

Renew Your Cannabis Cultivation License

in the Cultivation Licensing System

Renew Your Cultivation License Print Your License Certificate

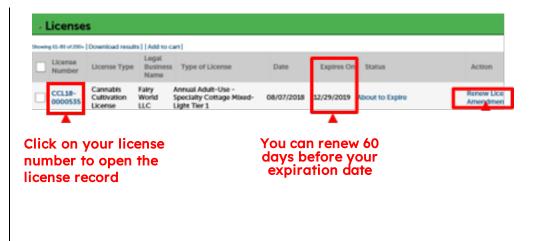
Renew Your License

Your cannabis cultivation license is valid for one year. You can renew your license up to 60 days before your license expires. For example, if your license was granted on November 1st, you can begin the renewal process the following September 1st.

The Renewal Process:

When your license expiration is within the 60-day window for renewal, the licensee will see in the **Action** column a link to **Renew License**.

Note: Be sure you renew before your expiration date, shown clearly in the **Expires On** column. On the day the license expires, if you haven't yet renewed, the licensee will receive an email stating that you can still renew after paying a **late fee**.







User Guide

If you open your license record by clicking on the record number, you'll notice another route to starting your renewal. There will be a Renew License link in the lower right corner.

After clicking the link to begin, the first screen shows some basic information about your license. You cannot make changes to the fields listed here, but if changes are needed, you can submit a <u>DCC</u> <u>Notification and Request Form 27</u> and/or a Science Amendment through your public user account. For additional information please visit <u>Changing or Updating Your</u> <u>License</u> under the section Cultivation Licenses.

When renewing your license, however, you can change your current designation as either a Medicinal or Adult-Use cultivator. On the Renewal Information page, your **Current Designation** is displayed. Select the new designation if desired. Click the **Yes** radio button, and your **New Designation** will display.



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License CCL18-0000535: Cannabis Cultivation License Record Status: About to Expire Expiration Date: 12/29/2019 Record Info * Payments * **License Details** License Type: Annual Adult-Use - Specialty Cottage Mixed-Light Tier 1 Sacramento - Sacramento County Fairy World LLC More Details Create Amendment Renew License **RENEWAL INFORMATION** Renewal Information License Number: License Type: Small Outdoor License Issued Type: Provisional Expiration Date: 06/29/2023 Business Name: Diamond In Premises Address: Premises City: Amador Premises Zip: APN: 54565132156 Premises County Amador Count Current Designation: nge Adult-Use/Medicinal Desig ○ Yes ○ No

*Change Adult-Use/Medicinal Designation:

3

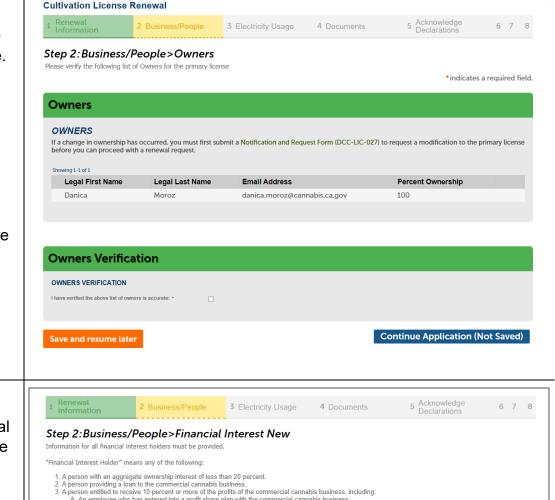
Continue Application (Not Saved)

Yes O No

On the next page, verify the list of owners for the license. If the list of owners is not accurate, the licensee must first submit a DCC Notification and Request Form 27.

Once you have verified the owner information, check the box under Owners Verification to confirm accuracy and proceed.

Cultivation License Renewal



Next, add the list of Financial Interest Holders (FIH) for the license. Add a row for each FIH and make sure each applicable field is filled out. If there are no FIH entries to add, continue to the next page.

 A person with an aggregate ownership interest of less than 20 percent.
 A person providing a loan to the commercial cannabis business.
 A person entitled to receive 10 percent or more of the profits of the commercial cannabis business, including:

 A An employee who has entered into a profit share plan with the commercial cannabis business.
 B A landlord who has entered into a lease agreement with the commercial cannabis business for a share of the profits.
 C A consultant who is providing services to the commercial cannabis business for a share of the profits.

