Pennsylvania
Department of Agriculture

Rev. 5/13/2026

CHECKLIST FOR THE HEMP PERMIT APPLICATION

1. ☐ Please read in its entirety the "**PA Hemp General Permit Guidelines**."

2. ☐ Please read and follow the "**Hemp Permit Application Instructions.**"

3. ☐ Obtain a Federal Bureau of Investigation (FBI) Background check no more than 60 days prior to application for the applicant and key participants. (*FBI background check is good for 3 years for renewing permittees.*) To register with IdentiGO, you must use the codes provided in the application instructions, or also found on the permit application. Include the IdentiGO receipt with your application.

4. ☐ If the permit location is not owned by the applicant or the business, provide a signed Access Agreement for the new permit season. Must be completed every year.

5. ☐ Prepare and submit a photographic plot map with the growing area outlined, using Google Earth or another satellite program. One GPS point is required for the farm entrance and it must be written in decimal format. Handwritten maps are not acceptable and will be returned to the applicant delaying the process.

6. ☐ Complete the "**Pennsylvania Hemp Permit Application**" online at www.PAPlants.pa.gov/SecurityLogin.aspx or using the fillable form. Prior year forms will not be accepted and will be returned. Additionally, handwritten applications must be legible, or they will be returned.

7. ☐ Complete Application Pages 3 & 4 for every location you wish to receive a permit for.

8. ☐ If requesting approval for a location exception, complete and attach page 9 of the *Application Instructions – Guidelines for Departmental Approval*, or upload to PA Plants account *Attachments*.

9. ☐ All attestations must be checked on the application.

10. ☐ Include a check or money order, payable to the Commonwealth of PA for $150.00 for each new location submitted and $50 for each renewed location, or complete credit payment on PA Plants.

11. ☐ Sign the application.

12. ☐ Permit applications are processed in the order they are received. It is recommended to submit applications at least one month before you wish to begin conducting hemp activity as specified in the PA Hemp General Permit Guidelines.

13. ☐ NO changes to locations will be accepted. New locations require a new permit.

14. ☐ New and renewal hemp grower and processor applications will be accepted throughout the season.

15. ☐ Please keep a copy of the application for your records!

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CHECKLIST FOR POST PERMIT ACTIVITIES

1. ☐ Any communication (email or voicemail) for a hemp program team member must include: NAME, BUSINESS NAME, CURRENT PHONE NUMBER, HEMP PERMIT NUMBER.

2. ☐ After permit approval is received, the permit holder must register all growing areas with the USDA – Farm Service Agency (FSA). County USDA offices can be located at: https://www.farmers.gov/working-with-us/service-center-locator, or by calling 717-237-2113.

   NOTE: A PDA permit number is required to register with the FSA.

3. ☐ **FSA Crop Acreage Reporting** must be done annually before July 15th or within 15 days of planting if planting occurs after the July 15th deadline. Growers must forward copies of the FSA-578 forms they received from FSA to the PDA Hemp Program.

4. ☐ **Planting reports** are required for indoor planting of seedlings and for outdoor planting. This is a requirement of the program and must include a plot map. Failure to receive planting reports within ten days of planting is a violation of the program and will be strictly enforced.

5. ☐ Any changes to key personnel, storage location or business mailing address must be submitted on the **Hemp Permit Change Form** which will be available on the hemp program webpage.

6. ☐ Arrange for sampling and THC testing of your crop by a certified sampler. (Only required for the official 30-day pre-harvest samples.) Each field and each variety planted will have to be tested and cleared for movement off the farm (unless that hemp is grown for research, nursery stock or greens/microgreens, or, if granted Hemp Program qualification, for fiber or grain). A Hemp Sampling Agent Directory is available on the hemp program webpage.

7. ☐ A Harvest Report form must be submitted to the Department following crop clearance and harvest. There is a reporting form available on the hemp program website.

8. ☐ If the crop will not be harvested, a Crop Loss Report must be submitted to the department. A reporting form is available on the hemp program website.

Required hemp program report forms can be found on the PDA Hemp Program webpage at http://agriculture.pa.gov/hemp, under the *Growing Permit Details* subpage.