



OREGON LIQUOR CONTROL COMMISSION

Marijuana Producer Application

What is this form?

This document combines the necessary forms and information that are required as part of your OLCC producer license application. Follow the instructions on each page and submit the completed packet as a supporting document to your recreational marijuana application online at: <https://apps.oregon.gov/OLCC/Marijuana/elastic/>

In addition to this packet, you will also need to upload the following into the online licensing system:

- A copy of a **completed** Land Use Compatibility Statement from the local government
- A lease, deed, purchase documents, or other documents showing the applicant has legal access to the property.
- A boundary sketch for the proposed premises and floor plans for all structures within the licensed area.
- Documentation for each water source to be used such as a billing statement, contract, or Exempt Use form from the Oregon Water Resources Department:

https://www.oregon.gov/owrd/docs/Marijuana_Producer_Exempt_Water_Form.pdf

- Information on the structure of the business proposed to be licensed:
 - A Limited Liability Company (LLC) Questionnaire for any limited liability companies involved in your licensed business.
 - A Corporate Questionnaire for any corporate entities involved in your business.
 - A Sole Proprietor/Other Entity form for any other persons or entities that will hold the license.
 - An Individual History form for each person identified as an applicant as required by the above questionnaires. Your investigator may require Individual History forms for additional people.
- (After submitting your application) Proof of successful test completion from Metrc for the Cannabis Tracking System (CTS)

Once your application is accepted and assigned to an OLCC License Investigator, you may be required to submit additional information. Your license investigator will communicate any additional requirements for your application.

Section 1 – Business Information

Licensee Name:					
Trade Name:					
Premises Address:					
City:		State:	OR	ZIP:	
Premises Phone:					
Business Email:					



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Section 2 – Hours of Operation

Use the following section to identify the regular hours during which your business will be in operation (i.e.; when yourself, partners, representatives, or employees will be on the premises and engaged in the operation of the business and the exercise of license privileges for the operation.)

Under OAR 845-025-8520, during regular business hours, your premises must be accessible on request to an identified OLCC inspector. Outside of regular business hours, your premises must be accessible on request to an identified OLCC inspector who has reason to believe a violation has occurred.

If your business will have seasonal variations, or irregular hours, detail these variations and schedules in the space available.

Regular business hours (local time for the premises), specify AM and PM:

Sunday:	
Monday:	
Tuesday:	
Wednesday:	
Thursday:	
Friday:	
Saturday:	

Seasonal or other variations:

A LICENSEE MUST CONTINUE TO MEET ALL SECURITY REQUIREMENTS INCLUDING CAMERA COVERAGE REQUIREMENTS WHEN THE BUSINESS IS CLOSED, INCLUDING SEASONAL CLOSURES.



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Section 3 – Premises Information

	YES	NO	
1.	<input type="checkbox"/>	<input type="checkbox"/>	Is the proposed premises on any federal or public land?
2.	<input type="checkbox"/>	<input type="checkbox"/>	Is the proposed premises at the same address or physical location as a business with a liquor license or pending application for a liquor license?
3.	<input type="checkbox"/>	<input type="checkbox"/>	Is the proposed premises on any reservation or tribal trust land of a federally recognized Indian tribe?
4.	<input type="checkbox"/>	<input type="checkbox"/>	Is there a primary residence on the same tax lot as this proposed premises? <i>Note: A primary residence cannot be part of the licensed premises and cannot be adjoined to an area where marijuana will be produced or stored.</i>
5.	<input type="checkbox"/>	<input type="checkbox"/>	Is the proposed premises on the same tax lot as a site registered with the Oregon Department of Agriculture for the growing or handling of industrial hemp?
6.	<input type="checkbox"/>	<input type="checkbox"/>	Is there any other recreational marijuana license or pending marijuana license application on this tax lot or at this address or location?
7.	<input type="checkbox"/>	<input type="checkbox"/>	Is the proposed premises at the same address or physical location as a medical marijuana grow site, processing site, or dispensary? <i>(If yes, the applicant must notify any and all growers, processors, or dispensary operators who may be registered by the Oregon Health Authority (OHA) to produce medical marijuana at the location or address that they will no longer be permitted to do so and they must surrender their registration(s) to the OHA when indicated by OLCC.) If you are requesting the transfer of medical marijuana inventory to the recreational license or you applying for a micro tier producer license and you qualify for a LUCS exemption, do not surrender your OHA registration(s) prior to being directed to do so by the OLCC.</i>

Section 4 – Property Interests

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Do any other persons or entities other than those that will hold the license have access to any portion to the proposed premises? This includes property owners, contracted security professionals, other tenants, or any entities holding an easement (other than utility easements) over the property? If yes, list below.