 D. A person acting as an agent, such as an accountant or attorney, for the commercial cannabis business for a share of the profits.
 E. A broker who is engaging in activities for the commercial cannabis business for a share of the profits.
 F. A salesperson who earns a commission. Financial interest holders do not include any of the following: A bank or financial institution whose interest constitutes a loan;
 Persons whose only financial interest in the commercial cannabis business is through an interest in a diversified mutual fund, blind trust, or similar instrument;
 Persons whose only financial interest is a security interest, lien, or encumbrance on property that will be used by the commercial cannabis business; and
 Persons who hold a share of stock that is less than 10 percent of the total shares in a publicly traded or privately held company. * indicates a required field. **Financial Interest Holders New** FINANCIAL INTEREST HOLDER NEW ing 0-0 of 0 Primary Primary Type of Legal Legal Interest First Last Holder Name Name Legal Business Contact Type of Government ID Government Primary Email Contact Contact Last Address Phone Number Contact FEIN Phone Email Holde Name Addres No records found. Add a Row 🛛 👻 Edit Selected Delete Selected



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Complete the required electricity usage information and average weighted greenhouse gas emission intensity (GGEI) for the cultivation activity. For assistance in compiling this information see the <u>Electricity Usage Reporting</u> for Licensees Guidance Document, the optional <u>Electricity Reporting Worksheet</u>, and the <u>Electricity Demand Spreadsheet</u>.

Provide electricity usage for each power source during the previous annual licensed period, also referred to as the reporting year. When adding a row, you will need to enter the reporting year, select the Usage Type and complete the required fields.

Select the reporting year and enter the average weighted GGEI.

Review the historical electricity usage data and average weighted GGEI data for the cultivation activity and proceed.

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	Reporting Year	Usape Type	Type of Off Grid Renewable Source	Type of Other Source	Other Source description	Name of Utility Provider	Total Electricity Supplied (KWh)	Total Electricity Supplied by Zero Net Energy Renewable (kWh)	GGEI (fbs CO2e kim)
	2022	Usility				PGE		1000	
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Step 3:Electricity Usage>Electricity Usage

	Reporting year	Average Weighted GGEI	
	2022	0	Actions -
Add a R	ow - Edit Selected De	late Selected	

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Showing 0-0 o	o to								
	Reporting Year	Usage Type	Type of Off Grid Renewable Source	Type of Other Source	Other Source description	Name of Utility Provider	Total Electricity Supplied (kWh)	Total Electricity Supplied by Zero Net Energy Renewable (kWh)	GGEI (Ib CO2e/kV
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Department of Cannabis Control Under the documents page, you may upload a copy of the document utilized to prepare the final reporting data. For information on Electricity Usage Report Requirements, refer to the <u>DCC website</u>.

The file name must not contain spaces or special symbols.

Cultivation License Ren	ewal							
1 2 Business/People	3 Electricity Usage	4 Docur	nents	5 Acknowl Declarati	edge ons	6 Review	7	8
Step 4:Documents>	List of Documer	nts				*indicate	es a required	l field.
Attachment								
Electricity Usage: Upon license renewal, lice name of utility provider, and greenhouse gas unspecified sources; and average weighted Maximum file size allowed: ade;adg Types of files that are not allowed: ade;adg	emission intensity per kilowatt hour re greenhouse gas emission intensity cor	eported by the utili nsidering all electr	ty provider, total electricity s icity use.	upplied by a zero r	et energy renewable	e source; total electricity sup	plied from other	r,
Name	Туре	Size	Latest Update	Action				
No records found.								
Add								
Save and resume later					Continu	ue Application	(Not Save	ed)



