FAQ’s for EXPANSION APPLICATIONS DURING COVID-19

➢ Is there a cost for the temporary expansion?
  o There is no cost to the permit holder.

➢ Where can I find the temporary expansion request application?
  o The Request For Expansion Application can be found here. The same application will be used for temporary expansions.

➢ What supporting documentation is required for the temporary expansion request?
  o Supporting documentation that must include the permit number and location address can be emailed from property owner, local authorities and/or health department. Maps, photos, and sketches will also be considered.
  
  o Expansion requests for areas that are under the exclusive ownership and control of the permit holder (parking lot, grassy area, etc.) require the permit holder to provide proof that authorization of its plan for use has been granted by the local board of health.
  
  o Expansion requests for areas that are not under the exclusive control of the permit holder (streets, alleys, other public land, etc.), require the permit holder to provide proof that authorization of its plan for use has been granted by the legislative authority and local board of health.

➢ Where do I submit the supporting documentation for my temporary expansion request?
  o All temporary expansion requests with supporting documentation must be submitted to the Division via email to LiquorLegal@com.state.oh.us.

➢ How long does the process take once I submit my request?
  o There is no specific timeframe for the review process. All requests will be processed as they are received.

➢ Are inspections required for temporary expansion approval?
  o No, it is not required for the temporary expansion request application. The permit holder applying for a temporary expansion is responsible for complying with all state and local laws and rules. A Compliance Agent from the Division’s Investigative Services Unit may visit your permit premises to view the proposed expansion, take photos, and record any other pertinent information.