

COVID-19 TEMPORARY CHANGE POSTPONEMENT OF ALCOHOL LICENSE RENEWAL FEES – CONDITIONAL LETTER OF AUTHORITY

WHAT IS THE OLCC DOING?

The OLCC is *postponing payment* of **license renewal fees for ALL** alcohol licenses eligible for renewal in Districts 2 and 3 as described below.

The OLCC is taking this step during the COVID-19 public health crisis to provide temporary economic relief to licensees that are unable to pay the required license renewal fee at this time and anticipate continuing or resuming business after the Governor's Executive Orders 20-07 and 20-14 are lifted.

The OLCC has created a process that will allow existing licensees to temporarily continue exercising all license privileges of the expired license with a Conditional Letter of Authority issued by the OLCC, provided that the licensee submits a complete renewal application as described below. Importantly, the license will not be renewed until the license fee is paid.

HOW DOES THIS AFFECT EACH LICENSE RENEWAL DISTRICT?

District 2: The renewal period for this OLCC license year is from April 1 to March 31 of each year.

- This district includes all licensees within Clackamas, Clatsop, Columbia, Marion, Polk, Tillamook, Washington, and Yamhill counties. Most licensees in this district have already submitted a license renewal application to the OLCC.
 - Licensees whose license renewal has already been approved by the OLCC and want the OLCC to return payment of their license fee may use the contact email at the end of this document to request a return. Please note the following:
 - It will take the OLCC several weeks to process your request.
 - If you want to continue with your license privileges after October 31, 2020, you will need to repay your license fee.
 - Licensees who have not yet renewed **AND** who want to continue with the license privileges have until April 30, 2020 to submit a completed license renewal application packet to the OLCC. You must meet all of the requirements to obtain a Conditional Letter of Authority as described below.
- Payment of the license renewal fees for this district **are postponed through October 31, 2020**. However, if the prohibitions in the Governor's Executive Order 20-07 and 20-14 are not lifted by this date, we may extend the deadline beyond October 31, 2020. The OLCC will contact you prior to this date with updated information.
- The OLCC is **waiving all late fees** and we will automatically refund any late fees already paid.

District 3: The renewal period for this OLCC license year is from July 1 to June 30 of each year.

- This district includes all licensees within Benton, Coos, Curry, Douglas, Lane, Lincoln, Linn counties and the city of Portland south of Burnside Street.
- License renewal applications for District 3 were just mailed to these licensees. Licensees that have not yet renewed **AND** that want to continue with the license privileges **have until July 30, 2020 to submit a completed license renewal application packet** to the OLCC. You must meet all of the requirements to obtain a Conditional Letter of Authority as described below.
- The OLCC is **waiving all late fees**.
- Licensees whose license renewal has already been approved by the OLCC and want a return of the license fee already paid may use the contact email at the end of this document to request a license fee return. Please note the following:
 - It will take the OLCC several weeks to process your request.
 - If you want to continue with your license privileges after January 31, 2021, you will need to repay your license fee.
- Payment of the license renewal fees for this district **are postponed through January 31, 2021**. However, if the prohibitions in the Governor's Executive Order 20-07 and 20-14 are not lifted by this date, we may extend the deadline beyond January 31, 2021. The OLCC will contact you prior to this date with updated information.

District 4: The renewal period of this OLCC license year is from October 1 to September 30 of each year.

This district includes all licensees within Baker, Crook, Deschutes, Gilliam, Grant, Harney, Hood River, Jackson, Jefferson, Josephine, Klamath, Lake, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco, and Wheeler counties.

The license renewals applications for District 4 will be mailed out in July 2020. Because we expect to have updated information specific to the prohibition within the Governor's Executive Order 20-07 and 20-14, we will include updated information with renewal applications.

District 1: The renewal period of this OLCC license year is from January 1 to December 31 of each year.

- This district includes all licensees within Multnomah County and the city of Portland north of Burnside street.
- The license renewals applications for District 1 will be mailed out in October. Because we are hoping to have updated information regarding the prohibition within the Governor's Executive Order 20-07 and 20-14, we will include updated information with renewal applications.

HOW DO LICENSEES OBTAIN A CONDITIONAL LETTER OF AUTHORITY?

To obtain a Conditional Letter of Authority, you must submit a **completed** renewal application (with the exception of the license renewal fee) for the license that you want to renew to the OLCC. This means:

- **All questions** on the renewal application form must be answered.
- You must **obtain the endorsement** of the local government (if the application requires it).
- The renewal application must contain **all appropriate signatures**.
- You must submit your completed renewal application (except for the fee) to the OLCC **no later than 30 days after the expiration** of your current license.
- If your license has a **privilege tax bond or deposit requirement**, you must continue to meet this requirement.
- If your license requires liquor liability insurance, see below if you are interested in ceasing your liquor liability insurance.

ISSUING A CONDITIONAL LETTER OF AUTHORITY

After the OLCC determines your renewal application is complete (except for payment of the license fee), the OLCC will issue a Conditional Letter of Authority to the licensee of record. The Conditional Letter of Authority must be posted in the licensed premises along with the expired license certificate and will allow you to continue to operating with all the privileges of the license as per the following:

- **For District 2:** You may operate through October 31, 2020. However, unless the OLCC extends the deadline past October 31, 2020, and if the license renewal fee is not paid on or before October 31, 2020, the Conditional Letter of Authority will no longer be valid and you will be required to cease all licensable activities.
- **For District 3:** You may operate through January 31, 2021. However, unless the OLCC extends the deadline past January 31, 2021, and if the license renewal fee is not paid on or before January 31, 2021, the Conditional Letter of Authority will no longer be valid and you will be required to cease all licensable activities.

DO I NEED TO MAINTAIN MY LIQUOR LIABILITY INSURANCE?

If your license has a liquor liability insurance requirement **AND** you will cease the sale and service of alcohol and prohibit the consumption of alcoholic beverages, you may be eligible to temporarily suspend your liquor liability insurance. For more information regarding this process please see the [Temporary Stop/Start Liquor Liability Insurance fact sheet](#).

OLCC CONTACT EMAIL

For questions about this temporary policy change, or to seek a return of license fee payment, please contact us at: OLCC.renewals@oregon.gov