Marijuana Business New Hire Form

CITY OF GRESHAM
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. *(please print on individual pages per employee)*

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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