



Jo Ann Hardesty, *Commissioner*
Michael Montoya, *Interim Director*
1120 SW 5th Avenue, Suite 114
Portland, OR 97204
503-823-4520
portlandoregon.gov/civic/liquor

City of Portland Liquor License Renewal Form

The City of Portland requires information about your liquor license to process your annual renewal.

Typically, licensees make a copy of the renewal notice form mailed by the OLCC and submit that copy with payment to the City. If you do not have the original form or a copy, use this form to renew your liquor license with the City of Portland.

Please submit this form with a \$35.00 processing fee payable to "City of Portland."

Renewal Year: _____

Trade Name (dba): _____

Premises Address: _____

Licensee Name: _____

License Type(s): ☐ Full On-Premises Sales
☐ Limited On-Premises Sales
☐ Off-Premises Sales
☐ Other: _____

Contact Name: _____

Contact Phone: _____

Contact Email: _____

If your business holds more than one license (for example an On-Premises and Off-Premises license,) a \$35.00 local governing body processing fee must be paid for **each license type**.

Mail payment and form to:

Liquor License Renewals
1120 SW 5th Ave, Suite 114
Portland, OR 97204



The City of Portland is committed to providing meaningful access. To request translation, interpretation, modifications, accommodations, or other auxiliary aids or services, contact 503-823-4000, Relay: 711.

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