

MARIJUANA APPLICATION PROCESS

CHECK OFF LIST

1. Fill out a LUCS (Land Use Compatibility Statement) form with the Planning Department. This is a 2-3 day process. Any questions regarding this please contact Planning at 541-774-2380.
2. Check in with the Building Department. RE: open building permits, Change of Use permit, etc.
3. Apply with OLCC / OHA for your location with your LUCS / zoning compliance letter from Planning. This process can take 2-3 months to complete. For additional questions please contact OLCC at marijuana@oregon.gov or call 503-782-5000. OHA 855-244-9580.
4. Once the OLCC / OHA have approved your application and you have your state certifications in hand - you will then need to apply for a City of Medford business license and the marijuana supplement form.
 - We have 10 days to review and approve a license. This process will not be allowed to be reviewed at the counter. You will drop off your application and we will review internally. Once approved by all departments and you have received a favorable endorsement, you will be contacted by Business License Department.
 - Please keep in mind, if your building requires permits to be obtained your license will be held at the Building Department in the review process until ALL permits have received a final inspection. This would delay the 10 day review time frame.