Commercial Cannabis - Application (Phase 1 and Phase 2) and Permit Process - Updated July 2019

Applicant submits Phase 1/Registration Application to Planning (up to 30-day review required)

Applicant invited to begin Phase 2/Reglatory Safety Permit (RSP)

Applicant submits Regulatory Safety Permit (RSP) application to Planning (appointment required)

Admin. staff alerts Police Department of application

City coordinates Live Scan Results with Police Department

Police Department sends Live Scan results to Planning

Applicant submits construction plans for review at the Planning counter

Plans are submitted to Building Division for Building plan check process

Applicant fills out Certificate of Occupancy (CO) application and pays CO fee

Building plan check

Final revised plans approved and stamped, and Building Safety Permits issued

Construction may begin and inspections occur

Police Department inspections

Construction nearly complete; applicant contacts Planning Division for inspection

Applicant contacts Code Enforcement to schedule RSP Inspection

Final Building permit inspections occur, and all Building Safety and Planning permits are finalized

Re-Inspection

FAILED
Applicant makes necessary corrections and calls

PASSED
All paperwork must be compiled and sent to Planning

Documents Needed:
1. Final Building Permits
2. RSP Inspection Report
3. Background check and RSP application documents
4. Registration (Phase 1) application documents

DENIED
Application is denied entirely or sent for revisions

Additional Review

Eligible to Execute Operating Agreement (OA)

City routes OA for execution and in-house

RSP APPROVED
Letter sent to applicant with approved RSP, and employee ID badges are issued

Applicant obtains State Board of Equalization Sellers permit. Applicant takes completed business license forms to Business License Division, paying all required fees. Buisness License and Buisness

Applicant requests final inspections and Certificate of Occupancy is issued

Location may open for buisness

Business License

Police Department

Planning and Building Agency

Applicant responsibilities