



Marijuana Producer Renewal Application

Form Instructions

What is this form?

Marijuana licensees are required to renew their licenses annually. Submitting a renewal application is a two-step process:

1. Fill out this renewal application form.
2. Submit your renewal, including the application fee and license fee, through the online portal at <https://apps.oregon.gov/OLCC/Marijuana/elicense/>. When you log into your license dashboard, there will be a "Renew" button if you are within 90 days of license expiration.

Who needs to sign this form?

Each licensee whose name appears on the license certificate must sign the renewal application. If any named licensee is a legal entity (corporation, LLC, or limited partnership) one person who is an applicant for the license under OAR 845-025-1030(4) or has an ownership interest as defined in OAR 845-025-1045(3) may sign on behalf of the entity. Common examples include:

- For LLCs: A member of the LLC or a manager of a manager-managed LLC
- For Corporations: An officer of the corporation
- For Limited Partnerships: A general partner of the partnership

Making changes to a licensed business

This form asks several questions to identify whether you have made any changes to your licensed business. Please bear in mind that most changes will require prior approval from OLCC before you make the change. If you have made or are requesting to make changes that have not yet been approved by OLCC, please submit that request separate from your renewal application.

Our change request forms can be found on the [Marijuana Forms and Publications Page](#), under the section titled "Notification/Change Forms."

If you only disclose or request the changes on your renewal application but do not submit a separate change request form, staff will not consider the request until your renewal application is assigned for investigation.

Federal Employer Identification Number and Business Identification Number

All businesses in Oregon that do not offer an employer-sponsored retirement plan will be required to register for OregonSaves. In order to serve legal marijuana businesses in Oregon, the OLCC and Oregon State Treasury need to collect your business' Federal Employer Identification Number (FEIN) and your Business Identification Number (BIN). Please fill in these fields on the renewal application form.

Industrial Hemp Grower Registrations

A licensed producer may not be located on the same tax lot as a site registered with Oregon Department of Agriculture (ODA) for the production of industrial hemp unless OLCC has approved a control plan describing how the registered site will be separated from the premises proposed to be licensed and how the applicant will prevent transfer of industrial hemp to the licensed premises.

If you need to have a hemp control plan approved, send an email to marijuana.licensing@oregon.gov with "Hemp control plan" and your license number in the subject line, and attach an aerial image of the property showing the boundaries of your marijuana licensed premises and your proposed hemp grow site. OLCC staff will work with you to create the formal written control plan.

Canopy area limits

This form asks whether your canopy areas comply with our current rules. There are two components to this:

1. No more than 20 total canopy areas, including mature and immature canopy. This rule went into effect on December 28, 2017 and applies to all licenses issued or renewed after April 1, 2018.
2. All canopy areas must either be quadrilaterals **or** you may provide OLCC with a survey of the canopy space conducted by a Professional Land Surveyor licensed by OSBEELS showing that the canopy is within the licensed canopy limits. This rule went into effect December 28, 2018 and applies to all licenses issued or renewed after that date.

If you need to change your canopy area designations to comply with this rule, you will need to submit a new premises sketch showing your new proposed canopy designations, including all details described in our [Producer Premises Map Instructions](#).

You may request to have these changes approved in advance of your renewal by submitting a [Change in Producer Canopy Size or Location](#) request.

Changing producer tier, type, or mixed (indoor/outdoor) ratio

The only time that a producer may change tier (Micro Tier I, Micro Tier II, Tier I, or Tier II) or type (Indoor, Outdoor, or Mixed) is at renewal. The only time that a producer who utilizes mixed production may change designated canopy areas from one production type to another (e.g. from outdoor to indoor) is at the time the producer submits a renewal application. To start this process, you will need to designate the correct canopy square footage when submitting your renewal application through the online portal.

If you are requesting to decrease tier, you will need to plan ahead so that your actual canopy area on the date your license expires is within the limits of the tier you are decreasing to. Similarly, if you are adjusting your mixed ratio, you will need to plan ahead so that your actual canopy of the production type that you are decreasing is within the limits of the new mixed ratio that you are requesting (any canopy areas that you are requesting to expand still cannot be used until your renewal application is approved).

