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[portlandoregon.gov/civic/cannabis](http://portlandoregon.gov/civic/cannabis)



## MARIJUANA REGULATORY LICENSE APPLICATION

### Deadline Extension Request: Instructions

To request an extension of your deadline to submit missing application materials, submit the following materials in person to the Office of Community & Civic Life or email to [Cannabis@portlandoregon.gov](mailto:Cannabis@portlandoregon.gov):

1. Completed and signed Deadline Extension Request Form
2. Supporting documentation that demonstrates that you are working on obtaining missing application items in a timely manner and to the best of your ability

Deadline extensions are granted on a case-by-case basis. If you are granted an extension and are unable to submit missing items by the extension deadline, you may request an additional extension. Additional extensions are also granted on a case-by-case basis. If you are not granted an extension, YOUR DEADLINE REMAINS YOUR CURRENT DEADLINE.

Questions? Please contact the Cannabis Program at 503-823-9333 or [Cannabis@portlandoregon.gov](mailto:Cannabis@portlandoregon.gov).

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### Deadline Extension Request Form

<b>Business name:</b>	
<b>Facility address:</b>	
<b>Date of request:</b>	<b>License Type:</b>
<b>Amount of time requested (days):</b>	

1. Item(s) for which you are requesting a deadline extension

2. Please outline where you are in the process of obtaining the missing item(s), why you are unable to meet the current deadline, and explanation for time requested:

3. Supporting documentation (please list items here and attach documentation to this form or to your email):

**Authorization**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

INTERNAL USE ONLY			
Date received		Date reviewed	
MRL#		Reviewed by (initials)	
<input type="checkbox"/> Approved		<input type="checkbox"/> Not approved	
Length of extension		New deadline	