

How to Renew Your Marijuana Business Operating License

1. **Gather the required documents that must be uploaded to the license application.** Staff reviews will not begin until the application is complete, excepting the Certificate of Occupancy and State license/registration.

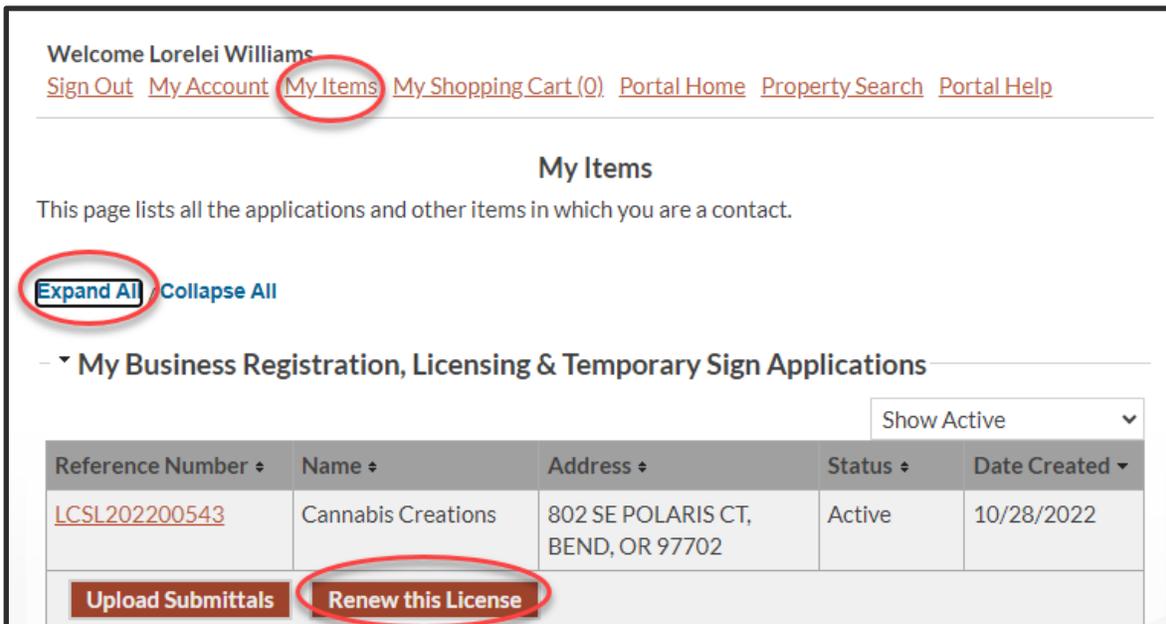
No Changes to the Business? The required uploads are as follows:

- a. **State License or Registration (OLCC/OHA)** - This may be submitted later in the application process if it hasn't been issued to your business yet. The rest of the application materials will be reviewed by City staff while you await State of Oregon licensure/registration. However, a local license will not be issued until this State license or registration is submitted.
- b. [Marijuana Acknowledgement Form](#)

Major Changes to the Business? Also include the following to illustrate the changes:

- a. **Site Plan**
- b. **Floor Plan**
- c. **Certificate of Occupancy** - If you don't have an accurate and up-to-date Certificate of Occupancy for your business changes, then this may be submitted later in the application process while the rest of the application materials are being reviewed by City staff. However, a local license will not be issued until this is submitted.
- d. [Property Owner Authorization Form](#)
- e. [Business Owner\(s\) Contact Information Form](#)

2. Login to your [Online Permit Center](#) account, click on “My Items in the top menu, click the “Expand All” link to see your record, then click the Renew this License button under your license record.



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My Items

This page lists all the applications and other items in which you are a contact.

[Expand All](#) [Collapse All](#)

My Business Registration, Licensing & Temporary Sign Applications

Show Active ▾

Reference Number ▾	Name ▾	Address ▾	Status ▾	Date Created ▾
LCSL202200543	Cannabis Creations	802 SE POLARIS CT, BEND, OR 97702	Active	10/28/2022

[Upload Submittals](#) [Renew this License](#)

3. Application Step 1: Update Information – If any information needs to be updated, do it here and click “Next Step: Upload Files.”

