

Cannabis Business License Application Requirements**Form CBL-420**

This document includes the requirements for completing a Cannabis Business License application. Ensuring a complete application as part of the initial submittal can significantly expedite license processing.

A Cannabis Business License is required for all cannabis operations and is specific to the location and business for which it is issued.

CANNABIS BUSINESS LICENSE PROCEDURE:

1. Application and supplemental materials are submitted.
2. Applicant is invoiced for license fee (\$531). Fee is paid to Auditor-Controller-Treasurer-Tax Collector (ACTTC) located at 585 Fiscal Drive, Suite 100 in Santa Rosa.
3. Conference call with Cannabis Program Coordinator.
4. Applicant completes applicable county permit process (such as land use permit from Permit Sonoma and/or health permit from Department of Health Services).
5. Applicant completes applicable Department of Cannabis Control (DCC) license process.
6. Applicant provides verification of applicable county permit(s) and DCC license(s).
7. After completion of all previous steps, Cannabis Business License may then be issued.
8. Site visit from Cannabis Program Coordinator within 60 days of Cannabis Business License.

REQUIRED APPLICATION MATERIALS:

Applications for Cannabis Business Licenses must be submitted electronically via [email](#).

A complete application must include all of the following:

1. Cannabis Business License Application (Form CBL-001). Signed by the applicant and all the property owners. If the owner or applicant is a corporation, documents identifying the officers of the corporation must also be submitted.

ATTENTION: A **property owner** will be held responsible, along with a cannabis operator, for any unpaid charges incurred by an operator associated with cannabis activities located on the property, regardless of whether the property owner and operator contract otherwise. Such charges include abatement costs and civil penalties for code violations (and responsibility for abating violations), cannabis business taxes, and penalties, interest, and fees for non-payment of cannabis business taxes. In addition to any other remedies available under the law to collect an unpaid amount required to be paid to the County, the County may record on the property a certificate of lien for taxes and associated penalties, interest, and fees, or an abatement lien for abatements costs associated with a code violation. For more information, see Sonoma County Code Section 1-7 et seq. (Enforcement) and Chapter 35 (Cannabis Business Tax Ordinance).

2. Cannabis Business License Acknowledgement Agreement (Form CBL-002). Signed by the applicant and property owner.
3. Copies of applicant(s) Driver's License. These will be kept confidential.

4. Statement of Information (SOI). Applicant must be included as one of the named officers in the SOI or otherwise provide documentation that they are authorized to apply for the license on behalf of the company.
5. Site Plan and Proposal Statement. A site plan and written description of the proposed cannabis uses of the property following the outline below. A thorough site plan and project description is required for a complete application and will facilitate the license process.

Applicant is encouraged to submit the same site plan and proposal statement for the Proposed Cannabis Use as what is submitted to the applicable permitting department (Permit Sonoma and/or the Department of Health Services, and the Department of Cannabis Control), provided it includes the following information.

- i. Description of the Proposed Cannabis Use
- ii. Operation Type: Cultivation, Manufacturing, Retail, Distribution, Testing Laboratories, Centralized Processing, and Accessory Uses.
- iii. Size and scale of the operation including hours of operation and number of employees.
- iv. For manufacturing operations, including the types of products to be manufactured.
- v. For cultivation operations, include type of cultivation and square footage of each type.
- vi. List all other local and state approvals required for the operation, including but not limited to the following:
 1. Retail operations require a health permit from the Department of Health Services.
 2. Edible manufacturing operations require a health permit from the Department of Health Services.
 3. Some cultivation operations, centralized processing, and accessory uses require a land use permit from Permit Sonoma or health permit from Department of Health Services.
 4. All cannabis operations require a license from the Department of Cannabis Control.
 5. Applicable State Agency approvals: Lake and Streambed Alteration Agreement, Notice of Applicability for Waste Discharge Requirements/Water Quality Order, etc.
- vii. Site Plan (or Premises Diagram). Identify the areas, structures, and/or rooms for each proposed use including square footage.
 1. Note: Structures may require an occupancy change and upgrades for commercial use: e.g.: fire sprinklers, ADA requirements, etc. which may require building permits and design review.

