

Annual License Application Checklist

Use this checklist to make sure that you have all the necessary information prior to starting your online application. Learn more about application requirements and required documents: <https://cannabis.ca.gov/applicants/application-resources/>

Required Information for All License Types

Input the following information:

- Legal name of the applicant (the owner applying for the license on behalf of the business)
- Legal business name and trade name/DBA, if any
- The [license type](#) you are applying for
- Physical address of the premises
- Mailing address, if different from premises address
- Phone number for the commercial cannabis business
- Website for the commercial cannabis business, if any
- The number the commercial cannabis business files federal taxes under such as the federal employer identification number (FEIN or EIN), individual taxpayer identification number (ITIN or TIN), or social security number (SSN)
- Contact information for the owner who will serve as the primary contact person (name, title, phone number, and email address)
- Name and contact information of any individual or entity serving as an agent for service of process for the business, if any
- The business's organizational structure, such as partnership, joint venture, limited liability company (LLC), sole proprietorship, trust, or corporation
- The seller's permit number issued by the California Department of Tax and Fee Administration. If you do not have a seller's permit number, you will be asked to attest that you are currently applying for one.
- State Employer Identification Number (SEIN) issued by the California Employment Development Department, if applicable
- Whether you have been denied a license to conduct commercial cannabis activity by the Department. Include the type of license application that was denied, the licensing authority that denied the application, and the date of denial.
- Whether you have ever had a commercial cannabis license suspended or revoked. Include the type of cannabis license suspended or revoked, the licensing authority that suspended or revoked the license, and the date of suspension or revocation.



Upload the following documents:

- Evidence that the applicant has a legal right to occupy and use the proposed location
- A premises diagram
- A completed Commercial Cannabis Licensee Bond form for a surety bond of at least \$5,000 per premises
- Evidence of CEQA compliance
- A limited waiver of sovereign immunity, if applicable
- If the business is a foreign corporation or foreign LLC:* a certificate of qualification, registration, or status issued by the California Secretary of State
- If the commercial cannabis business has more than 20 employees, either:
 - A notarized statement that it will enter into a labor peace agreement, or
 - A document that shows the business has already entered into a labor peace agreement (the signature page of the labor peace agreement or its equivalent)
- If the commercial cannabis business has fewer than 20 employees, a notarized statement that the business will enter into a labor peace agreement within 60 days of hiring its 20th employee
- A list of all owners
- A list of all financial interest holders
- Optional:* A copy of a license, permit, or other authorization from the local jurisdiction where the licensed premises will be or is located

Submit the following information for each owner:

- Full legal name
- Owner's title within the commercial cannabis business
- Date and place of birth
- Social security number or individual taxpayer identification number
- Contact information (mailing address, email address, and phone number)
- The owner's current employer
- The percentage of ownership interest held in the commercial cannabis business by the owner
- The number of the owner's government-issued ID
- A copy of the owner's completed application for electronic fingerprint images submitted to the Department of Justice
- A detailed description of any relevant administrative orders or civil judgements. An owner may provide mitigating information.
- Optional:* A statement of rehabilitation

Applicants for a manufacturing license will need to ensure that each individual owner creates an individual profile in MCLS and inputs the required information. Applicants for all other license types will need to input the information for each owner.

Input the following information for each financial interest holder:

For individuals:

- First and last name
- Contact phone number and email address
- Type and number of the individual's government-issued identification (such as a driver's license).

For entities:

- Legal business name
- The name, phone number, and email address of the entity's primary contact
- The federal taxpayer identification number

Do the following when submitting your application:

- Pay the application fee
- Attest that the business will employ one supervisor and one employee who have successfully completed a Cal/OSHA authorized 30-hour general industry outreach course, if the business has more than one employee

Have the following documents ready, in case they are requested during the application review process:

These documents are not required to be submitted at the time of application, but the Department may request them from you during the application review process

- Business formation documents that are not available online through the California Secretary of State (operating agreements, bylaws, etc.)
- License-specific procedures and forms can be found in the information checklists below for each license type

NOTE: The Department may request additional information from you, if needed, to evaluate your application. Please submit the requested information within the timeframe noted in the request. Failure to submit information in a timely manner can lead to delays in processing your application; extended delays could result in your application being considered abandoned.

Additional Information Specific to License Types

The Department of Cannabis Control requires additional information from applicants based on license type. Please see below for the additional information required for each license type. If you are applying for a microbusiness license, submit the additional information required for each activity that will be part of your microbusiness.

For Cultivators:

Input the following information:

- The hours of operation for the cultivation site
- If you are applying as a cannabis cooperative, a list of all cooperative members, including each member's cannabis license number

Upload the following documents:

- A proposed cultivation plan
- Waste discharge program enrollment
- EnviroStor records
- Water source documentation
- California Department of Fish and Wildlife documentation, including the streambed alteration agreement or verification that one is not required
- Power source identification

For Manufacturers:

Input the following information:

- The types of activities that will be conducted on the premises (i.e. volatile solvent extractions, non-volatile solvent or mechanical extractions, infusions, packaging and labeling activities)
- The types of products that will be manufactured, packaged, or labeled on the premises
- The name, title, email address, and phone number of the individual who manages the operations at the premises
- The number of employees on the premises

Upload the following documents:

- A product list
- A copy of the signed closed-loop certification, if applicable
- Local fire code official approval of the closed-loop system, if applicable

Type S applicants only:

- A signed copy of the use agreement between primary licensee and Type S licensee
- A copy of the premises diagram that indicates the areas of the premises designated for Type S licensee, and common-use area, including identification of any shared equipment.
- A copy of the proposed occupancy schedule that specifies the days and hours the common-use area will be available for use by Type S licensee and when the common-use area will be used by the primary licensee.

Have the following documents ready in case they are requested during the application review process:

- Inventory control procedures
- Quality control procedures
- Transportation processes
- Security procedures
- Waste management procedures

For Distributors:

Have the following documents ready in case they are requested during the application review process:

- Proof of insurance
- Transportation procedures (Form DCC-LIC-015), including transport vehicle information
- Inventory procedures (Form DCC-LIC-016)
- Non-laboratory quality control procedures (Form DCC-LIC-017)
- Security procedures (Form DCC-LIC-018)

For Retailers:

Have the following documents ready in case they are requested during the application review process:

- Inventory procedures (Form DCC-LIC-016)
- Non-laboratory quality control procedures (Form DCC-LIC-017)
- Security procedures (Form DCC-LIC-018)
- Delivery procedures (Form DCC-LIC-020), including delivery employee information and delivery vehicle information



For Cannabis Event Organizers:

Input the following information:

- The number of temporary events the applicant will hold during the 12-month license period

For Testing Laboratories:

Upload the following documents:

- ISO/IEC 17025 accreditation. If accreditation has not yet been received, you will be asked to attest that you have begun or plan to seek accreditation
- Method validation reports for specified testing methods
- Standard operating procedures for sampling (Form DCC-LIC-021)
- Standard operating procedures for sample preparation (Form DCC-LIC-022)
- Standard operating procedures for specified testing methods (Form DCC-LIC-023)

Have the following documents ready in case they are requested during the application review process:

- Transportation procedures (Form DCC-LIC-015)
- Inventory procedures (Form DCC-LIC-016)
- Non-laboratory quality control procedures (Form DCC-LIC-017)
- Security procedures (Form DCC-LIC-018)

The Department of Cannabis Control (DCC) licenses and regulates commercial cannabis activity within California. To learn more about the California cannabis market, state licenses or laws, visit cannabis.ca.gov. Email questions to info@cannabis.ca.gov or call 1-844-61-CA-DCC (1-844-612-2322).