

OLCC Application Checklist

520 E. Cascade Avenue | PO Box 39 - Sisters, Or 97759 | ph. (541) 549-6022 | www.ci.sisters.or.us



New or Change of Ownership

Applicant _____

	Date	Initial
• Application Received with OLCC Date Stamp	_____	_____
• Reviewed by Community Development Department	_____	_____
• Reviewed for Current Business License	_____	_____
• Sent to Sheriff for Background Check	_____	_____
• Returned from Sheriff	_____	_____
• Scheduled to City Council Meeting	_____	_____
• Fee paid, Application Returned	_____	_____

- ✓ The City has up to 45 days to grant or deny the application.
- ✓ The application will not be scheduled for a City Council meeting until it has been returned from the Deschutes County Sheriff.
- ✓ City Council Meetings are held on the 2nd and 4th Wednesdays of every month.
- ✓ All new or change of ownership applicant will be charged a \$25 fee.