



# Marijuana Retailer Application

## Form Instructions

### What is this form?

This document combines the necessary forms and information that are required as part of your OLCC retailer 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/elicense/>

In addition to the forms included in this packet, you will also be required to provide the following documents as uploads into the online licensing system:

- A copy of a **completed** [Land Use Compatibility Statement](#) from the city or county that authorizes land use in the city or county in which your proposed premises is located.
- A lease, deed, purchase documents, or other documents showing the applicant has legal access to the property.
- A boundary sketch and floor plans for the proposed premises. See the [Retailer Premises Map Instructions](#) for detailed information about what to include.
- 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 [Limited Partnership Questionnaire](#) for any limited partnerships 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 request Individual History forms for additional people.

Once your application is accepted and assigned to an OLCC license investigator, they will give you additional instructions on submitting:

- Proof of successful test completion from Metrc for the Cannabis Tracking System (CTS).
- Fingerprints for each person who is an applicant for the license.

Your license investigator will communicate any additional requirements for your application. This could include:

- Revisions or additional information related to documents you have submitted.
- Additional documents related to persons or entities with a financial interest in the business.
- Fingerprints for certain persons with a financial interest in the business.

### What if I am buying an existing licensed business?

If you are buying an existing licensed business, you will still submit all the information listed above. Once you have submitted your application, the current licensee will need to submit a [Change of Ownership](#) request.

Remember, you cannot begin operating the business until your license has been approved and issued by OLCC.



**OREGON LIQUOR CONTROL COMMISSION**

**Marijuana Retailer Application**

**Section 1 – Business Information**

<b>Licensee Name:</b>				
<b>Trade Name:</b>				
<b>Premises Address:</b>				
<b>City:</b>		<b>State:</b> OR	<b>ZIP:</b>	
<b>Premises Phone:</b>				
<b>Business Email:</b>				

**Section 2 – Hours of Operation**

Use this section to identify the regular hours during which your retailer business will be open to the public (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.

Hours of Operation	
<b>Sunday:</b>	_____ to _____
<b>Monday:</b>	_____ to _____
<b>Tuesday:</b>	_____ to _____
<b>Wednesday:</b>	_____ to _____
<b>Thursday:</b>	_____ to _____
<b>Friday:</b>	_____ to _____
<b>Saturday:</b>	_____ to _____

If your business will have seasonal variations, or irregular hours, describe these variations here:

**Note:** Retailers are prohibited from selling to consumers or allowing consumers to be on the premises between 10:00 PM and 7:00 AM the following day. If you are a retailer proposing any operation between 10:00 PM and 7:00 AM, explain your operations during these hours in the space available for “Seasonal or other variations” or attach additional documentation.

***A licensee must continue to meet all security requirements including camera coverage requirements when the business is closed, including seasonal closures.***

**Section 3 – Premises Information**

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Is the proposed premises on any federal or public land?
<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?
<input type="checkbox"/>	<input type="checkbox"/>	Is the proposed premises on reservation or tribal trust land of a federally recognized Indian tribe?
<input type="checkbox"/>	<input type="checkbox"/>	Is there a primary residence on the same tax lot as this proposed premises?
<input type="checkbox"/>	<input type="checkbox"/>	Is there an existing recreational marijuana license or license application for this premises?
<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, and 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.)</i> <b>If you are requesting the transfer of medical marijuana inventory to the recreational license do not surrender your OHA registration(s) prior to being directed to do so by the OLCC.</b>



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### Section 4 – Property Interests

If any persons or entities **other than those that will hold the license** have access to any portion of the proposed premises, list them in the space below. This includes property owners, contracted security professionals, other tenants, or any entities holding an easement (other than utility easements) over the property.

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>

### Section 5 – Additional Privileges

A retailer may request the following additional privileges:

**Medical Purposes Registration:** A retailer may register to sell marijuana for medical purposes. This allows the retailer to sell medical-grade cannabinoid products (products with higher concentrations of THC as described in OAR 333-007-0220) to OMMP cardholders, to give any marijuana item to an OMMP cardholder for free, and to allow OMMP cardholders age 18-20 on their premises to purchase marijuana items.

**Home Delivery Registrations:** A retailer may register for the privilege to deliver marijuana items to a customer at that customer's place of residence. Deliveries may only be performed within the same local jurisdiction as the retailer's licensed premises.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	I am seeking to sell marijuana for medical purposes and will attach the <a href="#">Retailer Medical Purposes Registration</a> form.
<input type="checkbox"/>	<input type="checkbox"/>	I am seeking the privilege to deliver marijuana items to customers at their place of residence. I will submit a <a href="#">Retailer Home Delivery Registration</a> form.

### Section 6 – 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.

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. Adherence to the minimum requirements does not release a licensee from this responsibility.

