



OREGON LIQUOR & CANNABIS COMMISSION

Marijuana Renewal Application

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.

Making changes to a licensed business

Except for Producers requesting to change their Production Tier or Production Type, no changes may be submitted as part of your renewal application. To make any other, visit marijuana.oregon.gov to find the appropriate change request form and submit that information to marijuana.licensing@oregon.gov as provided in the instructions for the form.

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.

Section 1 – Business Information

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

Section 2 – Legal Access

Yes No

Do you still have legal access to your licensed premises?

For marijuana licensees that lose access to their licensed premises, under OAR 845-025-1180(4), the Commission may allow the licensee or laboratory licensee to change location if the licensee or laboratory licensee:

- Submits written notice, in a form and manner prescribed by the Commission, at least 15 days prior to losing access.
- Removes all marijuana items from the licensed premises in compliance with ORS chapter 475C or these rules prior to losing access.
- Is not under investigation for suspected violations of any provision of ORS chapter 475C or these rules and does not have pending administrative violations.
- Supplies documentation showing legal access to new proposed location within 30 days of losing access to the licensed premises.
- Submits a Land Use Compatibility Statement for the new proposed location from the city or count that authorizes land use for that location and the use is not prohibited.



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Section 3 – Retailer Licensees Only

Yes No

Have you obtained a certificate of tax compliance for all applicants for this license?

For marijuana retailer licenses that expire on or after September 15, 2023, under OAR 845-025-1190(2)(c) & (3) in order for a renewal application to be considered submitted, **each** individual and legal entity that is identified as an applicant on the license must submit a certificate of tax compliance from the Oregon Department of Revenue dated within 90 days of the license expiration date.

Failure to submit a certificate of tax compliance for all applicants on the license prior to your license expiring will result in your renewal application being considered incomplete and the OLCC will refuse to process your application resulting in your license being void.

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.

For licensees that are legal entities, only one signature is required. The following persons may sign:

- **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
- **For Sole Proprietorships:** The individual who is the sole proprietor

Signature: _____

Date: _____

Name: _____

Title: _____