

PSILOCYBIN APPLICATION PROCESS

First things first:

- ❖ You will need to apply for a Conditional Use Permit. The Planning Department can help you with that process.

planning@cityofmedford.org

541-774-2380

- ❖ Once you have your Conditional Use Permit approved, you will file for your LUCS (Land Use Compatibility Statement) with the Planning Department. This is a 2-3 day process. Any questions regarding this please contact Planning.

planning@cityofmedford.org

541-774-2380

- ❖ Check in with the Building Department. RE: open building permits, Change of Use permit, etc. *Please keep in mind, if your business location requires building permits, your license application will be denied. You will need to **reapply** once all work and permits have been completed.*

building@cityofmedford.org

541-774-2350

- ❖ Apply with the 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 OHA

licensing.psilocybin@odhsoha.oregon.gov

503-947-2340

- ❖ Once the OHA has approved your application and you have your **state certifications in hand** - you will then need to apply for a City of Medford commercial business license.

www.medfordoregon.gov

- Business License page
- Click on "Apply for your Psilocybin business license"

We have 15 business days to review and approve a license. Once approved by all departments you will be contacted by the Business License Department for any fees due. Application review fee \$50 / Annual fee \$100.

Business License / businesslicenses@cityofmedford.org / **541-774-2025**

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