



# **Commercial Cannabis Activity License Application Checklist**

This checklist should be used as a guide to ensure that an applicant has gathered all required documents and information prior to application submittal. You do not need to submit this form.

## **Application Forms:**

- Commercial Cannabis Activity License Application Form
- Site Plan and Proposed Improvements Plan (see Site Plan Requirements handout for details)
- Business Owner Details Form
- Other Licenses Information Form
- Acknowledgment Form
- Indemnification Agreement
- Application Fee

## **Evidence of Ownership & Authorization:**

- Written consent of owner (if you are not owner of record and do not have authority to apply for commercial cannabis licenses through lease or written agreement). Written consent may still be required if physical improvements are required to the premises in order to implement the cannabis license.

## **Additional Application Materials:**

- Business organizational structure
- Odor control and ventilation plans
- Fire prevention plan
- Lighting plan
- Waste management plan
- Energy conservation plan
- Security plan
- Signage plan
- Staffing plan
- Local hiring plan
- Labor peace agreement (if applicable)
- Evidence of compliance with all State insurance requirements
- Surety bond in an amount not less than \$35,000