Commercial Cannabis Activity License Application Checklist

This checklist should be used as a guide to ensure that an applicant has gathered all required documents and information prior to application submittal. You do not need to submit this form.

Application Forms:
__ Commercial Cannabis Activity License Application Form
__ Site Plan and Proposed Improvements Plan (see Site Plan Requirements handout for details)
__ Business Owner Details Form
__ Banking Information – Checking and Savings Form
__ Banking Information – Investments Form
__ Banking Information – Loans Form
__ Banking Information – Gifts Form
__ Other Licenses Information Form
__ Acknowledgement Form
__ Indemnification Agreement
__ Application Fee

Evidence of Ownership & Authorization:
__ Copy of current deed for the property where commercial activity will occur
__ Copy of lease or similar instrument authorizing application for development/licenses (if you are not the owner).
__ Written consent of owner (if you are not owner of record and do not have authority to apply for commercial cannabis licenses through lease or written agreement). Written consent may still be required if physical improvements are required to the premises in order to implement the cannabis license.

Additional Application Materials:
__ Documentation demonstrating that a CA State License (associated with this County license application) has been applied for.
__ Business formation documents (e.g., articles of incorporation, operating agreements, partnership agreements, articles of organization, certificates of stock, certificates of limited partnership, statements of partnership authority, fictitious business name statements).
__ Odor control and ventilation plans
__ Fire prevention plan
__ Lighting plan
__ Waste management plan
__ Energy conservation plan
__ Security plan
__ Plan for relocation of existing agricultural production
__ Signage plan
__ Staffing plan
__ Local hiring plan
__ Labor peace agreement (if applicable)
__ Evidence of compliance with all State insurance requirements
__ Surety bond in an amount not less than $35,000