



EXPANSION APPLICATIONS DURING COVID-19

The Division of Liquor Control (DOLC) has created a web portal for permit holders who wish to request temporary permit premises expansions until the current State of Emergency declared by the Governor no longer exists. This online web portal is a self-service, secure location that will allow the Division to streamline the review process for temporary liquor permit premises expansion requests. All expansion requests with supporting documentation must be submitted using the Permit Premises Expansion Web Portal, which is linked [here](#).

- **STANDARD TEMPORARY EXPANSION REQUESTS** – Defined as a temporary permit expansion of a liquor permit premises immediately adjacent to the original premises. Documentation is required to verify the proposed area meets the standards for an expansion as set forth in O.A.C 4301-1-02.
- **NON-STANDARD TEMPORARY EXPANSION REQUESTS** - Defined as a temporary permit expansion of a liquor permit premises not immediately adjacent to the original premises.
- 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.
- 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.
- **USE OF OUTDOOR PREMISES MUST COMPLY WITH SOCIAL DISTANCING REQUIREMENTS AND ANY OTHER ORDERS OF THE GOVERNOR OR DIRECTOR OF HEALTH DURING THE TERM OF THE COVID-19 HEALTH EMERGENCY.**

The Division of Liquor Control continues to approve requests from permit holder's to "temporarily" expand their liquor permit premises. These temporary expansions are being approved on an emergency basis to assist businesses in meeting social distancing requirements as a result of Covid-19. These temporary expansions will end when, whichever happens first, (1) the state of emergency declared by the Governor no longer exists, or (2) the Division notifies the permit holder that the temporary expansion has expired or that the expansion has been approved for permanent use.



FAQ's for EXPANSION APPLICATIONS DURING COVID-19

- Is there a cost for the temporary expansion?
 - There is no cost to the permit holder.
- Where can I find the temporary expansion request application?
 - The request for Temporary Expansion Application can be found [here](#).
- What supporting documentation is required for the temporary expansion request?
 - 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.
 - 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.
 - 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?
 - All temporary expansion requests with supporting documentation must be submitted via the Permit Premises Expansion Web Portal located [here](#).
- How long does the process take once I submit my request?
 - There is no specific timeframe for the review process. All requests will be processed as they are received.
- When will the temporary permit premises expansion end?
 - These temporary expansions will end when, whichever happens first, (1) the state of emergency declared by the Governor no longer exists, or (2) the Division notifies the permit holder that the temporary expansion has expired or that the expansion has been approved for permanent use.
- Are inspections required for temporary expansion approval?
 - 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.