



DEPARTMENT OF FINANCE – REVENUE DIVISION | 915 I STREET RM 1201 SACRAMENTO, CA 95814

NONVOLATILE MARIJUANA MANUFACTURING BUSINESS OPERATING PERMIT APPLICATION GUIDELINES

Applications for Marijuana Manufacturing Permits may be submitted in person at:

Revenue Division
915 I Street, Rm 1201
Sacramento, CA 95814

Or online at:

<https://accela.com/sacramento>

All applications for business permits require a Conditional Use Permit (CUP) application number, or Final Notice of Decision, if available. Business permits will not be issued until after the final approval of the CUP.

For the purposes of these guidelines, an application is considered **COMPLETE**, if it contains **ALL** items in the following this checklist:

- Completed application packet, which includes:
 - Marijuana Manufacturing Business Operating Permit Application
 - Criminal History/Background Check Forms to be completed by **ALL** interested parties (forms are available and to be completed at Revenue Division)
 - City of Sacramento Police Department Permit Application Form (SPD 384)
 - City of Sacramento Police Department Applicant's Descriptive Information Form (SPD 950)
 - State of California Department of Justice Request for Live Scan Service Form (BCII 8016)
- Conditional Use Permit Application Number (or Final Notice of Decision, if available)
- Neighborhood Responsibility Plan
- Business Operations Plan
 - Business Plan
 - Community Relations Plan
 - State Licenses
 - Tax Compliance
 - Insurance
 - Budget
 - Price List
- Floor Plan
- Site Plan
- Security Plan
- Water Efficiency Plan
- Lighting Plan
- Odor Control Plan
- Energy Efficiency Plan

- Property Owner's Statement of Consent
- Non-refundable Permit Fees

For a description documents required to be submitted with the application, please refer to the Application Form.

If an application is incomplete, it will be returned to the applicant and their position in the processing order will be lost. Resubmitted applications will be processed according to the date it was resubmitted, and not on the original date of submission.

A marijuana manufacturing permit is valid for one (1) year from the date that the permit is issued, unless suspended or revoked sooner. A manufacturing permit is valid for only one (1) manufacturing site. The guidelines specified above also apply to applications for permit renewals.

MANUFACTURING DURING THE APPLICATION PROCESS

Please be advised that the manufacturing of marijuana is prohibited without a valid Conditional Use Permit and a Business Operating Permit.

MULTIPLE LICENSES

The City of Sacramento does not have a limit on the number or type of marijuana-related business permits that a person can have. However, marijuana-related businesses will also be subject to State law licensing requirements that may have limits. If you intend to operate multiple marijuana-related businesses, please check State laws and regulations on the license combinations allowed, before you submit your permit applications to the City.

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NONVOLATILE MARIJUANA MANUFACTURING PERMIT APPLICATION

New Application Renewal

All application forms must be submitted with a City of Sacramento Police Department Permit Application Form (SPD 384), City of Sacramento Police Department Applicant’s Descriptive Information Form (SPD 950) and a State of California Department of Justice Request for Live Scan Service Form (BCII 8016) to be completed by **ALL** interested parties* (forms are available and to be completed at Revenue Division). All interested parties must also pay a non-refundable fingerprinting fee of \$88.00 per person.

A. Information on Manufacturing Site

Manufacturing Site/Business Name: _____

Property Location: _____

Assessor Parcel Number: _____ Zoning Designation: _____

Characteristics of the neighborhood or surrounding area:

B. Information on Applicant

Name of Person Completing the Application: _____

Title: _____ DOB: _____

If applicant is a not for profit, corporation or other business entity, please identify:

Name of Business Entity: _____

Type of Ownership: _____

Mailing Address: _____

Primary Phone No: _____ Alt. Phone No. _____

Email address: _____

Preferred method of contact (check one): Mail _____ Phone _____ Email _____

**Interested parties, as defined under section 5.150.410 of the Sacramento City Code, are all persons with at least 10% interest in the marijuana manufacturing business, which includes partners, officers, directors, and stockholders of every corporation, limited liability company, or general limited partnership that owns at least 10% of the stock, capital, profits, voting rights, or membership interest of the marijuana manufacturing business or that is one of the partners in the marijuana manufacturing business; the managers of the marijuana manufacturing business; and the staff of the marijuana manufacturing business.*

C. Information on Co-Applicant(s)

Name: _____

Title: _____ DOB: _____

Mailing Address: _____

Primary Phone No: _____ Alt. Phone No. _____

Email address: _____

Preferred method of Contact (check one): Mail _____ Phone _____ Email _____

Please attach additional sheets if there are more than 2 applicants.

D. Information on Property Owner or Landlord

Name: _____

Mailing Address: _____

Telephone Number: _____

*If the applicant is **not** the legal owner of the property, the application must be accompanied by a notarized Owner's Statement of Consent to operate a marijuana manufacturing business on the property.*

E. Conditional Use Permit

Conditional Use Permit Application Number: _____

Final Notice of Decision received: Yes _____ No _____

(if Final Notice of Decision has been received, please attach a copy with application)

- Neighborhood Responsibility Plan:** A plan to address the adverse impacts of marijuana manufacturing on the surrounding area, as required for a Conditional Use Permit (CUP) for marijuana manufacturing. This requirement may be satisfied with a neighborhood responsibility agreement in which the property owner agrees to either contribute 1% of the gross receipts of the marijuana manufacturing businesses on the property or agree to pay a fee that will be established by a development impact fee.

(Provide copy of the Neighborhood Responsibility Agreement submitted with CUP application.)

F. Required Submissions

Please attach the following documents to your application.

