

# OLCC Recreational Marijuana Program License Application Checklist



## ***Business Information***

- Business Name
- Secretary of State Registration Number
- Type of Entity
- Address
- Contact Information

## ***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
- Description

## ***Interested Parties (Individuals):***

### ***Applicant and Financial Requirements (OAR 845-025-1030)***

- Type of Interested Party
- Name, Contact Information and Social Security Number
- State of Residence and States lived in for the past 10 years
- Criminal History

## ***Interested Legal Entities:***

### ***Applicant and Financial Requirements (OAR 845-025-1030)***

- Business Name, Address, Contact Information
- Business Type

### ***Personal Information of individuals related to Legal Entities***

#### ***(Individuals owning 10% or more, Partners, Members, Directors and Principal Officers)***

- Type of Interested Party
- Name, Contact Information and Social Security Number
- State of Residence and States lived in for the past 10 years
- Criminal History

## ***License Information***

- Type of license: Producer, Processor, Wholesaler, Retailer, Laboratory or Research Certificate.
- Physical address of proposed location
- Facility manager, contact information
- Geolocation (*if available*)

## **Supporting Documentation**

### **General Application Requirements (OAR 845-025-1030)**

- A map or sketch of the premises proposed for licensure
- A floor or plot plan sketch of all enclosed areas and all limited access areas
- Proof of lawful possession of the premises proposed for licensure
- An **operating plan** that demonstrates how the applicant's proposed premises and business will comply with the applicable laws and rules regarding:
  - ✓ Security
  - ✓ Employee qualifications and training
  - ✓ Transportation of product
  - ✓ Preventing minors from entering the licensed premises
  - ✓ Preventing minors from obtaining or attempting to obtain marijuana items
- Land Use Compatibility Statement – *please see OLCC website for form and instructions*
- As requested by OLCC staff:* Fingerprint information
- Business Structure Form
- Business Structure – Interested Entity Form

### **Additional Producer Requirements (OAR 845-025-1030)**

- The proposed canopy size and canopy area
- Estimated water and electric usage for the licensed premise
- A description of the cultivation plan
- A water right permit or certificate number; a statement that water is supplied from a public or private water provider, or proof from the Oregon Water Resources Department that the water is from a source that does not require a water right

### **Additional Processor Requirements (OAR 845-025-1030)**

- Designate endorsement type(s)
- A description of the processing plan
- Prior to licensure* for extract endorsement: Proof of local fire code approval
- Prior to licensure* for edible endorsement: Proof of ODA food establishment licensure

### **Additional Laboratory Requirements (OAR 845-025-5030)**

- Prior to licensure:* ORELAP certification

### **Additional Research Certificate Requirements (OAR 845-025-5300)**

- Research proposal
- A description of expertise in the scientific substance and methods
- An explanation of the scientific merit of the research plan
- Descriptions of key personnel who will conduct research
- A clear statement of access to funding and the estimated cost of the proposed research
- A disclosure of any specific conflicts of interest that the researcher or other key personnel have regarding the research proposal
- A description of the research methods demonstrating an unbiased approach to the proposed research
- If intending to research the use of pesticides, an experimental use permit issued by Oregon Department of Agriculture