

Annual License Application Checklist

Use this checklist to make sure that you have all the necessary information prior to starting your online annual license application. Learn more about application requirements and required documents: [Application Resources Page](#)

Required information for all license types

Input the following information:

- Legal first and last name of the applicant (must be an owner)
- Legal business name of the commercial cannabis business applying for the license
- Every business trade name, fictitious business name, and DBA, if any
- [License type](#) you are applying for
- License type designation (medicinal, adult-use, or both, if applicable)
- Physical address of the premises or the assessor's parcel number
- Business 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), social security number (SSN), or national identification number (NIN)
- Contact information for the individual owner of the business who will serve as the designated primary contact person or designated responsible party for the business, including the name, title, phone number, and email address.
- Contact information of each individual or entity serving as agent for service of process for the business, if any, including full legal name, mailing address, primary contact phone number, email address, and preferred method of written communication (e.g., standard mail or email)
- Business organizational structure type, such as partnership, joint venture, limited liability company (LLC), sole proprietorship, trust, or corporation
- Valid seller's permit number issued by the California Department of Tax and Fee Administration. If not yet received, 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



Upload the following documents:

- Evidence that the applicant has the legal right to occupy and use the proposed location as required by section [15007](#)
- A premises diagram as required by section [15006](#)
- Proof of a surety bond of at least \$5,000 per premises payable to the State of California. An aggregated bond may be used when multiple licenses are held by the same commercial cannabis business.
- A limited waiver of sovereign immunity as required by section [15009](#), if applicable
- Evidence of CEQA compliance as required by section [15010](#)
- 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 **20 or more 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 by providing a copy of the signature page of the agreement.
- 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 complete list of every owner of the commercial cannabis business, as defined in section [15003](#)
- A list of all financial interest holders as defined in section [15004](#)
- Optional:* A copy of a license, permit, or other authorization from the local jurisdiction where the licensed premises will be or is located. When provided, the local jurisdiction has ten calendar days to confirm validity of the authorization.

Submit the following information for each owner:

- Full legal name
- 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)
- Current employer
- Percentage of ownership interest held in the business by the owner
- Number of the 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 as defined in [15002\(c\)\(16\)\(M\)](#), if any. An owner may provide mitigating information.

- Attest that, “Under penalty of perjury, I hereby declare that the information contained within and submitted with this application is complete, true, and accurate. I understand that a misrepresentation of fact is cause for rejection of this application, denial of the license, or revocation of a license issued.”
- Optional:* A statement of rehabilitation for any conviction as defined in section [15002\(c\)\(16\)\(K\)](#)

Applicants for a manufacturing license will need to ensure that each individual owner creates an individual profile in [Manufacturing Licensing System](#) and inputs the required information. Applicants for all other license types will need to input the information for each owner.

Submit 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 ID

For entities:

- Legal business name
- Name, phone number, and email address of the entity’s primary contact
- Federal taxpayer identification number for the entity

Do the following when submitting your application:

- Pay the application fee pursuant to section [15014](#)
- Attest that the proposed premises is in compliance with Business and Professions Code (BPC) section [26054\(b\)](#) and, if requested, evidence of compliance as defined in section [15002\(c\)\(18\)](#).
- Attest that the business employs or will employ (within one year of receiving a license) 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.
- Disclose if you have been denied a license or had a license suspended or revoked by the Department or any other state cannabis licensing authority. The applicant shall provide the type of license denied, suspended, or revoked, the name of the licensing authority, and the date of the denial, suspension, or revocation.

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.

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 (e.g., operating agreements, bylaws, certificate of trust, etc.)

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:

- If you are applying as a cannabis cooperative, a list of all cooperative members, including each member's commercial cannabis license number and the name of the licensed business
- All power sources for cultivation activities as defined in section [15011\(a\)\(5\)](#) (indoor and mixed-light license types only)
- All water sources used for cultivation activities
- Attest that the applicant entity is an "agricultural employer" as defined by the Alatorre-Zenovich-Dunlap-Berman Agricultural Labor Relations Act of 1975; division 2, part 3.5 (commencing with section 1140) of the Labor Code
- Attest that the local fire department has been notified of the cultivation site (indoor license types only)
- Attest that the commercial cannabis business shall contact the appropriate County Agricultural Commissioner regarding requirements for legal use of pesticides on cannabis prior to using any of the active ingredients or products included in the pest management plan and shall comply with all pesticide laws.

Upload the following documents:

- Hours of operation for each day of the week the commercial cannabis business will have staff on the licensed premises
- Evidence of waste discharge program enrollment as defined in section [15011\(a\)\(3\)](#) (excludes processor license type)
- Evidence of a record search within the EnviroStor database for the proposed premises
- A proposed cultivation plan as defined in section [16309](#)

- Water source documentation as defined in section [16311](#)
- A copy of any lake or streambed alteration agreement issued by California Department of Fish and Wildlife or verification that one is not required
- Evidence that the proposed premises is not located in whole or in part in a watershed or other geographic area that the State Water Resources Control Board or the Department of Fish and Wildlife has determined to be significantly adversely impacted by cannabis cultivation pursuant to BPC section [26060\(a\)\(2\)](#)

For manufacturers:

Input the following information:

- Types of activities that will be conducted on the proposed premises (i.e., extraction, infusion, packaging, or labeling)
- Types of products that will be manufactured, packaged, or labeled on the premises
- Name, title, email address, and phone number of the individual who manages the operations of the premises
- Name, title, email address, and phone number of an alternate contact person for the premises
- Number of employees at the premises

Upload the following documents:

- A product list
- A copy of the signed closed-loop system certification, if applicable
- Type S applicants only:**
 - Include the license number and address of the registered shared-use facility
 - A signed copy of the use agreement between primary licensee and Type S licensee
 - Indicate the designated area to be used by the Type S licensee and detail where they will store cannabis and cannabis products on the premises diagram

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:

- Standard operating procedures (Form [DCC-LIC-019](#))
- Proof of insurance as defined in section [15308](#)
- Transport vehicle information as defined by section [15312](#)

For retailers:

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

- Standard operating procedures (Form [DCC-LIC-019](#))
- Delivery employee information as defined by section [15415](#)
- Delivery vehicle information as defined by section [15417](#)

For cannabis event organizers:

Input the following information:

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

Note: A cannabis event organizer license shall not be required to comply with subsections (c)(5), (c)(17), (c)(20), (c)(21), (c)(22), (c)(24), (c)(25), and (c)(26) of [15002](#).

For testing laboratories:

Upload the following documents:

- Certificate(s) of accreditation as defined by sections [15701](#) and [15702](#), or the information required for an interim license as defined by section [15703](#).
- Method validation reports for specified testing methods
- Standard operating procedures (Form [DCC-LIC-019](#))

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 licensing@cannabis.ca.gov or call 1-844-61-CA-DCC (1-844-612-2322).