



## OREGON LIQUOR CONTROL COMMISSION

# Recreational Marijuana

## Application Instructions

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### Step 1

#### Business Information

### *Business Information*

- **Business Name:** The business name entered in this section will be your registered legal entity name, this should be the same business name you used to register with the Oregon Secretary of State as a legal entity, but not an Assumed Business Name (ABN). If you are applying as a Sole Proprietor, this is your full legal name.
- **Secretary of State Registration Number:** Oregon Secretary of State Business Registration Number. When you register your legal entity with Oregon Secretary of State they will give you a business registration number. If you are applying as a Sole Proprietor, register your Assumed Business Name with Oregon Secretary of State and you will be given a registration number.
- **Type of Entity:** This is the type of business entity associated with your business name. Choices are: Business Corporation, Cooperative Corporation, Non-Profit Corporation, Professional Corporation, Limited Liability Company, General Partnership, Limited Partnership, Sole Proprietorship or Local Government.
- **Address and Contact Information:** This mailing address, phone number and email address is how the OLCC will communicate with you. This address can be different than the physical address of the proposed premises.

### *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:** Enter the dollar amount for each type of funding.
- **Description:** If you select the category "other", enter the type of funding source in the description line, be clear in your descriptions so your license investigator will understand what type of funding you are referring to. If you select multiple funding sources of the same type give each a description so they can be easily differentiated.

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***Interested Parties (Individuals)***

- **Type of Interested Party:** Depending on the type of business named on the application, specific interested parties (individuals with financial interest) will appear in the drop down menu. For a definition of financial interest please see 845-025-1015 (20). You are required to name all interested parties with a financial interest in this section of the application, not everyone listed as an interested party will be an applicant. You will have a chance to designate all applicants on the “Marijuana Business Structure Form” located with other supporting document forms on the OLCC website.
- **Name, Contact Information, Social Security Number, current state of residence, states of residence for past 10 years and Criminal History:** You are required to enter this information for all interested parties listed on this page.

***Interested Legal Entities (Businesses)***

- **Business Name, Address, and Contact Information:** If your business has legal entities (other businesses) with financial interest in your business you must disclose them in this section. (For example, if your company is owned wholly or in part by another company, or if any other company is entitled to a direct share of any revenues or profits.) For a definition of financial interest please see 845-025-1015 (20).
- **Business Type:** Enter the business type of any legal entities that have a financial interest in the business named on the application.

***Personal Information of individuals related to Legal Entities (Individuals with 10% or more ownership, Partners, Members, Directors, Principal Officers and Stockholders)***

- **Type of Interested Party** (individuals with financial interest): Depending on the type of legal entity with financial interest in the business named on the application, specific interested parties will appear in the drop down menu. For a definition of financial interest please also see 845-025-1015 (20). You are required to name all interested parties with a financial interest in this section of the application. Not everyone listed as an interested party will be an applicant. You will have a chance to designate all applicants on the “Marijuana Business Structure Form” located with other supporting document forms on the OLCC website.  
***\*\*If the interested parties are actually interested legal entities you will receive a notice that you need to contact the OLCC. Please be prepared to submit the “Marijuana Business Structure Form(s)” disclosing your entire business structure until it reaches the individuals with financial interest.***
- **Name, Contact Information, Social Security Number, current state of residence, states of residence for past 10 years and Criminal History:** You will be required to enter this information for all interested parties listed on this page.

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**Step 2**

**Applying for a License**

***License Information***

- **Type of license applying for:** Producer, Processor, Wholesaler, Retailer, Laboratory or Research Certificate. You may only apply for one license at a time. If your business structure is identical for multiple licenses you only need to complete Step 2 and 3 for each application. If you have varying business structures you will need to complete Step 1, 2 and 3 for each license sought.
- **Physical address of proposed location:** The physical address where you plan to run your licensed marijuana business. Please see 845-025-1015 (48) for the definition of a licensed premises, 845-025-1230 for restrictions and requirements and 845-025-1115 for reasons an application would be denied based on a proposed licenses premises.
- **Facility manager, contact information:** Name and contact information of the person you would like OLCC to contact prior to a site visitation.
- **Geolocation** (if available): The geolocation coordinates identify the precise latitude and longitude of the proposed licensed premises. Each listed point identifies a corner of the premises.

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Step 3

Additional Forms

All forms available at [www.marijuana.oregon.gov](http://www.marijuana.oregon.gov)

Complete and upload forms as necessary based on the license type you are applying for. If the form states it will be **required prior to licensure** or **requested by an investigator** you do not need to upload it at the time of application, but be prepared to provide the form or information in the future.

***Documents for all License Types***

- Land Use Compatibility Statement (*LUCS*)
- MJ 15-1102: Marijuana Premises Boundary Sketch
- MJ 15-1101: Marijuana Premises Floor Plan
- MJ 15-1001: Marijuana Business Operating Plan
- As requested by licensed investigator*: Fingerprint information for each applicant – Do not submit this before it is requested by your investigator.
- Prior to licensure*: Proof of lawful possession or letter of intent for the premises proposed for licensure, such as a lease or deed.
- MJ 15-1301: Marijuana Business Structure for each Sole Proprietor or legal entity.
- If applicable*: MJ 15-1201: Marijuana Security Waiver Request

***Additional Producer Documents***

- MJ 15-2002: Marijuana Canopy Area Designation
- MJ 15-2001: Marijuana Cultivation Plan
- MJ 15-2003: Electricity and Water Use Estimate
- Proof of water right or supplier contact information*
- If applicable*: Oregon Water Resources Exempt Use Form

***Additional Processor Documents***

- MJ 15-3001: Marijuana Processor Endorsement

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*Additional **Laboratory** Documents*

- Prior to licensure:* ORELAP certification verification

*Additional **Research Certificate** Documents*

- Research proposal
- If applicable for pesticide research:* verification of experimental use permit issued by Oregon Department of Agriculture

*Additional Information*

- If you are applying for a Processor with an extract endorsement you will need to obtain local fire code approval*
- If you are applying for a Processor with an edible endorsement you will need to obtain ODA food establishment licensure*