For example:

- An Outdoor Tier I producer whose license expires on August 1st has an approved canopy designation of 10,000 sqft of outdoor mature canopy. At renewal, they request to reduce to Outdoor Micro Tier II with only 5,000 sqft of outdoor mature canopy. OLCC cannot approve that change unless the producer can demonstrate that they only planted 5,000 sqft of outdoor mature canopy that season.
- An Outdoor Tier I producer whose license expires on August 1st has an approved canopy designation of 10,000 sqft of outdoor mature canopy. At renewal, they request to reduce to change to Mixed Tier I. OLCC would only be able to approve a maximum of 2,500 sqft of indoor mature canopy unless the producer can demonstrate that they planted less than 10,000 sqft of outdoor mature canopy that season ($10,000 + 4 \times 2,500 = 20,000$ sqft).

For any change of tier, type, or mixed ratio, you will need to submit a new premises sketch showing your new proposed canopy designations, including all details described in our [Producer Premises Map Instructions](#).

If you are requesting to increase tier or change type, you will also need to provide a new [Land Use Compatibility Statement \(LUCS\)](#) signed by the city or county that authorizes land use where your premises is located.



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Please answer all questions completely. Failure to disclose any information requested, or providing false or misleading information on this form is grounds to deny the renewal application (OAR 845-025-1115).

Section 1 - Business Information

Licensee Name:		License ID Number:	
Contact Name:		BIN*:	
Contact Email:		FEIN*:	

Section 2 - Renewal Questions

	YES	NO	
1.	<input type="checkbox"/>	<input type="checkbox"/>	<p>Has your approved business structure changed in ANY way?*</p> <p><small>(This may include, but is not limited to: employees or landlords receiving a percentage of revenue or profits, any new investors, new owners, added or removed partners, or any changes in membership percentages, stockholders, directors, or corporate officers.)</small></p> <p>If yes, attach a written statement of the change(s) and submit a change request separate from this renewal*</p>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<p>Have you made any significant changes to your premises or changes in the operation of your business that have not previously been reported to OLCC?*</p> <p><small>(This may include, but is not limited to: Moving or removing cameras, remodeling the premises to move walls or doors, or changing your operating and security plan)</small></p> <p>If yes, attach a written statement of the change(s) and submit a change request separate from this renewal*</p>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<p>Do you wish to utilize propagation endorsement under OAR 845-025-2045?</p> <p>If yes, and you do not currently have this privilege, complete the required form and attach.</p>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<p>Do you wish to engage in micro tier processing under OAR 845-025-2025?</p> <p>Note: You must be either a Micro Tier I or Micro Tier II producer to qualify for this privilege.</p> <p>If yes, and you do not currently have this privilege, complete the required form and attach.</p>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<p>Do you wish to grow medically designated canopy under OAR 845-025-2500?</p> <p>If yes, and you do not currently have this privilege, complete the required form and attach.</p>
6.	<input type="checkbox"/>	<input type="checkbox"/>	<p>Are you changing your tier, production type, or mixed tier ratio?*</p>
7.	<input type="checkbox"/>	<input type="checkbox"/>	<p>Is there a site registered with Oregon Department of Agriculture for the production of industrial hemp located on the same tax lot as the licensed premises?*</p>
8.	<input type="checkbox"/>	<input type="checkbox"/>	<p>Does your OLCC-approved premises sketch contain 20 or fewer canopy areas, all of which are either quadrilaterals or have been surveyed by a Professional Land Surveyor?</p> <p>If no, please submit a new proposed premises sketch*</p> <p>If any canopy areas are not quadrilaterals, please submit a copy of the survey map*</p>

***See the instruction page for additional information.**



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Section 3 - Electricity and Water Use

In this section, record your actual electricity and water usage for the past year, taking into account all portions of the premises.

Month	Electricity used <i>(by kilowatt-hour (kWh))</i>	Water used (from all sources) <i>(include unit of measurement)</i>
JANUARY		
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Total:		

Section 4 - Acknowledgement

The Oregon Liquor Control Commission requires the licensee* to read and affirm the following with a signature:

I have reviewed all information being submitted as part of my renewal application. All information submitted is true and correct to the best of my knowledge.

Licensee's Name	Signature	Date

***See the instruction page for additional information.**