Entity or Person Name <i>(Full legal name of entity or person's first and last name)</i>	Type of Interest <i>(Owner, Easement, Tenant, Security Company, etc.)</i>



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Section 5 – Cultivation Plan

Describe the growing operation, including growing media and equipment to be used. Specify whether the methods described pertain to outdoor or indoor operations or, if applying for a mixed producer license, whether the same methods will be used for both indoor and outdoor operations.

Include a general description of the overall cultivation methods including whether the operation will utilize seeds, clones, or both and information on the cultivation and maintenance of immature plants on the premises. If more space is required, you may upload additional supporting documents in the licensing system. Note any additional attachments for the cultivation plan here.



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Section 6 – Additional Privileges

6.1 Propagation Endorsement

A producer may apply for a propagation endorsement in order to grow additional immature marijuana plant canopy. Without a propagation endorsement, a producer is subject to limits for immature canopy specified in OAR 845-025-2040(2). With a propagation endorsement, a producer may designate unlimited additional immature canopy beyond these limits if this additional immature canopy is needed to produce immature plants for sale to other licensees.

- I **am not** seeking a Propagation Endorsement and will abide by the limits of OAR 845-025-2040(2).
- I **am** seeking a Propagation Endorsement and will attach the Producer Propagation Endorsement form.

6.2 Medically Designated Canopy

A producer may register with the Commission to produce usable marijuana for registered OMMP patients, as long as the producer provides at least seventy five percent of the annual yield of usable marijuana from their medically designated mature canopy to patients or to patients' designated primary caregivers for no consideration. This registration carries an additional fee of \$100.

- I **am not** seeking to designate a medical canopy.
- I **am** seeking to designate a medical canopy and will submit a Producer Medically Designated Canopy Registration form.

6.3 Micro Tier Processing

A Micro Tier I or Micro Tier II producer may apply for an endorsement to process certain types of marijuana concentrates. A producer with this endorsement may only utilize processes that involve separating cannabinoids from marijuana by a mechanical process or a process that uses liquid water as the only solvent. Common types of concentrates that may be made with this endorsement include rosin, kief, bubble hash, and ice hash.

- I **am not** seeking a Micro Tier Processing endorsement.
- I **am** a Micro Tier I or Micro Tier II producer and am seeking am seeking a Micro Tier Processing Endorsement. I will attach the Producer Micro Tier Processing Endorsement form.



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Section 7 – Electricity and Water Use Estimate

How do I estimate my electrical usage?

Record your estimates in kilowatt-hours (kWh). To determine how many kWh a piece of equipment uses, take the following steps:

- Determine the wattage of the device by checking manufacturer specifications.
- Multiply this by the number of hours each month the device will be in use to determine watt-hours.
- Divide each month's watt-hours by 1,000 to determine kWh. Round to three decimal places.
- Repeat this for each piece of equipment and total the amounts for each month.

You may also use the energy estimate worksheet provided by the Oregon Department of Energy. You can find the link to this worksheet at marijuana.oregon.gov

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:		



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Section 8 – Operating and Security Plan

An Operating Plan and Security Plan are required for all license types. If your business will operate under a formalized operating and/or security plan, you may submit that information as a supplemental document, but this section is required. This section will collect information about your general operations and physical premises.

	Yes	No	Section 8.1 Training
1.	<input type="checkbox"/>	<input type="checkbox"/>	Will you train employees at time of hire on business operations and compliance?
2.	<input type="checkbox"/>	<input type="checkbox"/>	Will you train employees regularly after hire?
3.	<input type="checkbox"/>	<input type="checkbox"/>	Will your training plan and training log be available for inspection on the licensed premises at all times?
4.	<input type="checkbox"/>	<input type="checkbox"/>	Will any person entering data into the Cannabis Tracking System (CTS) first be trained by the CTS administrator for the license?
5.	<input type="checkbox"/>	<input type="checkbox"/>	Will all individuals required under OAR 845-025-5500 to have a valid Marijuana Worker Permit complete the required training and maintain their permit while working on behalf of the licensee?

Additional information regarding employee qualifications and training (not required):



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Section 8 – Operating and Security Plan (continued)

The Commission has set minimum standards for the security of a licensed recreational marijuana premises. Licensees are responsible for the security of all marijuana items on the premises and those in transit on behalf of the licensee.

The questions below collect basic information to determine the compliance of security in place at your proposed premises. Adherence to the below requirements does not release a licensee from the responsibility to maintain the security of marijuana items.

