



CITY OF PORTLAND MARIJUANA RETAILER APPLICATION CHECKLIST

The items in the “Required Items” column are required to obtain a City of Portland Marijuana Regulatory License as a Marijuana Retailer. **NOTE:** Please refer to the “Due” column, as some items may be submitted within 60 days 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. Marijuana Retailers may NOT be located within 1000 feet of a Marijuana Retailer, Medical Dispensary, or school. A map of these locations is available at portlandoregon.gov/cannabis for estimation purposes.

	REQUIRED ITEM	OBTAINED FROM	DUE
	Completed Marijuana Regulatory License Application online	<i>Cannabis Program</i>	<i>Upon Application</i>
	Completed Zoning Verification Map	<i>BDS</i>	<i>Upon Application</i>
	Completed Land Use Compatibility Statement (LUCS) Request Form <i>(For a walkthrough on how to complete the LUCS, please click the following link)</i>	<i>OLCC</i>	<i>Upon Application</i>
	Floor plans to scale outlining the customer accessible area of the premises to be licensed		<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>Upon Application (if needed)</i>
	Security Alarm Permit	<i>Alarms</i>	<i>60 days</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>BDS</i>	<i>60 days</i>
	Electrical Permit for security system <i>(if needed; some security systems are wireless)</i>	<i>BDS</i>	<i>60 days (if needed)</i>
	City Business License Certificate of Compliance	<i>Revenue</i>	<i>60 days</i>
	Registration with Oregon’s Business Registry	<i>SOS</i>	<i>60 days</i>
	Documentation of having an existing security system		<i>60 days</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>60 days</i>
	Proof of having obtained Marijuana Retailer license from the Oregon Liquor Control Commission	<i>OLCC</i>	<i>Before License</i>



BUREAU AND AGENCY KEY

Cannabis Program	City of Portland Cannabis Program portlandoregon.gov/cannabis – cannabis@portlandoregon.gov – 503-823-9333 The Portland Building, 1120 SW 5 th Ave. Ste.114, 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) Zoning Verification Map Fee: \$65
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