

Marijuana Business New Hire Form



1333 NW Eastman Parkway
Gresham, OR 97030-3813

Per GRC 9.63.040(3)(a) a Marijuana Business operating in the City of Gresham has a continuing obligation to update information within 10 business days of any change to the business application. This includes a change in any employment status for any employees.

Please use this form to add or remove any employees to/from the business roster. It is important to keep this roster current to avoid any violation.

✓ Please submit the following documentation to update the business employee roster.

	Business name and address.
	Primary contact for employee updates with the business.
	Indicate for each employee whether they are to be added or removed from roster.
	Copy of current OLCC Marijuana Worker Permit for any employees to be added to roster. <i>(please print on individual pages per employee)</i>

Please submit this form, required documentation and payment to:

Attn: Permit Services
Gresham City Hall
1333 NW Eastman Pkwy
Gresham, OR 97030

Employee Update: General Information		
Check all that apply:	ADD an employee to the business roster	REMOVE an employee from the business roster
Business Name:		
Business Address:		
Business Phone:		
Primary Contact:		
Name:		
Email:		
Phone:		
Applicable Fees	Fee Amount (check all that apply)	Amount Due
Employee Roster Additions	Employees/Owners: # _____ x \$110 each	\$
	TOTAL AMOUNT DUE	\$

Paid: Cash Check Debit | Amount: \$ _____ | Permit Tech: _____ | Date: _____

Marijuana Business Registration:
marijuanabusiness@greshamoregon.gov

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Additional Employee: (Any new employees, owners, managers, volunteers that are not currently rostered with the City of Gresham. Include copy of OLCC Marijuana Worker Permit)			
Name:		ADD EMPLOYEE	REMOVE EMPLOYEE
Address:			
Phone:			
Date of Birth:		OLCC Marijuana Worker Permit #	
Additional Employee: (Any new employees, owners, managers, volunteers that are not currently rostered with the City of Gresham. Include copy of OLCC Marijuana Worker Permit)			
Name:		ADD EMPLOYEE	REMOVE EMPLOYEE
Address:			
Phone:			
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