- Nonvolatile Extraction Plan:** A detailed plan indicating the type of solvents proposed to be used in the manufacturing process. Plan should include a certification that the process will meet all state and local building and fire code requirements.

- Proof of Non-Profit Status:** A description of the statutory entity or business form that will serve as the legal structure for the applicant and a copy of its formation and organizing documents, including but not limited to articles of incorporation, certificate of amendment, statement of information, articles of association, bylaws, partnership agreement, operating agreement, and fictitious business name statement.
- Security Plan:** A detailed security plan outlining the measures that will be taken to ensure the safety of persons and property on the manufacturing site. The security plan must be prepared by a qualified professional.
- Floor Plan:** A scaled floor plan for each level of each building that makes up the manufacturing site, including the entrances, exits, walls and manufacturing areas. The floor plan must be professionally prepared by a licensed civil engineer or architect.
- Site Plan:** A scaled site plan of the manufacturing site, including all buildings, structures, driveways, parking lots, landscape areas and boundaries. The site plan must be professionally prepared by a licensed civil engineer or architect.
- Lighting Plan:** A detailed lighting plan showing existing and proposed exterior and interior lights that will provide adequate security lighting for the manufacturing site.
- Water Efficiency Plan:** A detailed plan describing how the manufacturing site will conform to all design guidelines, promote water conservation, and avoid or minimize any potential adverse environmental effects of operating a manufacturing site.
- Odor Control Plan:** A detailed plan describing how the applicant will prevent all odors generated from the manufacturing and storage of marijuana from escaping from the buildings on the manufacturing site, such that the odor cannot be detected by a reasonable person of normal sensitivity outside the buildings.
- Energy Efficiency Plan:** Documentation that the applicant has contacted SMUD Strategic Accounts at strategicaccounts@smud.org or 1-877-622-7683 for help finding the best way to provide reliable and efficient energy solutions for their business. The applicant must provide the date they met with SMUD and the name of the SMUD representative.
- Business Operations Plan**
 - o **Business Plan:** A plan describing how the marijuana manufacturing business will operate in accordance with this code, state law, and other applicable regulations. The business plan must include plans for handling cash and transporting marijuana and marijuana products to and from the manufacturing site.
 - o **Community Relations Plan:** A plan describing who is designated as being responsible for outreach and communication with the surrounding community, including the neighborhood and businesses, and how the designee can be contacted.

- **State Licenses:** Copies of the state licenses relating to marijuana, including manufacturing licenses, the applicant holds (when available).
- **Tax Compliance:** A current copy of the applicant's city business operations tax certificate, state sales tax seller's permit, and the applicant's most recent year's financial statement and tax returns (for first time applicants, the business operations tax account will be set up in-house after the application has been submitted).
- **Insurance:** The applicant's certificate of commercial general liability insurance and endorsements and certificates of all other insurance related to the operation of the manufacturing business.
- **Budget:** A copy of the applicant's most recent annual budget for operations (if available).
- **Price List:** A list of the most recent prices for all products and services provided by the applicant.

Property Owner's Statement of Consent: A notarized written consent form signed by the owner or the landlord of the proposed site to operate a marijuana manufacturing business, specifying the street address and parcel number.

Non-refundable fees as follows:

Permit Type	Initial/Start-Up Permit	Renewal
Manufacturing	\$30,900	\$26,680

G. License Revocation

The applicant or any of its managers has been associated with a business that has had its manufacturing permit revoked.

Yes No (If yes, please provide the following information)

City or County: _____ Date: _____

Please attach additional sheets if necessary.

H. City Authorization

I, the applicant, provide authorization and consent for the City Manager or his/her designee to seek verification of the information contained on this application.

I. Indemnification

I, the applicant, release the City of Sacramento, its agents, officers, elected officials, and employees from any and all claims, injuries, damages, or liabilities of any kind arising from (a) any repeal or amendment of chapter 5.150 of the Sacramento City Code or any provision of the Planning and Development Code relating to marijuana manufacturing, and (b) any arrest or prosecution of the applicant or its managers, employees, or members for violation of state or federal laws; and I will defend, indemnify, and hold

harmless the city and its agents, officers, elected officials, and employees from and against any and all claims or actions: (a) brought by adjacent or nearby property owners or any other parties for any damages, injuries, or other liabilities of any kind arising from operations at the manufacturing site, and (b) brought by any party for any problems, injuries, damages, or other liabilities of any kind arising out of the distribution of marijuana produced at the manufacturing site.

J. Applicant's Certification

I certify under penalty of perjury under the laws of the State of California, that I have personal knowledge of the information contained in this application, and that the information contained herein is true and correct.

Signature: _____ Date: _____

The information contained on this document is subject to disclosure under the Public Records Act.

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**MARIJUANA MANUFACTURING BUSINESS OPERATING PERMIT APPLICATION
PROPERTY OWNER’S STATEMENT OF CONSENT**

If the applicant is not the owner of record of the subject site, the following Statement of Consent must be completed by the owner or the landlord of the proposed site, granting the applicant permission to operate a marijuana manufacturing business on the site. This form must be notarized.

To: City of Sacramento
Department of Finance - Revenue Division
915 I Street, Rm 1201
Sacramento, CA 95814

I, the undersigned legal owner of record, hereby grant permission to:

Applicant: _____ Phone: _____

Mailing Address: _____

to operate a marijuana manufacturing business on the property described below.

The subject property is located at: _____

Assessor’s Parcel Number: _____

Printed Name of Owner of Record: _____

Address of Owner of Record: _____

Phone: _____ Email address: _____

Signature of Owner of Record: _____ Date: _____