



# CITY OF PORTLAND MARIJUANA PRODUCER APPLICATION CHECKLIST

The items in the “Required Items” column are required to obtain a City of Portland Marijuana Regulatory License as a Marijuana Producer. **NOTE:** Please refer to the “Due” column, as some items may be submitted within 6 months of applying or before being licensed, but others are due upon application. For contact information for bureaus and agencies in the “Obtained From” column, please refer to the “Bureau and Agency Key” following the checklist.

	REQUIRED ITEM	OBTAINED FROM	DUE
	Completed Marijuana Regulatory License Application	Cannabis Program	Upon Application
	Completed Personal History Forms (Primary Contact, Owners, and Managers)	Cannabis Program	Upon Application
	Completed Zoning Verification Map	BDS	Upon Application
	Completed <a href="#">Land Use Compatibility Statement (LUCS) Request Form</a> (For a walkthrough on how to complete the LUCS, please <a href="#">click the following link</a> )	OLCC	Upon Application
	Floor plans to scale		Upon Application
	Site plan to scale showing the footprint of the building on the existing or proposed site (Required only if building is not yet constructed)		Upon Application (if needed)
	Security Alarm Permit	Alarms	6 months
	<u>EITHER</u> documentation of having air filtration system; <u>OR</u> proof of applicable permits for an air filtration system	BDS	6 months
	Documentation showing that all applicable permits have been obtained and received final inspection, including but not limited to commercial building permits and mechanical permits	BDS	6 months
	Electrical Permit for security system (if needed; some security systems are wireless)	BDS	6 months (if needed)
	City Business License Certificate of Compliance	Revenue	6 months
	Registration with Oregon’s Business Registry	SOS	6 months
	Documentation of having an existing security system		6 months
	<u>EITHER</u> proof of ownership or legal possession of the premises to be licensed; <u>OR</u> a true and complete copy of the executed lease showing the property owner has authorized the use of the location as a Medical Dispensary or Marijuana Business.		6 months
	Proof of having obtained Marijuana Producer license from the Oregon Liquor Control Commission	OLCC	Before License



**BUREAU AND AGENCY KEY**

<b>Cannabis Program</b>	<b>City of Portland Cannabis Program</b> <a href="http://portlandoregon.gov/cannabis">portlandoregon.gov/cannabis</a> – <a href="mailto:cannabis@portlandoregon.gov">cannabis@portlandoregon.gov</a> – 503-823-9333 Portland City Hall, 1221 SW 4 <sup>th</sup> Ave. Rm. 110, Portland, OR 97204 <b>Hours:</b> 8am to 5pm, Monday - Friday
<b>Alarms</b>	<b>Portland Police Bureau: Alarms Unit</b> <a href="http://portlandoregon.gov/police/30568">portlandoregon.gov/police/30568</a> – 503-823-0031 <b>Hours:</b> 8am to 4pm, Monday - Friday <b>Permit Application Fee:</b> \$125 <b>Mail checks to:</b> PO Box 1867, Portland, OR 97207 <i>(Make checks payable to "Portland Police Alarms")</i>
<b>BDS</b>	<b>Portland Bureau of Development Services</b> <a href="http://portlandoregon.gov/bds">portlandoregon.gov/bds</a> – <a href="mailto:bds@portlandoregon.gov">bds@portlandoregon.gov</a> – 503-823-7300 1900 SW 4 <sup>th</sup> Ave. (1 <sup>st</sup> floor), Portland, OR 97201 <b>Hours:</b> 8am to 3pm, Monday - Friday (Thursday 8am to 12pm) <b>Zoning Verification Map Fee:</b> \$65 <b>NOTE FOR PRODUCERS:</b> <i>It is important to communicate with the Bureau of Development Services about any mechanical equipment in the facility, especially any equipment using flammable liquids or gasses, to ensure all necessary permits are obtained.</i>
<b>OLCC</b>	<b>Oregon Liquor Control Commission</b> <a href="http://oregon.gov/olcc/marijuana">oregon.gov/olcc/marijuana</a> – <a href="mailto:marijuana@oregon.gov">marijuana@oregon.gov</a> – 1-800-452-6522
<b>Revenue</b>	<b>Portland Revenue Bureau</b> <a href="http://portlandoregon.gov/revenue">portlandoregon.gov/revenue</a> – <a href="mailto:biztaxhelp@portlandoregon.gov">biztaxhelp@portlandoregon.gov</a> – 503-823-5157 111 SW Columbia St, Suite 600, Portland, OR 97201
<b>SOS</b>	<b>Oregon Secretary of State: Corporate Division</b> <a href="http://sos.oregon.gov">sos.oregon.gov</a> – <a href="mailto:corporation.division@state.or.us">corporation.division@state.or.us</a> – 503-986-2200 255 Capitol St. NE, Suite 151, Salem, OR 97310 <b>Hours:</b> 8am to 5pm, Monday - Friday