License Details

Application Number: LCSL202200543

License Type: Specialty Licenses and Program

Business Name: Cannabis Creations

Description*:
Limit 4000 characters

Preferred Contact Method*:

Mailing Address*:

Address Extra Line 1:

Address Extra Line 2:

City/State/Zip*:

Email Address*:

Contact Number(s):	Type*	Contact Number*	Ext.
	<input type="text" value="Primary"/>	<input type="text" value="(541) 323-8565"/>	<input type="text"/> <input type="button" value="X"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="X"/>

(*Please note: at least one contact number is required)

- 4. Application Step 2: Upload Files** – Upload the required files during this step. Click on Browse for each item, locate the file on your device, select it. Once you have uploads ready for each required item that you currently have available, click “Next Step: Review & Submit.”
- If you do not have the Certificate of Occupancy, still submit the application. Click “OK” on the pop-up window that appears after you click the next step button.

Current Submittal

Submittal #1) License Application Submittal (08/07/2023) [Print Requirement Items](#)

Type	Status	Date Verified
<div style="display: flex; justify-content: space-between; align-items: center;"> ▼ Site Plan </div>	Pending	
<div style="display: flex; justify-content: space-between; align-items: center;"> Select a new document for this requirement: Browse.. </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> Cannabis Creations Site Plan.pdf Cancel </div> <div style="margin-top: 10px;"> Provide a short description of this set of documents: <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> </div>		
<div style="display: flex; justify-content: space-between; align-items: center;"> ▼ Floor Plan </div>	Pending	
<div style="display: flex; justify-content: space-between; align-items: center;"> Select a new document for this requirement: Browse.. </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> Cannabis Creations Floor Plan.pdf Cancel </div> <div style="margin-top: 10px;"> Provide a short description of this set of documents: <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> </div>		
<div style="display: flex; justify-content: space-between; align-items: center;"> ▼ Certificate of Occupancy </div>	Pending	
<div style="display: flex; justify-content: space-between; align-items: center;"> Select a new document for this requirement: Browse.. </div>		
<div style="display: flex; justify-content: space-between; align-items: center;"> ▼ Copy of OLCC or OHA State License/Registration </div>	Pending	
<div style="display: flex; justify-content: space-between; align-items: center;"> Select a new document for this requirement: Browse.. </div>		
<div style="display: flex; justify-content: space-between; align-items: center;"> ▼ MJ Acknowledgement </div>	Pending	
<div style="display: flex; justify-content: space-between; align-items: center;"> Select a new document for this requirement: Browse.. </div>		
<div style="display: flex; justify-content: space-between; align-items: center;"> ▼ MJ Property Owner Acknowledgement </div>	Pending	
<div style="display: flex; justify-content: space-between; align-items: center;"> Select a new document for this requirement: Browse.. </div>		

5. **Application Step 3: Review & Submit** – Review the application information to ensure it is correct. Once it's all correct, scroll to the bottom of the page. Read the acknowledgement and check the “I Agree” box. Complete the captcha field, which is not case sensitive. Click “Submit Application.”

▼ I acknowledge I have authority to submit this application, and affirm all the information provided is current and accurate. I agree to comply with all applicable City standards, regulations, and requirements, and understand that the granting of any a permit, license, or other approval does not negate or supersede the requirement to comply with applicable standards, regulations, and requirements. Finally, I understand that a permit, license, or other approval may be subject to revocation for non-compliance with any applicable standard, regulation, or requirement, or any inaccuracies or omissions related to this application or other submitted materials.

I Agree: *

Type the characters you see in the image below to continue.*

 Refresh

tymd

[Previous Step: Upload Files](#) | [Submit Application](#) | [Cancel Application](#)

6. **Application Step 4: Submitted** – You will be redirected to an application submission confirmation page. This page will also communicate the fees due for the application submission and you may add them to your shopping cart to pay them. You can track the status of this application in the My Items area of your Online Permit Center account.

Online Permit Center Portal

Font Size:    [Print](#)

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