

# Washington County Liquor License Review Process

## Step 1. Confirm Correct Jurisdiction

<https://gis.oregonmetro.gov/metromap/>

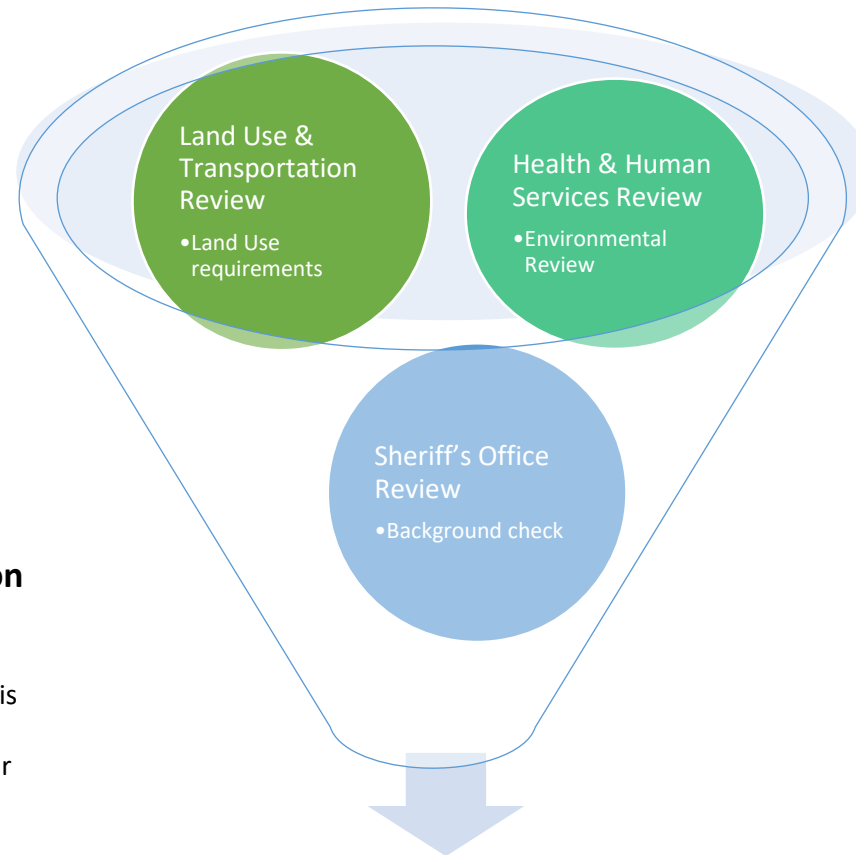
1. Open the link
2. Click I Accept
3. Go to the upper left search field on the page
4. Enter the address
5. Click Search
6. Scroll to POLITICAL BOUNDARIES under Jurisdiction – This will show where to submit application.

## Step 2. Land Use Approval –Land & Transportation (LUT)

- Does the property have land use approval to operate the type of proposed business at this location? - If the answer is no or you are uncertain about the answer email contact.
- Will there be changes to the business operations that differ from the prior land use approval? - If the answer is yes or you are uncertain about the answer email contact below.
- Will there be exterior changes to the property? - If the answer is yes contact LUT.

### Contact

Email: [kellie\\_crowdis@washingtonty.gov](mailto:kellie_crowdis@washingtonty.gov)  
Phone: 503-846-8761



Your application is reviewed by the noted departments LUT, HHS and Sheriff's Office in that order. They make a recommendation to OLCC however, OLCC is the final authority.

[https://www.oregon.gov/olcc/lic/Pages/license\\_types.aspx](https://www.oregon.gov/olcc/lic/Pages/license_types.aspx)

## Step 3. Environmental Health Review – Department of Health & Human Services (HHS)

Confirm Health & Human Services Requirements

- Does the premise have an approved small drinking water system or obtain water from a water provider?
- Does the establishment have a septic system that has been evaluated for proposed use or have a connection to public sewer?
- Does the establishment have an Oregon Department of Agriculture Permit or Washington County Food Service License?
- HHS review done by Environmental Health staff. Contact office if response to any question is "No".

### Contact

Phone 503-846-8722

Email: [HHSEHealth@washingtonty.gov](mailto:HHSEHealth@washingtonty.gov)

## Step 4. Sheriff's Office Review

- Background check to confirm there have been no violations relating to the sale of alcohol to minors.

### Contact

Phone: 503-846-2700

## Types of Applications and Fee Structure

- Change of Ownership in Business (\$75)
- Renewal (\$35)
- New Application or Outlet (\$100)

