



CITY OF INDEPENDENCE

BUSINESS LICENSE APPLICATION: MARIJUANA BUSINESSES

In addition to any state registration or license, Independence Municipal Code provides that marijuana businesses must also obtain a local license.

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NAME OF BUSINESS: \_\_\_\_\_

LOCATION OF BUSINESS: \_\_\_\_\_

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THIS BUSINESS IS REGISTERED WITH OREGON HEALTH AUTHORITY AS:

- \_\_\_ A Medical Marijuana Dispensary
- \_\_\_ A Medical Marijuana Processing Site

THIS BUSINESS IS LICENSED WITH THE OREGON LIQUOR CONTROL COMMISSION AS:

- \_\_\_ A Recreational Marijuana Producer
- \_\_\_ A Recreational Marijuana Processor
- \_\_\_ A Recreational Marijuana Wholesaler
- \_\_\_ A Recreational Marijuana Retailer

Attach proof of OHA registration or OLCC license to this application.

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**FEES:**

Marijuana Retailers/Dispensaries: Application Fee: \$500.00 / Annual Renewal Fee: \$300.00  
Marijuana Wholesalers/Manufacturers/Processors: Actual processing costs/\$1,000.00 deposit  
Annual Renewal: \$1,000.00

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REQUIRED INFORMATION TO BE ATTACHED:

**Section A.** The name and address of:

- 1. The applicant, including all principals (Note: a principal is a natural person who is a member, partner, or corporate officer, and all stockholders holding more than 10 percent of the voting stock, of any entity);
- 2. Any person that has an ownership interest in the marijuana business, including all principals;

3. Any person that has loaned or given money, real property or personal property for use by the marijuana business (financial interest) within the preceding 12 months, including all principals;

4. Any person that owns the real property to be used by the marijuana business and any person who manages that property on behalf of the real property owner(s);

5. The natural person that has the responsibility for day-to-day operation or management of the marijuana business; and

**Section B.** For each natural person, including all principals, described in Section A, a copy of the front and back of a valid driver's license or identification card issued by the State of Oregon or the state in which the person resides, or the person's passport;

**Section C.** For each principal of a recreational marijuana business, a copy of the person's state-issued marijuana worker permit.

**Section D.** Contact information for the medical marijuana business and any person described in Section A.

**Section E.** The name, telephone number, and postal and e-mail addresses of the natural person to receive on behalf of the marijuana business, all correspondence about the license.

**Section F.** A detailed description of the type, nature and extent of the marijuana business including, but not limited to, a description of the products to be provided by the marijuana business and the process by which such products will be manufactured;

**Section G.** If the marijuana business is a medical marijuana dispensary or recreational marijuana retailer, the proposed days and hours of operation of the medical marijuana dispensary or the recreational marijuana retailer;

**Section H.** A dimensioned floor plan, drawn to scale, of the entire space in which the marijuana business is to be located. The floor plan shall indicate the location, nature and extent of the existing and proposed improvements and shall include the following minimum information:

1. Labeling the principal uses of the floor area of a medical marijuana dispensary or recreational marijuana retailer including, but not limited to, entrance areas, office areas, retail areas, display cases, private consulting areas, and areas where marijuana will be packaged, distributed, stored and/or disposed;
2. Labeling the principal uses of the floor area of the recreational marijuana producer including, but not limited to, entrance areas, office areas, growing and drying areas, and areas where marijuana will be packaged, stored and/or disposed;
3. Labeling the principal uses of the floor area of the medical marijuana processor or recreational marijuana processor including, but not limited to, entrance areas, office areas, processing and manufacturing areas, areas where marijuana will be

packaged, stored and/or disposed, and areas where flammable materials will be used, stored, or disposed;

4. For all marijuana businesses, the location and widths of all entrances and exits, exterior lighting and light fixture information, and the general layout of circulation paths, and aisle width in compliance with the applicable building codes adopted by the City of Independence and any other applicable laws\*;

**Section I\*\*.** A plan, prepared by a mechanical engineer licensed in the State of Oregon, for controlling and mitigating odor generated by the marijuana business. The plan shall describe in detail the odor control and mitigation systems, which may include but are not limited to ventilation systems and filtration systems, as well as any other best practices that will be used to prevent the odor of marijuana from traveling off the premises. For a recreational marijuana producer, such plan shall also include all ventilation systems used to control the environment for the plants and the plan must describe how such systems operate with the odor-control systems;

**Section J.** A plan for ensuring that any heat and glare created by the marijuana business will not be discernible at or beyond the property line;

**Section K.** A plan showing that exterior lighting will be directed away from and shall not reflect on adjacent properties;

**Section L.** Evidence that the applicant has received all necessary land use approvals and that the location of the marijuana business complies with the requirements of the Independence Zoning Ordinance.

**Attachments.** All written submissions and copies of documents as required in Sections A – L.

Under penalty of perjury, I state that the information contained in this application is current and accurate.

Authorized Agent:

\_\_\_\_\_  
Signature & Title

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Date

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\*Questions can be directed to the city's Building Official at 503-838-1212.

\*\*Medical Marijuana Dispensaries and Recreational Marijuana Retailers are exempt from this requirement.

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**FOR OFFICE USE ONLY**

Reviewed:

\_\_\_\_\_ Building Official

\_\_\_\_\_ Code Enforcement

\_\_\_\_\_ City Planner

\_\_\_\_\_ City Manager