



A place where families and businesses thrive.

**Complete Application and Submit to:**

City of Forest Grove  
 Attn: City Recorder  
 1924 Council Street, 2<sup>nd</sup> Floor • P. O. Box 326  
 Forest Grove, OR 97116-0326  
 Fax • 503.992.3207 Office • 503.992.3235  
 E-mail: [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov)

**LIQUOR LICENSE RECORDS CHECK APPLICATION**

**Local Government Recommendation:** The Oregon Liquor Control Commission (OLCC) requires applicants seeking a liquor license to acquire the recommendation of the City of Forest Grove (local governing body), and pay all fees as established by ORS 471.166. The City Code Section [110.071-110.073](#) requires an applicant requesting city endorsement for a new liquor license; temporary sales, special event and/or annual renewal liquor licenses to submit this application, along with the applicable OLCC forms, and pay the City's application fee. Businesses must have a valid City [Business License](#). **Background Investigation:** The Police Chief reviews any new liquor license applications. If the Police Chief recommends approval, the matter is scheduled as an agenda item before the City Council. After due consideration of pertinent information, the Council shall make its recommendation. If the Police Chief forwards a recommendation of denial, notice to the applicant will be given in writing, postmarked no later than seven business days, prior to the public hearing at which the matter will be considered. Any person wishing to present testimony will be given an opportunity before closing of the public hearing. In the case of an adverse recommendation, findings will be produced and forwarded to the OLCC, along with the City Council recommendation. **Process Time:** Allow 3-4 weeks for the City to conduct its background investigation on a new liquor license application. Allow five (5) days for review of a special event application. The City may refuse to process an application if it is not submitted in sufficient time to allow the City to complete its investigation. **License Fees:** Make payment by cash, check or money order, payable to the City of Forest Grove. The liquor license application fees are nonrefundable.

<b>1. APPLICATION LICENSE TYPE:</b> <input type="checkbox"/> BP Brewery Public House <input type="checkbox"/> TSL Temporary Sales <input type="checkbox"/> F-COM Full On-Premises Commercial <input type="checkbox"/> TSL Temporary Sales Annual <input type="checkbox"/> F-CLU Full On-Premises Private Club <input type="checkbox"/> SEW Special Event Winery <input type="checkbox"/> L Limited On-Premises <input type="checkbox"/> SEG Special Event Grower <input type="checkbox"/> O Off-Premises <input type="checkbox"/> SED Special Event Distillery <input type="checkbox"/> Other _____					<b>2. APPLICATION LICENSE FEE:</b> <input type="checkbox"/> New License Application \$100.00 <input type="checkbox"/> Change of License Application \$75.00 <input type="checkbox"/> Temporary License Application \$35.00 <input type="checkbox"/> Temporary Use of Annual License (no fee) <input type="checkbox"/> Annual License Renewal Application \$35.00 <input type="checkbox"/> Special Event Application \$20.00				
3. FIRST AND LAST NAME OF APPLICANT/LICENSEE:					4. E-MAIL:				
5. BUSINESS / TRADE NAME (DBA):					6. CITY BUSINESS LICENSE NUMBER:				
7. BUSINESS ADDRESS / MAILING ADDRESS (if different) City / State / Zip:					8. BUSINESS TELEPHONE NUMBER:				
<i>I understand the City of Forest Grove will use the information provided to conduct a background investigation.</i>									
9. APPLICANT/LICENSEE SIGNATURE:					10. DATE:				
11. APPLICANT/LICENSEE INDIVIDUAL HISTORY INFORMATION							Police Use Only Records Check ✓		
FIRST NAME	LAST NAME	SEX: (F / M)	DATE OF BIRTH (MM/DD/YYYY)	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