drivers’ License #: |  | Drivers’ License #: |

By signing below I hereby authorize the Benton County Sheriff’s Office to conduct a criminal history and DMV background check. I understand that all available police, criminal, and administrative records will be checked on both me and my business. I understand that the information will be used by the Sheriff to make a recommendation to the Benton County Board of Commissioners regarding my suitability to hold a liquor license. Information will remain confidential as required by law.

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signature date signature date

**For Sheriff’s Office Use Only:**

Date App. Received: \_\_\_\_\_\_\_\_\_ Payment Received: Ck#: \_\_\_\_\_\_\_\_\_ Amt: \_\_\_\_\_\_\_\_\_\_\_\_ 🞎 Comm. Dev. Dept. Contacted \_\_\_\_\_\_\_\_\_\_\_🞎 Business Registry \_\_\_\_\_\_\_\_

🞎 Property Tax Ck. \_\_\_\_\_\_\_\_\_\_ 🞎 Bkground Ck Completed Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by: \_\_\_\_\_\_\_\_\_\_\_\_\_Sheriff’s Recommendation: 🞎 Favorable 🞎 Unfavorable

Agenda Checklist Submitted: \_\_\_\_\_\_\_\_\_\_\_\_ BOC Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_ Applicant Notified of Mtg.: \_\_\_\_\_\_\_\_\_\_ BOC Decision: 🞎 Favorable 🞎 Unfavorable

BOC Recommendation Submitted to OLCC: \_\_\_\_\_\_\_\_\_\_\_\_ BOC Recommendation sent to Applicant: \_\_\_\_\_\_\_\_\_\_\_\_