OAR 845-025-1405 allows any licensee or applicant to request a waiver of any of the security requirements described in OAR 845-025-1400 to 845-025-1470. A “No” answer to the security requirements as specifically identified in the relevant section below **must** be accompanied by a security waiver request documenting the specific rule to be waived and a proposed alternative to meeting that goal. Waiver requests are subject to approval by the Commission and may be denied. Broad requests to waive all of the security requests will be denied. You must propose an alternate method to meeting the goal of the requirement to be waived.

You can find the full text of the Marijuana Division administrative rules at <http://marijuana.oregon.gov>

Yes		No		8.2 Premises Access
6.	<input type="checkbox"/>	<input type="checkbox"/>		Will all external doors and gates be secured by commercial locks rated to ANSI grade 1 or similar standards and will materials be available on-site for inspection to verify the security rating?
7.	<input type="checkbox"/>	<input type="checkbox"/>		When not operating, will all usable marijuana, harvested plants, and finished product be stored indoors on the licensed premises in a secure area with all entries secured with a steel door in a steel frame and commercial locks? Note: This includes drying harvested marijuana.
8.	<input type="checkbox"/>	<input type="checkbox"/>		When not operating, will all exterior doors, windows, or other points of ingress/egress be locked?
Yes		No		8.3 Premises Alarm & Monitoring
9.	<input type="checkbox"/>	<input type="checkbox"/>		Will the premises have an authorized representative such as an employee, owner, or contracted security professional on the premises (not in a residence or outside the premises) at all times when not in operation? If the answer to this item (9) is yes, then you are allowed to answer no to items 10-12 without requesting a waiver.
10.	<input type="checkbox"/>	<input type="checkbox"/>		<i>Will the premises have an alarm system programmed to activate upon unauthorized breach of any door, window, or other point of entry?</i>
11.	<input type="checkbox"/>	<input type="checkbox"/>		<i>Is the alarm system capable of detecting unauthorized access to any portion of the premises, including any unenclosed portion of an outdoor production operation?</i>
12.	<input type="checkbox"/>	<input type="checkbox"/>		<i>Does the alarm system provide notification to an authorized representative in the event of any unauthorized entry to any portion of the premises?</i>



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Yes	No	8.3 Premises Alarm & Monitoring (continued)
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13. The alarm system provides a mechanism to contact law enforcement by one or more of the following methods:
- At least two “panic buttons” are installed on the premises that can trigger the alarm system and immediately notify a security company or law enforcement; or
 - Mobile “panic buttons” are carried by all license representatives on the premises that can trigger the alarm system and immediately notify a security company or law enforcement; or
 - An operational landline telephone is present at all times within the limited access area that is capable of contacting security or law enforcement.

8.4 Transportation		
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Your license type will allow you to transport marijuana, but may not allow you to transport all types of marijuana to all types of licensees. Even if you do not plan to exercise this privilege, you must acknowledge the following:

14. I acknowledge the following statements below:
- All marijuana must be transported to another licensed premises only pursuant to a valid transfer manifest recorded in the Cannabis Tracking System (CTS);
 - Any person transporting marijuana on behalf of a licensee must have a valid Driver License and a Marijuana Worker Permit. In addition that person must be recorded as an employee in CTS and as the person responsible on the Transfer Manifest.
 - Any vehicle used in the transport of marijuana items must be equipped with a functioning car alarm system;
 - Marijuana items in transit between premises must be stored in a locked, enclosed area inside the vehicle and marijuana items must not be visible from the vehicle exterior.

Yes	No	8.5 Video Surveillance
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15. Is the premises equipped with a video surveillance system?
16. Do cameras cover all areas where any marijuana items (including plants and waste) will be present at any time including pathways where product will be moved, without any “blind spots”?
17. Do cameras cover all areas within 15 feet of all points of entry/exit from the licensed premises in all directions?
18. Do all cameras record continuously 24 hours a day at a resolution of 1280 x 720 pixels or better in all lighting conditions?
19. Do all cameras covering areas where marijuana items will be present and all cameras covering the surveillance area record at a minimum of 10 frames per second?



