

OLCC Recreational Marijuana Program License Application Checklist



Business Information

- Business Name
- Secretary of State Registration Number
- Type of Entity
- Address
- Contact Information

Funding Sources

- Type of Funding: Bank Accounts, Bank Loans, Personal Loans, Gifts, 401K or Retirement Accounts, Inheritance, Sale of Home or Business or other.
- Amount
- Description

Interested Parties (Individuals):

Applicant and Financial Requirements (OAR 845-025-1030)

- Type of Interested Party
- Name, Contact Information and Social Security Number
- State of Residence and States lived in for the past 10 years
- Criminal History

Interested Legal Entities:

Applicant and Financial Requirements (OAR 845-025-1030)

- Business Name, Address, Contact Information
- Business Type

Personal Information of individuals related to Legal Entities

(Individuals owning 10% or more, Partners, Members, Directors and Principal Officers)

- Type of Interested Party
- Name, Contact Information and Social Security Number
- State of Residence and States lived in for the past 10 years
- Criminal History

License Information

- Type of license: Producer, Processor, Wholesaler, Retailer, Laboratory or Research Certificate.
- Physical address of proposed location
- Facility manager, contact information
- Geolocation (*if available*)

Supporting Documentation

General Application Requirements (OAR 845-025-1030)

- A map or sketch of the premises proposed for licensure
- A floor or plot plan sketch of all enclosed areas and all limited access areas
- Proof of lawful possession of the premises proposed for licensure
- An **operating plan** that demonstrates how the applicant's proposed premises and business will comply with the applicable laws and rules regarding:
 - ✓ Security
 - ✓ Employee qualifications and training
 - ✓ Transportation of product
 - ✓ Preventing minors from entering the licensed premises
 - ✓ Preventing minors from obtaining or attempting to obtain marijuana items
- Land Use Compatibility Statement – *please see OLCC website for form and instructions*
- As requested by OLCC staff:* Fingerprint information
- Business Structure Form
- Business Structure – Interested Entity Form

Additional Producer Requirements (OAR 845-025-1030)

- The proposed canopy size and canopy area
- Estimated water and electric usage for the licensed premise
- A description of the cultivation plan
- A water right permit or certificate number; a statement that water is supplied from a public or private water provider, or proof from the Oregon Water Resources Department that the water is from a source that does not require a water right

Additional Processor Requirements (OAR 845-025-1030)

- Designate endorsement type(s)
- A description of the processing plan
- Prior to licensure* for extract endorsement: Proof of local fire code approval
- Prior to licensure* for edible endorsement: Proof of ODA food establishment licensure

Additional Laboratory Requirements (OAR 845-025-5030)

- Prior to licensure:* ORELAP certification

Additional Research Certificate Requirements (OAR 845-025-5300)

- Research proposal
- A description of expertise in the scientific substance and methods
- An explanation of the scientific merit of the research plan
- Descriptions of key personnel who will conduct research
- A clear statement of access to funding and the estimated cost of the proposed research
- A disclosure of any specific conflicts of interest that the researcher or other key personnel have regarding the research proposal
- A description of the research methods demonstrating an unbiased approach to the proposed research
- If intending to research the use of pesticides, an experimental use permit issued by Oregon Department of Agriculture

Life of a License Application

Submitted

Applicant has submitted license application in online licensing system and paid application fee.

Received

OLCC License Investigator receives application and begins review.

Local Government

Land Use Compatibility Statement and local opt-out reviewed for prohibited use.

Prohibited Use

House Bill 3400 prohibits the OLCC from issuing a recreational marijuana license if the proposed use is prohibited by the local governing body.

Completeness Review

License Investigator and Applicant collect all additional necessary information.

Application Review

License Investigator reviews application to determine if submitted information meets requirements.

Non-Compliant

Possible Denial

The OLCC must review for compliance with administrative rules and Oregon law. In some cases, a potential denial may be overcome if the applicant can correct the issue or otherwise show good cause to overcome the denial basis.

Premises Inspection

OLCC Inspector visits site to determine compliance with physical requirements: Security, operations, etc.

Non-Compliant

Possible Denial

A failed inspection means that a premises does not meet security, operational, or other requirements. An opportunity is provided to correct any compliance issues, but failure to do so or a second failed inspection may result in application denial.

Approved

Applicant has met all requirements of application and premises inspection.

License Fee Due

Applicant pays the licensing fee in the online system.

All Fees Paid

License Issued

The license is issued and can be printed by the applicant. It must be displayed prominently at the location.