



Medical Marijuana Collective /Cooperative Regulatory Safety Permit - FAQ

Where do I find the application forms?

All forms related to the regulatory safety permit process can be found online at <http://www.santa-ana.org/cannabiscollectives/> or at the Santa Ana Police Department, located at 60 Civic Center Plaza, Santa Ana.

Who do I submit my application to?

All regulatory safety permits are processed through the Office of the Chief of Police. All applications must be submitted in person. To schedule an appointment to submit your application call (714) 245-8003 or email RegulatorySafetyPermits@santa-ana.org

What forms of payment are accepted?

Cashier's check or money order, made payable to the City of Santa Ana, are the only acceptable forms of payment.

Is my application fee refundable if I am not issued a permit or if my application is otherwise disqualified?

Your payment will not be refunded.

What forms do I have to complete?

The completed background packet consists of three forms (and any required attachments):

1. Regulatory Safety Permit Application
2. Individual Employee/Volunteer Application (one for each employee/volunteer)
3. Acknowledgement of Operating Standards

Note: A reference "application checklist" is also available for review on the website, <http://www.santa-ana.org/cannabiscollectives/>. However, this form is a reference for permitting staff use only and is not required for the regulatory safety permit. It is intended to provide applicants additional guidance regarding the regulatory safety permit application process.

How long will the background process take?

Upon receipt of a completed application, the background process will be concluded within 60 calendar days. The background process will not begin until the permitting staff deems your application complete.

Does every employee / volunteer / manager / operator need to submit a background check?

Yes, every employee / volunteer / manager will need to complete the employee / volunteer application and provided all required documents, including verification of livescan.

Where can I go for a livescan?

Livescans for all employees, volunteers, managers, and collective operator(s) will be conducted at the Santa Ana Police Department by Department personnel.

How long is the permit valid?

1 year.

When can I renew the permit?

You must notify the Santa Ana Police Department of your intent to renew at least 60 days before expiration of the regulatory safety permit. No temporary permits will be issued.

How will I be notified of permit approval?

Results of the regulatory safety permit process will be mailed via U.S. Postal Service Certified Mail to the agent for services of process.

What types of business structure can a Medical Marijuana Collective/Cooperative form to legitimately operate within the City in accordance with Measure BB?

To be permitted to operate within the City a Medical Marijuana Collective/ Cooperative should be formed on a nonprofit/not for profit basis as:

1. A Consumer Cooperative Corporation †
2. An Agricultural Cooperative Cooperation †
3. A Mutual Benefits Corporation
4. An Unincorporated Nonprofit Association whose Articles of Association and By-Laws clearly establish the nonprofit/not for profit aims of the association.

† No Medical Marijuana Collective/Cooperative may use “cooperative” or “coop” as part of their name unless organized as a Consumer Cooperative Corporation or Agricultural Cooperative Cooperation.

Special Note: Medical Marijuana Collectives/Cooperatives claiming status as an Internal Revenue Code Section 501 “Nonprofit Organization” must provide all information required to validate the claim of nonprofit organization status including but not limited to a determination of such status by the California Franchise Tax Board and/or IRS. Failure to fully validate a claim of nonprofit organization status may result in a denial of applicant’s Regulatory Safety Permit.

For more information, additional forms and a copy of the ordinance please visit <http://www.santa-ana.org/cannabiscollectives/>