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Yes		No		8.5 Video Surveillance (continued)	
20.	<input type="checkbox"/>	<input type="checkbox"/>	Do all cameras covering exterior non-limited access areas record at a minimum of 5 frames per second?		
21.	<input type="checkbox"/>	<input type="checkbox"/>	Is the surveillance system in a dedicated room or a dedicated enclosure on the premises and clearly identified on your submitted floor plan?		
22.	<input type="checkbox"/>	<input type="checkbox"/>	Does the surveillance room contain a list of personnel authorized to access the surveillance system?		
23.	<input type="checkbox"/>	<input type="checkbox"/>	Will you keep a log of all maintenance activity for the surveillance equipment including name of the individual, date and time of access, and reason for access?		
24.	<input type="checkbox"/>	<input type="checkbox"/>	Does the surveillance system on the premises include a monitor capable of viewing video from any camera, a digital archiving device, and a printer?		
25.	<input type="checkbox"/>	<input type="checkbox"/>	Does the surveillance system have a backup battery that will provide at least one hour of continuous recording in the event of any power failure?		
26.	<input type="checkbox"/>	<input type="checkbox"/>	Does an authorized representative receive immediate notification within one hour of the failure of any security camera or portion of the surveillance system?		
27.	<input type="checkbox"/>	<input type="checkbox"/>	In addition to the on-site storage of camera recordings, is the recording of the surveillance area continuously backed-up to a secure, off-site location?		
28.	<input type="checkbox"/>	<input type="checkbox"/>	Are all required recordings kept for 90 days with a method to store video longer than 90 days if requested?; AND Will all recordings of the surveillance area be backed up in real time to an offsite location and stored for at least 30 days?		
29.	<input type="checkbox"/>	<input type="checkbox"/>	Do you understand that: If you intend to stop recording any area because marijuana items will not be present in that area due to a seasonal closure or prolonged inactivity, You must first submit a seasonal camera shutdown request form; AND That request must be approved by the OLCC prior to deactivating any cameras; AND Prior to bringing any marijuana items back into those areas, you must first resume recording?		



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8.6 Producer Public Access

In addition to the security requirements of all recreational licensed premises, a producer licensee must effectively prevent public access to all areas of the licensed premises. The licensed premises includes indoor areas used in the production of marijuana, outdoor areas used for cultivation, and **any outdoor areas where product may be temporarily while moving between other areas of the premises.**

This means that if you are applying for an indoor Producer license, but you are using multiple areas or structures separated by outdoor areas, you must prevent public access to those outdoor areas in addition to preventing public access to the enclosed indoor areas of your premises.

Select ONE of the options below:

30.

Fully fenced premises

- All portions of the premises are enclosed by a fence or wall at least 6 feet high, including all exterior pathways to any indoor areas and any non-rigid structures such as hoop houses; AND
- The fence or wall is constructed of a series of rigid wooden or metal posts securely anchored to the ground and a woven or welded wire mesh such as “chain-link” fencing or by a solid, rigid barrier, such as wooden fencing planks or similar material.

Fully indoor premises

All portions of the premises are enclosed within a solid, permanent structure.

Partially enclosed premises

- All areas where live marijuana plants will be cultivated are located within an area enclosed by a fence or wall at least 6 feet high or within a solid, permanent structure; AND
- Marijuana items present in any area of the premises that is not enclosed by a fence or structure will only be in those areas while being moved between enclosed secure areas and will at all times be in the possession of a licensee representative.

If you are applying for an indoor producer license, but have multiple unconnected buildings that you will move marijuana between, you may select this option. Your premises boundary documentation will need to include the outdoor areas you will move marijuana through. You may not have multiple disconnected licensed premises under a single license. Your premises must be one contiguous area and include all indoor and outdoor areas you will use in exercise of your Producer license.

Other methods

- I am applying for a Producer license and am proposing to utilize methods other than fencing or a solid, permanent structure to prevent access to all areas of production. I have attached a detailed security plan that includes the specific actions and methods I will use to prevent public access to the premises and I am requesting the approval of this plan by the OLCC. I recognize that this plan is subject to approval and this request may add additional processing time to my license application.

NOTE: Stating that the proposed premises is “remote” is not on its own a specific action or method to prevent access.



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Section 9 – Minor Control Plan

Briefly describe your methods of preventing minors from gaining access to any portion of the licensed premises. This may include methods such as requiring identification prior to entry, maintaining a locked perimeter at all times, even during business hours, utilizing dedicated security personnel, screening employees and contractors, or other methods as appropriate for your license type.

Note: A Minor Control Plan is required for all operations. Answers of "NA" or blank responses will not be accepted.

Example plan:

All doors and gates will be locked at all times. Prior to allowing any person access to the property, age will be verified by checking ID. Employee IDs will be checked prior to hiring and no person will be employed who does not have a valid marijuana worker permit. Signs will be clearly posted at all entry points indicating that minors are not permitted on any portion of the premises. If a minor attempts to gain access to the premises, they will be immediately told to leave and if they do not, law enforcement will be contacted.