



# CITY OF PORTLAND MARIJUANA RETAIL COURIER APPLICATION CHECKLIST

The items in the “Required Items” column are required to obtain a City of Portland Marijuana Regulatory License as a Marijuana Retail Courier. **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 online	<i>Cannabis Program</i>	<i>Upon Application</i>
	Completed <a href="#">Land Use Compatibility Statement (LUCS) Request Form</a> <i>(For a walkthrough on how to complete the LUCS, please <a href="#">click the following link</a>)</i>	<i>Cannabis Program</i>	<i>Upon Application</i>
	Floor plans to scale	<i>BDS</i>	<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>OLCC</i>	<i>Upon Application</i>
	Security Alarm Permit		<i>Upon Application</i>
	<u>EITHER</u> documentation of having air filtration system; <u>OR</u> proof of application submittal for applicable permits for an air filtration system		<i>Upon Application (if needed)</i>
	Electrical Permit for security system <i>(if needed; some security systems are wireless)</i>	<i>Alarms</i>	<i>6 months</i>
	City Business License Certificate of Compliance	<i>BDS</i>	<i>6 months</i>
	Registration with Oregon’s Business Registry	<i>BDS</i>	<i>6 months (if needed)</i>
	Documentation of having an existing security system	<i>Revenue</i>	<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>SOS</i>	<i>6 months</i>
	Proof of having obtained a Retailer Home Delivery Registration from the Oregon Liquor Control Commission		<i>6 months</i>
	Proof of having obtained Marijuana Retailer license from the Oregon Liquor Control Commission	<i>OLCC</i>	<i>6 months</i>



**BUREAU AND AGENCY KEY**

<b>Cannabis Program</b>	<b>City of Portland Cannabis Program</b> <a href="http://portlandoregon.gov/cannabis">portlandoregon.gov/cannabis</a> – <a href="mailto:cannabis@portlandoregon.gov">cannabis@portlandoregon.gov</a> – 503-823-9333 The Portland Building, 1120 SW 5 <sup>th</sup> Ave. Ste. 114, Portland, OR 97204 <b>Hours:</b> 8am to 5pm, Monday - Friday
<b>Alarms</b>	<b>Portland Police Bureau: Alarms Unit</b> <a href="http://portlandoregon.gov/police/30568">portlandoregon.gov/police/30568</a> – 503-823-0031 <b>Hours:</b> 8am to 4pm, Monday - Friday <b>Permit Application Fee:</b> \$125 <b>Mail checks to:</b> PO Box 1867, Portland, OR 97207 <i>(Make checks payable to "Portland Police Alarms")</i>
<b>BDS</b>	<b>Portland Bureau of Development Services</b> <a href="http://portlandoregon.gov/bds">portlandoregon.gov/bds</a> – <a href="mailto:bds@portlandoregon.gov">bds@portlandoregon.gov</a> – 503-823-7300 1900 SW 4 <sup>th</sup> Ave. (1 <sup>st</sup> floor), Portland, OR 97201 <b>Hours:</b> 8am to 3pm, Monday - Friday (Thursday 8am to 12pm) <b>Zoning Verification Map Fee:</b> \$65
<b>OLCC</b>	<b>Oregon Liquor Control Commission</b> <a href="http://oregon.gov/olcc/marijuana">oregon.gov/olcc/marijuana</a> – <a href="mailto:marijuana@oregon.gov">marijuana@oregon.gov</a> – 1-800-452-6522
<b>Revenue</b>	<b>Portland Revenue Bureau</b> <a href="http://portlandoregon.gov/revenue">portlandoregon.gov/revenue</a> – <a href="mailto:biztaxhelp@portlandoregon.gov">biztaxhelp@portlandoregon.gov</a> – 503-823-5157 111 SW Columbia St, Suite 600, Portland, OR 97201
<b>SOS</b>	<b>Oregon Secretary of State: Corporate Division</b> <a href="http://sos.oregon.gov">sos.oregon.gov</a> – <a href="mailto:corporation.division@state.or.us">corporation.division@state.or.us</a> – 503-986-2200 255 Capitol St. NE, Suite 151, Salem, OR 97310 <b>Hours:</b> 8am to 5pm, Monday - Friday