

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?
	Cannabis Program
	OLCC
	Applicant
	Applicant
	BDS
	Applicant

Documents due within 6 months	Who/ Where?
	Police Alarms
	Applicant
	BDS
	Revenue
	SOS
	Lease
	OLCC
	Applicant
	BDS
	BDS

Bureau and Agency Key	
Cannabis Program	City of Portland Cannabis Program https://www.Portland.gov/Civic/Cannabis Contact: Cannabis@portlandoregon.gov OR 503-823-9333
Police Alarms	Portland Police Bureau: Alarms Unit https://www.portland.gov/police/divisions/business-services/alarms-unit Contact: Alarms@portlandoregon.gov OR 503-823-0031
BDS	Bureau of Development Services https://www.portland.gov/bds Zoning Verification Map use https://www.portland.gov/bds/zoning-land-use/planning-services/location-approvals Contact: bds@portlandoregon.gov OR 503-823-7300 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.
OLCC	Oregon Liquor and Cannabis Commission Site: https://www.oregon.gov/olcc/marijuana Contact: Marijuana@oregon.gov OR 503-872-5000
Revenue	Portland Revenue Bureau https://www.portland.gov/revenue Contact: biztaxhelp@portlandoregon.gov OR 503-823-5157
SOS	Oregon Secretary of State: Corporation Division https://sos.oregon.gov/ Contact: corporation.division@state.or.us OR 503-986-2200