

CITY OF PORTLAND MARIJUANA PROCESSOR APPLICATION CHECKLIST

The items in the “Required Items” column are required to obtain a City of Portland Marijuana Regulatory License as a Marijuana Processor. **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	<i>Cannabis Program</i>	<i>Upon Application</i>
	Completed Personal History Forms (Primary Contact, Owners, and Managers)	<i>Cannabis Program</i>	<i>Upon Application</i>
	Completed Zoning Verification Map	<i>BDS</i>	<i>Upon Application</i>
	Completed Land Use Compatibility Statement (LUCS) Request Form <i>(For a walkthrough on how to complete the LUCS, please click the following link)</i>	<i>OLCC</i>	<i>Upon Application</i>
	Floor plans to scale		<i>Upon Application</i>
	Site plan to scale showing the footprint of the building on the existing or proposed site <i>(Required only if building is not yet constructed)</i>		<i>Upon Application (if needed)</i>
	Security Alarm Permit	<i>Alarms</i>	<i>6 months</i>
	<u>EITHER</u> documentation of having air filtration system; <u>OR</u> proof of applicable permits for an air filtration system	<i>BDS</i>	<i>6 months</i>
	Documentation showing that all applicable permits have been obtained and received final inspection (extract processors), all other processors (concentrates, topicals, edibles) must provide documentation of issued permits, including but not limited to commercial building permits and mechanical permits	<i>BDS</i>	<i>6 months</i>
	Electrical Permit for security system <i>(if needed; some security systems are wireless)</i>	<i>BDS</i>	<i>6 months (if needed)</i>
	City Business License Certificate of Compliance	<i>Revenue</i>	<i>6 months</i>
	Registration with Oregon’s Business Registry	<i>SOS</i>	<i>6 months</i>
	Documentation of having an existing security system		<i>6 months</i>
	<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.		<i>6 months</i>
	Proof of having obtained Marijuana Processor license from the Oregon Liquor Control Commission	<i>OLCC</i>	<i>Before License</i>



BUREAU AND AGENCY KEY

Cannabis Program	<p>City of Portland Cannabis Program portlandoregon.gov/cannabis – cannabis@portlandoregon.gov – 503-823-9333 Portland City Hall, 1221 SW 4th Ave. Rm. 110, Portland, OR 97204 Hours: 8am to 5pm, Monday - Friday</p>
Alarms	<p>Portland Police Bureau: Alarms Unit portlandoregon.gov/police/30568 – 503-823-0031 Hours: 8am to 4pm, Monday - Friday Permit Application Fee: \$125 Mail checks to: PO Box 1867, Portland, OR 97207 <i>(Make checks payable to "Portland Police Alarms")</i></p>
BDS	<p>Portland Bureau of Development Services portlandoregon.gov/bds – bds@portlandoregon.gov – 503-823-7300 1900 SW 4th Ave. (1st floor), Portland, OR 97201 Hours: 8am to 3pm, Monday - Friday (Thursday 8am to 12pm) Zoning Verification Map Fee: \$65 NOTE FOR PROCESSORS: <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></p>
OLCC	<p>Oregon Liquor Control Commission oregon.gov/olcc/marijuana – marijuana@oregon.gov – 1-800-452-6522</p>
Revenue	<p>Portland Revenue Bureau portlandoregon.gov/revenue – biztaxhelp@portlandoregon.gov – 503-823-5157 111 SW Columbia St, Suite 600, Portland, OR 97201</p>
SOS	<p>Oregon Secretary of State: Corporate Division sos.oregon.gov – corporation.division@state.or.us – 503-986-2200 255 Capitol St. NE, Suite 151, Salem, OR 97310 Hours: 8am to 5pm, Monday - Friday</p>