

NEW CANNABIS APPLICATION CHECKLIST

The requirements are split into two categories – minimum requirements to submit an application and receive a Land Use Compatibility Statement (LUCS). The second category are the documents required to complete an application and have a license issued. Page 2 has a key on who to contact.

All applications are given an initial deadline of 180 days (6 months) to turn in the required documents. If more time is needed to complete an application, a Deadline Extension Request must be turned in. For instructions on how to submit a Deadline Extension Request, [click here](#).

	Documents required for initial application	Who/ Where?
<input type="checkbox"/>	Completed Marijuana Regulatory License Application completed on the Civic Portal	Cannabis Program
<input type="checkbox"/>	Land Use Compatibility (LUCS) Request Form	OLCC
<input type="checkbox"/>	Floor Plan	Applicant
<input type="checkbox"/>	(Required only if building is not yet constructed) Site Plan to scale showing the footprint of the building on the existing or proposed site.	Applicant
<input type="checkbox"/>	(Change of Ownership Only) Purchase Sales Agreement	Applicant

	Documents due within 6 months	Who/ Where?
<input type="checkbox"/>	Security Alarm Permit	Police Alarms
<input type="checkbox"/>	Documentation of having an air filtration system OR proof of application submittal for applicable permits for an air filtration system	Applicant
<input type="checkbox"/>	Electrical Permit for security system OR Proof of wireless security system	BDS
<input type="checkbox"/>	City Business License Certificate of Compliance	Revenue
<input type="checkbox"/>	Registration with Oregon's Business Registry	SOS
<input type="checkbox"/>	Either proof of ownership or legal possession of the premises to be licensed, or true and complete copy of the executed lease showing the property owner has authorized the use of the location for a Marijuana Business.	Lease
<input type="checkbox"/>	Proof of having obtained a license from the Oregon Liquor and Cannabis Commission	OLCC
<input type="checkbox"/>	Documentation of having an existing security system	Applicant
<input type="checkbox"/>	(Producer Only) 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
<input type="checkbox"/>	(Processor Only) Documentation showing that all applicable permits have been obtained and received final inspection (extract processors) and all other processors (concentrates, topicals, edibles,) must provide documentation of issued permits, including but not limited to commercial building permits and mechanical permits.	BDS

Bureau and Agency Key	
Cannabis Program	<p>City of Portland Cannabis Program https://www.portland.gov/bds/cannabis Contact: Cannabis@portlandoregon.gov OR 503-823-9333</p>
Police Alarms	<p>Portland Police Bureau: Alarms Unit https://www.portland.gov/police/divisions/business-services/alarms-unit Contact: Alarms@police.portlandoregon.gov OR 503-823-0031</p>
BDS	<p>Bureau of Development Services https://www.portland.gov/bds Contact: bds@portlandoregon.gov OR 503-823-7300</p> <p>Note for Processors & Producers: 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.</p>
OLCC	<p>Oregon Liquor and Cannabis Commission https://www.oregon.gov/olcc/marijuana Contact: Marijuana@oregon.gov OR 503-872-5000</p>
Revenue	<p>Portland Revenue Bureau https://www.portland.gov/revenue Contact: biztaxhelp@portlandoregon.gov OR 503-823-5157</p>
SOS	<p>Oregon Secretary of State: Corporation Division https://sos.oregon.gov/ Contact: corporation.division@state.or.us OR 503-986-2200</p>