



Renewing Your Marijuana Regulatory License

Please submit your complete renewal application to the Cannabis Program **at least 45 days before your current license expires:**

- Renewal Information Form (pages 2-3 of this document)
- All items required in Section 2: (including a [Marijuana Regulatory License Application](#), and for Medical Dispensaries and Marijuana Retailers, a [Marijuana Control Plan](#))
- Any items listed in Section 3 that have changed
- Renewal application fee (see fee schedule below)
 - *The renewal licensing fee will be paid if and when your business passes the inspection and your application meets the City’s licensing requirements set out in Portland City Code 14B.130.*

You may submit renewal materials and application fee in person (cash, check, or credit) or by mail (check only) to:

Cannabis Program
Office of Neighborhood Involvement
1221 SW 4th Ave., Rm. 110
Portland, OR 97204

The renewal process, including the required inspection of your facility, can take up to 45 days. **To continue operating legally, you must submit the Renewal Information Form, Marijuana Regulatory License Application, other required documents, and the application fee at least 45 days before your current license expires to ensure it is renewed before your current license expires.**

If you do not submit your application at least 45 days before your current license expires, you must cease operations after your expiration date until the Cannabis Program finishes processing your renewal application and issues a renewal license.

If you do not submit a complete renewal application materials before your current license expires, you will have to cease operations, your 1,000-foot buffer will be forfeited (for Retailers and Medical Dispensaries), and you will need to apply for a new Marijuana Regulatory License.

RENEWAL APPLICATION AND RENEWAL LICENSE FEES						
	Marijuana Retailer	Medical Dispensary	Marijuana Producer	Marijuana Processor	Marijuana Wholesaler	Marijuana Retail Courier
Renewal application fee:	\$750	\$750	\$500	\$500	\$500	\$500
Renewal licensing fee:	\$4975	\$3500	\$3500	\$3500	\$3500	\$3500

Application No. _____

UPDATED 12/21/17



Marijuana Regulatory License Renewal Information Form

Section 1: BUSINESS INFORMATION			
Entity Name:	Must match Secretary of State Business Registry		
Trade Name:	DBA		
Facility Address:	Street	City	State Zip
License type:	Retailer Producer Processor Wholesaler Retail Courier Medical Dispensary		

Section 2: REQUIRED ITEMS Submit the following items with this form	OBTAINED FROM (KEY ON PAGE 3)
Completed Marijuana Regulatory License Application	Cannabis Program
Valid Security Alarm Permit	Alarms
Documentation showing that all applicable permits have been obtained and received final inspection, including but not limited to commercial building permits and mechanical permits (<i>Producers and Processors only</i>)	BDS
Completed Marijuana Control Plan (<i>Medical Dispensaries and Marijuana Retailers only</i>)	Cannabis Program

NO CHANGE (INITIAL)	Section 3: OTHER ITEM VERIFICATION Initial item if there has been no change. If there has been a change, do NOT initial and submit item with this form.	OBTAINED FROM (KEY ON PAGE 3)
	Completed Personal History Forms (Primary Contact, Owners, and Managers)	Cannabis Program
	Compliance with City Business License Certificate of Compliance	Revenue
	Registration with Oregon’s Business Registry	SOS
	Floor plans to scale outlining the customer accessible area of the premises to be licensed.	
	<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.	
N/A	Conditional Letter of Authority OR proof of active license from the OLCC will be required prior to City licensure	OLCC

CONTINUED ON NEXT PAGE!



OATH OF APPLICATION

Completion of these forms and submission with the non-refundable fee does not imply any obligation on the part of the City of Portland to grant the requested License. Issuance of a City of Portland Regulatory License does not relieve the Licensee from the obligation to meet all other applicable Federal, State, and local laws and regulations. The undersigned hereby states that the statements made in this application are true and correct to the best of their knowledge and belief, and that this statement is executed with the knowledge and understanding that any false statement, misrepresentation, or failure to reveal or provide requested information may be cause for refusal to issue, or suspension or revocation, of any License issued under Chapter 14B.130.

Authorized Signature:	Date:
Printed Name:	Title:

BUREAU AND AGENCY KEY

Cannabis Program	City of Portland Cannabis Program portlandoregon.gov/cannabis – cannabis@portlandoregon.gov – 503-823-9333 Portland City Hall, 1221 SW 4 th Ave. Rm. 110, Portland, OR 97204 Hours: 8am to 5pm, Monday - Friday
Alarms	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>)
BDS	Portland Bureau of Development Services portlandoregon.gov/bds – bds@portlandoregon.gov – 503-823-7300 1900 SW 4 th Ave. (1 st floor), Portland, OR 97201 Hours: 8am to 3pm, Monday - Friday (Thursday 8am to 12pm) 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 involving CO2 under pressure or using flammable liquids or gasses, to ensure all necessary permits are obtained.</i>
OLCC	Oregon Liquor Control Commission oregon.gov/olcc/marijuana – marijuana@oregon.gov – 1-800-452-6522
Revenue	Portland Revenue Bureau portlandoregon.gov/revenue – biztaxhelp@portlandoregon.gov – 503-823-5157 111 SW Columbia St, Suite 600, Portland, OR 97201
SOS	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