



Oregon

Tina Kotek, Governor

Liquor & Cannabis Commission

9079 SE McLoughlin Blvd.
Portland, Oregon 97222-7355

503-872-5000

800-452-6522

www.oregon.gov/olcc



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Several months ago, the Oregon Liquor and Cannabis Commission (OLCC) launched a new on-line licensing system. The first phase of the [Cannabis and Alcohol Management Program \(CAMP\)](#) transitioned OLCC recreational marijuana licensees into **CAMP**.

The second phase of **CAMP**, **beginning August 12, 2024, will transition alcohol licensees** into OLCC's new licensing system. This document outlines how the transition to **CAMP** will affect local governments' endorsement processes, what forms will change, and how applicants and licensees will be navigating these new processes with local governments and the OLCC.

Going forward, OLCC alcohol licensees will use **CAMP** to manage their licensing activity, eliminating most paper requirements needed for existing or new alcohol licenses. This will change the approval process and paperwork concerning local government endorsements. **CAMP** will provide licensees more immediate access to their license information than they have with OLCC's current licensing system.

Beginning August 12, 2024, OLCC will no longer accept paper applications for new annual licenses, changes to existing annual licenses, or special event licenses. License renewals also will be managed online in **CAMP**. The **CAMP** system will accept electronic payment via debit or credit card, or digital checks via an ACH payment.

Information on the **CAMP** system for alcohol licensing can be found here at our **CAMP** website:
<http://camp.olcc.online>

Local Government Endorsements for New Annual Liquor Licenses

To complete the requirements for obtaining a new alcohol license, OLCC customers will still need to obtain local government approval. OLCC's documentation for that process is changing. The OLCC has created a new local government endorsement form for annual license applications.

Beginning August 1, 2024, the endorsement form will be available on the OLCC website on the agency's [CAMP](#) and [Alcohol Licensing](#) pages. The new annual liquor license endorsement form will include approval instructions for local governments, including a description of acceptable digital or physical forms of endorsements. A description of an alternative form of an acceptable written endorsement that meets OLCC requirements will also be included.

The endorsement form provides information fields for the applicant to supply the applicant's name, address, and license type, as well as a general outline of the type of business the applicant plans on conducting at the location.

Local Government Endorsements for Special Events

The OLCC has created a new local government endorsement form for special events applications. **Beginning August 1, 2024**, the endorsement form will be available on the OLCC website on the agency's [CAMP](#) and [Alcohol Licensing](#) pages.

The new special events endorsement form will include approval instructions for local governments, including a description of acceptable digital or physical forms of endorsements. A description of an alternative form of an acceptable written endorsement that meets OLCC requirements will also be included.

The new special events endorsement form includes information fields describing the nature of the event itself, however it will differ from the OLCC's current special event paper application.

Local Government Endorsements for Annual Licensing Renewals

Beginning August 12, 2024, OLCC will direct annual licensees *to first submit* their renewal to the OLCC. After OLCC has initially processed the renewal, licensees should *then submit* their endorsement request to their local government.

Once a licensee has submitted their renewal to the OLCC, the **CAMP** system will auto-fill the application form, making it suitable for downloading and printing. The OLCC pre-filled application will be ready for licensees to submit to their local government for endorsement review.

A local government won't be required to submit an endorsed application to the OLCC; a local government is statutorily required to submit a license application ***only if the local government is not endorsing*** a license renewal.

Licensing Forms Available on [OLCC website](#)

After July 31, 2024, OLCC's current downloadable paper forms will be replaced with new forms that integrate with the **CAMP** system.

The existing forms will be replaced with new licensing forms that OLCC will use for licensing activity in **CAMP**. For annual licensing, this includes but is not limited to, the new Local Government Endorsement Forms, Floor Plan, and Business Information Form.

For Special Events, this includes but is not limited to, the new Local Government Endorsement form, new Operational Plan form (which replaces our old Plan to Manage & Operational Plan forms) and Outdoor Event Map forms.

If your local government website currently links to OLCC licensing forms, your agency should update any existing website descriptions and weblinks to OLCC's new forms starting August 1, 2024.

The OLCC understands that local government endorsement activity on OLCC's current paper forms may be taking place during the transition to **CAMP**. OLCC will accept local government endorsements on the current forms, even after **CAMP** launches on August 12th. For this specific group of "transition" applicants, please instruct them to upload the local government endorsement as part of their online application. *If an applicant*

starts their license renewal before the transition, and it is not completed by August 12, 2024, they will need to complete the application in CAMP.

If a local government requires more information from applicants for its approval process, and that information is not already a part of OLCC's updated forms, the local government may produce its own application forms and provide them to applicants for completion and submission.

September 2024 (District 4) Renewals

The August 12, 2024, **CAMP** transition date will disrupt the normal renewal timeline for annual licenses (in District 4) that expire on September 30, 2024. The OLCC will not send out paper renewal forms to this group with expiring licenses. Those renewals will need to be performed in **CAMP** after August 12, 2024.

In July 2024, instead of mailing renewal paperwork to expiring licensees, the OLCC will provide the District 4 licensees with a document describing a one-time alternative renewal process. The District 4 licensee document will also serve as the documentation these licensees can submit to local governments to begin their endorsement review, if the licensee needs to submit information to OLCC prior to the August 12, 2024, transition. The District 4 document will have additional instructions specific to this year's renewal process.

Licensing Fees Stay the Same

With the launch of **CAMP**, the OLCC will not change the fees charged for any licensing actions including fees charged by local governments for endorsements. As a reminder, under ORS 471.311, the maximum fees local governments are allowed to charge for endorsement applications are:

- Application Processing Fee: \$25
- Application for New Annual License: \$100
- Change of Ownership/Change of Location/Change in Privilege Application: \$75
- Renewal Application: \$35
- Special Event Application: \$35

Help OLCC spread the word for the launch of our CAMP system

Please help OLCC make licensees and potential applicants aware of the transition to our new online system. Licensees can be directed to our **CAMP** website at <http://camp.olcc.online>.

Some key takeaways that we are sharing with licensees about **CAMP** include:

- Accepts online payments, including debit & credit card payments
- Tracks license applications online
- Renew license online
- Email Notifications
- Reduces and eliminates paper forms/process

Please continue to check our [CAMP website](http://camp.olcc.online) for further details as we get closer to the launch date. If you have any questions on any of the topics of this email, please email us at OLCC.CAMP@olcc.oregon.gov or call/leave a voicemail for us at 1-503-872-5000.

