



June 24, 2019

Dear Licensee,

Pursuant to Ohio Administrative Code (“OAC”) 3796:3-1-06(C), provisional licenses issued by the Department of Commerce (“Department”) for businesses licensed under the Ohio Medical Marijuana Control Program (“MMCP”) are issued with the condition that a licensee must obtain a Certificate of Operation within six (6) months from the date of issuance, unless an extension of the provisional period is granted at the sole discretion of the Director of the Department.

It is with that acknowledgement that the Department now makes available a protocol for a formal request by licensees for extension of the provisional license period. A request for extension of the provisional period must be accompanied by:

- 1) A brief narrative explaining and justifying the necessity for an extension of the provisional license period
- 2) Key dates requested by the Department in the attached form, with supporting documentation
- 3) Details regarding any delays in the permitting or construction of the facility, with supporting documentation
- 4) A time-stamped photograph of the site as it stands within the week prior to the date of the request
- 5) A projected date of completion of the facility (i.e. anticipated date of readiness for inspection by MMCP)

If an extension is granted, licensee will be required to pay to the Department 50% of the processor license fee (\$45,000). (NOTE: The licensing fee is nonrefundable, and the remaining 50% is to be paid upon issuance of a Certificate of Operation.)

Please note that failure to obtain a Certificate of Operation prior to your projected date of completion may result in enforcement action by the Department pursuant to OAC 3796:5-6.

If a licensee does not file a request for extension with the Department in a timely manner, does not provide sufficient information at the request of the Department, or is unable to demonstrate that satisfactory progress has been made toward obtaining a Certificate of Operation during the provisional license period, an extension may not be granted.

Please contact Mark Nye, Director of Compliance, with any questions regarding this notice.

Sincerely,

Mark Nye

Director of Compliance

Medical Marijuana Control Program

Ohio Department of Commerce

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Columbus, OH 43215

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Request for Extension of Provisional License

License Information

Licensee name:			
Provisional license issuance date:			
License type:			
☐ Cultivator Level I	☐ Cultivator Level II	☐ Processor	☐ Laboratory

Business Mailing Address

Street		
City	State	ZIP

Facility Address

Street		
City	State	ZIP

Licensee Representative

Name:	Title:
Signature:	



Extension Request

Date of request:

Narrative: *(Please provide a brief narrative justifying the request for extension and attach supporting documentation. Please include with the attachments one or more photographs of your site taken within the week prior to the request for extension)*

List of attachments:

Milestone	Date
Building permit application filing date	
Building permit issuance date	
Zoning permit application date	
Zoning permit issuance date	
Business license application date (if applicable)	
Site preparation or construction start date	
Projected date of completion and readiness for inspection (REQUIRED)	

Inspections conducted by or scheduled with other agencies, if applicable:	Date	Agency



****Department Use Only****

Licensee name:	License number:
Previous provisional license expiration date:	New provisional license expiration date:
Staff review by:	Review date:
Staff recommendation: ☐ Approve ☐ Deny	
Supervisor review by:	Review date:
Supervisor recommendation: ☐ Approve ☐ Deny	
Determination: ☐ The request for extension has been DENIED. ☐ The request for extension has been GRANTED.	
Signed: _____ Greg McIlvaine Senior Policy Advisor Medical Marijuana Control Program Ohio Department of Commerce	