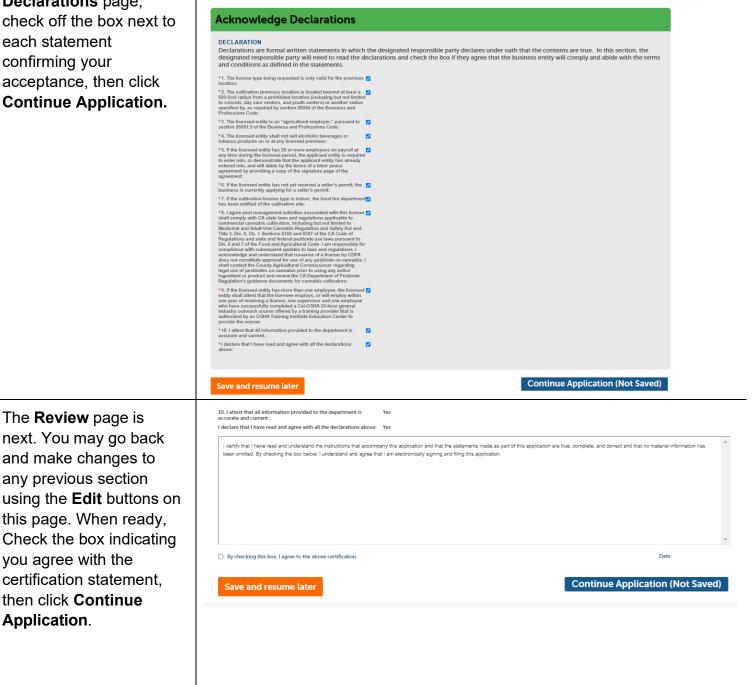


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On the Acknowledge **Declarations** page, check off the box next to each statement confirming your acceptance, then click **Continue Application.**

Step 5: Acknowledge Declarations > Acknowledge Declarations

* indicates a required field.





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On the **Pay Fees** page, select **Check Out** to pay with a card, or **Cash Payment** to pay in person at the nearest **Payment** office. These two options are the same ones you used to pay your license fees. For questions about making a payment please email at <u>payments@cannabis.ca.gov</u> or call 1-844-61-CA-DCC (1-844-612-2322).

Cultivation License Ren	newal			
1 2 Attachments	3 Acknowledge Declarations	4 Review	5 Pay Fees	6 Record Issuance
Step 5:Pay Fees				
Listed below are the fees based upon the in	nformation you've entered.			
Select "Check Out" to pay fees via credit/de - or - Select "Cash Payment" to submit applicatio		ntment.		
Fees				
Fees		Qty.		Amount
Specialty Cottage Outdoor	- Renewal Fee	1		\$1,205.00
TOTAL FEES: \$1,205.00 Note: This does not include additional fees				
Check Out Cash P	ayment			





Print Your License Certificate

After making your payment, if there are no outstanding issues, the license will show a new **Expires On** date reflecting that your license has been renewed for one more year.

To access your license you may go to My Licenses and click on the **License Number** blue link to open your license record and print your license certificate.







In your license record, click on the **Record Info** dropdown list and choose **Attachments**

At the top of your attachments list, you should see your official license certificate.

You can open this PDF by clicking on its title.

Print your new license certificate and post it at your licensed premises.

Attachments					
More Details					
Create Amendment					
Create Amendment					
icense CCL19-0000278:					Add to cart
Cannabis Cultivation License					
Record Status: Active Expiration Date: 10/31/2020					
Record Info Payments					
Attachments					
load file information					
ximum file size allowed: 16 MB.					
ses of flies that are not allowed: html;htm;mht;mhtml;exe;zip;.		- 	Document	Latest	
lame	Туре	Size	Status	Update	Action
OfficialLicenseCertificate_20191016_191006.pdf	License	113.05 KB	Uploaded	10/16/2019	Actions -
ultivator License Number Change-1571278206357.eml	Correspondence	158.86 KB	Uploaded	10/16/2019	Actions -
Department of Cannabis Control California Cannabis Cult	tivation Li	@cannabis.c	abis Control :a.gov, www.cann SC	ibis.ca.gov	
Cannabis Control Cannabis Cult Cannabis Cult	licensing	@cannabis.c	sa.gov, www.cann	ibis.ca.gov	
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License CCL19-0000278:

Record Status: Active Expiration Date: 10/31/2020

Record Info •

License Details

Processing Status

Related Records

Cannabis Cultivation License

Payments •

etails

ottage Outdoor



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