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 OLCC's recreational marijuana administrative rules in the Oregon Secretary of State Oregon Administrative Rule Database: [Oregon Administrative Rules Chapter 845 Division 25](#).



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Yes		No		Section 6.1 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):

Yes		No		6.2 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"/>	<p>Will the premises use vaults and/or safes to store all marijuana items, except immature plants, on the premises when the premises is closed?</p> <p><i>A vault is a block concrete or steel-reinforced concrete room, which includes ceilings and floors, that is secured with a vault door with a multi-position combination lock and a relocking device. A safe is a solid metal receptacle capable of locking and that either weighs 750 pounds or that is anchored to the permanent structure of the building. For any items requiring refrigeration, a locking refrigeration unit that weighs 750 pounds or more or that is anchored to the permanent structure of the building is considered a safe.</i></p>		
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		6.3 Premises Alarm & Monitoring	
9.	<input type="checkbox"/>	<input type="checkbox"/>	Will the premises have an alarm system programmed to activate upon unauthorized breach of any door, window, or other point of entry?*		
10.	<input type="checkbox"/>	<input type="checkbox"/>	Is the alarm system capable of detecting unauthorized access to any portion of the premises, including any unenclosed portion of an outdoor production operation?*		
11.	<input type="checkbox"/>	<input type="checkbox"/>	Does the alarm system provide notification to an authorized representative in the event of any unauthorized entry to any portion of the premises?*		
12.	<input type="checkbox"/>	<input type="checkbox"/>	<p>The alarm system provides a mechanism to contact law enforcement by one or more of the following methods:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• An operational landline telephone is present at all times within the limited access area that is capable of contacting security or law enforcement</li> </ul>		

\*If an authorized representative such as an employee, owner, or contracted security professional will be physically on the licensed premises (not in a residence or outside the premises) at all times when it is closed for business, you may answer “No” to questions #9 through #11. If you answer “No” to these questions, you will be asked to submit a separate signed statement to this effect.



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Yes		No	6.4 Video Surveillance
13.	<input type="checkbox"/>	<input type="checkbox"/>	Is the premises equipped with a video surveillance system?
14.	<input type="checkbox"/>	<input type="checkbox"/>	Do cameras cover all areas where any marijuana items (including plants) or waste will be present at any time including pathways where product will be moved, without any "blind spots"?
15.	<input type="checkbox"/>	<input type="checkbox"/>	Do cameras cover all areas within 15 feet of all points of entry/exit from the licensed premises in all directions?
16.	<input type="checkbox"/>	<input type="checkbox"/>	Do all cameras record continuously 24 hours a day at a resolution of 1280 x 720 pixels or better in all lighting conditions?
17.	<input type="checkbox"/>	<input type="checkbox"/>	Do all cameras covering areas where marijuana items or waste will be present and all cameras covering the surveillance area record at a minimum of 10 frames per second?
18.	<input type="checkbox"/>	<input type="checkbox"/>	Do all cameras covering exterior non-limited access areas record at a minimum of 5 frames per second?
19.	<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?
20.	<input type="checkbox"/>	<input type="checkbox"/>	Does the surveillance room contain a list of personnel authorized to access the surveillance system?
21.	<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?
22.	<input type="checkbox"/>	<input type="checkbox"/>	Does the surveillance system on the premises include a monitor capable of viewing video from any camera and a digital archiving device?
23.	<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?
24.	<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?
25.	<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?
26.	<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?; <b>AND</b> Will all recordings of the surveillance area be backed up in real time to an offsite location and stored for at least 30 days?
27.	<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; <b>AND</b> That request must be approved by the OLCC prior to deactivating any cameras; <b>AND</b> Prior to bringing any marijuana items back into those areas, you must first resume recording?



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### 6.5 Transportation

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:

28.  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 exterior of the vehicle.

### Section 7 – Minor Control Plan

A minor control plan is required for all operations. You may either choose to follow the standard control plan below, or you may write your own plan that briefly describes 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.

#### Standard retailer minor control plan:

*During non-business hours, all exterior doors will be locked. During business hours, ID will be checked both when a customer enters the business and at time of sale. Any person under 21 who does not have a medical marijuana card will be refused access. Any person under 18 will be refused access even if they have a medical marijuana card. If an employee checking ID has any reason to believe the ID of a customer is invalid, the customer will be refused service and will be asked to leave the premises.*

*Employee IDs will be checked prior to hiring and no person will be employed who is not 21 and 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.*

Select one of the following:

- I will follow the standard retailer minor control plan above.
- I have written a minor control plan and included it as an attachment to this form.

### Section 8 – Acknowledgement

I understand that if my answers are not true and complete, OLCC may deny my license application.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_