

# Commercial Cannabis Activity License Application Process

## COUNTY OF SAN MATEO Planning & Building Department

455 County Center, 2nd Floor | Mail Drop PLN 122  
Redwood City, CA 94063  
TEL (650) 363-4161 | FAX (650) 363-4849  
www.planning.smcgov.org

### COMMERCIAL CANNABIS ACTIVITY LICENSE APPLICATION PROCESS

The following is an overview of the [application process](#) for a Commercial Cannabis Activity License in the unincorporated San Mateo County area. **Applications for a license must be submitted electronically.**

1. Confirm that the parcel on which you wish to establish cultivation operations is in the unincorporated San Mateo County area and potentially qualifies for a license (e.g., property setbacks). You can use the [County's GIS map](#) to determine if the parcel is designated "Agriculture" in the County's General Plan and view the 1,000-foot Protected Sites Buffer. However, this map is not exhaustive. You will need to ensure the parcel fully qualifies under the Cannabis Ordinance.
2. Download the [Application Checklist](#) and begin gathering information.
3. Download and complete the application forms: [Application Form](#), [Banking Information](#), [Business Owner Details](#), [Investments](#), [Loan Information](#), [Gifts](#), [Other Licensing Information](#), [Acknowledgment Form](#) and [Indemnification Agreement](#). As part of the Application Form, you will be required to gather and prepare all required additional documents (e.g., surety bond) and plans (e.g., fire plan, waste management plan). The Department has prepared a [Property Improvement Plan Requirements Checklist](#) for your use.
4. Request permission to electronically submit your application, documents, and plans to the County's secured Microsoft OneDrive site by completing the [Request to Submit Commercial Cannabis Activity Licence Application](#). Once you submit the request and receive a confirmation email, you will have 14 calendar days to upload all forms and plans.

Upon complete submittal to the secured OneDrive site, the County has 30 days to review and provide comments to the applicant. The Planning and Building Department will notify the applicant of any deficiencies. You will have 30 calendar days to address these deficiencies, questions, or comments and upload revised documents to OneDrive. **Failure to respond within 30 days will result in the license application being deemed abandoned.**

**County review of your application may result in required site improvements subject to separate permitting process(es) and fees in order to comply with land use, building code, and health and safety requirements.** Planning, Building, Environmental Health permits, among others, may be processed concurrently with your application for a license. However, new development and outstanding permits (e.g., violations, stop work notices) must be completed/resolved prior to the issuance of the license.