

OMMA Application Information for the City of Glenpool

**** Please read all information so we may expedite/process your request ****

Check List for a new Certificate of Compliance license and Occupancy submittal:

- Floor Plan and/or Site Plan (showing locations of walls, grow locations, permanent fixtures, controlled doors, and total square feet of the space). Please submit a quality drawing/plan.
- List of chemicals/gases used, including CO2, extraction, or processing chemicals, ventilation, filters etc., will be required to be submitted to the Fire Marshal, if applicable.
- Building or remodel permit, if applicable. Work related to moving or adding walls, electrical, plumbing, or Mechanical (A/C) will require a permit.
- Correct address and suite numbers that are occupied this OMMA.
- Completed OMMA Certificate of Compliance application with all the information filled out.
- We will not accept incomplete applications.
- Certificate of Occupancy application and pay the fee. There are 180 days to get the inspection. That will give time to get the State License.

List of requirements:

- New State applicants may not be growing, selling, manufacturing, or doing any business unless there is an approved State License and a Certificate of Occupancy from the City.
- Change of address, name, owner, or any other relevant changes will require a new license application.
- Each occupied building or space(s) must have a license. Suites joined with openings between them are considered one space but must list all the suites taken on the application(s).
- Your address and suite numbers must be correct for the State and the City application(s).
- Any work related to moving or adding walls, electrical, plumbing, or Mechanical (A/C) will require a permit.
- Any signage is a separate permit.
- Any omissions or errors are the responsibility of the applicant. We cannot correct the application.

Inspections:

- The city will inspect the space(s) for the State requirements. Once approved, it will be sent to the State for approval. Then request the Certificate of Occupancy inspection for the City. Please have the State Certificate of Compliance available on the C/O inspection. C/O requirements can be found on the City website.
- If a disapproval is given you will be given a correction list after inspection.

Renewals:

- A Certificate of Occupancy is done only once, unless there is a DBA name, location, or owner change. Apply for a new license if that is the situation.
A Certificate of Compliance inspection is annual. The requirements will be the same on the certificate of compliance. The previous year's license must be available on the inspection.
- A correction list will be provided after each inspection.
- Renewal inspections requirements will be same as the original OMMA Certificate of Compliance without the Certificate of Occupancy inspection.
*If you have any concerns or questions, please use the contact information below. *

This information is not intended to be an all-inclusive list. It is a guide to assist in the OMMA process.