

915 I Street, Second Floor, Sacramento, CA 95814

NONVOLATILE CANNABIS MANUFACTURING PERMIT APPLICATION

New: _____ Renewal: _____ Modification: _____ Relocation: _____

Manufacturing Activity: Type 1: _____ Type N: _____ Type P: _____

Gross Receipts: Class A: _____ Class B: _____ Class C: _____ Class D: _____

MANUFACTURING TYPES BY ACTIVITY		
Type 1 – All aspects of manufacturing. May engage in Type N and Type P activities.	Type N – Infusing extracts or concentrates into edibles and topicals. May engage in Type P activities	Type P – Packaging and labeling only

MANUFACTURING CLASS BY GROSS RECEIPTS			
Class A – up to \$100k	Class B – up to \$1m	Class C – up to \$3m	Class D – over \$3m

A. Information on Manufacturing Site

Manufacturing/Business Name: _____

Location Address: _____ Zip: _____

Phone #: _____ Assessor Parcel Number: _____

Zoning Designation: _____ Sq. Ft: _____ Shared Use Facility: Yes _____ No _____

Applicant is the Master Tenant of the Shared Use Facility: Yes _____ No _____

(A shared use manufacturing option is available only for Type N and Type P applicants.)

B. Applicant Information

Name of Person Completing Application: _____

Relationship to Business Owner: _____

Mailing Address: _____ City/State/Zip _____

Primary Phone No: _____ Alt. Phone No: _____

Email address: _____

Primary Contact for Application: Yes ___ No: ___ Preferred Method: Mail ___ Phone ___ Email ___

24-Hour Emergency Contact Information:

Contact Name: _____ Title: _____

Contact Phone #: _____ Email: _____

Alternate Contact: _____ Title: _____

Contact Phone #: _____ Email: _____

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.

**Interested parties, as defined under section 5.150.070 of the Sacramento City Code, are all persons with at least 20% interest in the cannabis business, which includes partners, officers, directors, and stockholders of every corporation, limited liability company, or general limited partnership that owns at least 20% of the stock, capital, profits, voting rights, or Membership interest of the cannabis business or that is one of the partners in the cannabis business; the managers of the cannabis business.*

C. Information on Business Owner(s)

Name: _____

Mailing Address: _____ City/State/Zip _____

Primary Phone No: _____ Alt. Phone No: _____

Email address: _____

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

Name: _____

Mailing Address: _____ City/State/Zip _____

Primary Phone No: _____ Alt. Phone No: _____

Email address: _____

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

Please attach additional sheets if necessary

D. Information on Management

Name: _____

Mailing Address: _____ City/State/Zip _____

Primary Phone No: _____ Alt. Phone No: _____

Email address: _____ Fingerprinted: Yes _____ No _____

Name: _____

Title: _____ DOB: _____

Mailing Address: _____ City/State/Zip _____

Primary Phone No: _____ Alt. Phone No: _____

Email address: _____ Fingerprinted: Yes _____ No _____

Please attach additional sheets if necessary

E. Information on Property Owner or Landlord

Name: _____

Mailing Address: _____

Phone No: _____

*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 cannabis manufacturing business on the property.*

F. Information on Shared Use Facility

Name of Master Tenant (Primary Permit Holder): _____

Business Operating Permit or Application Number: _____

Master Tenant's Mailing Address: _____

Phone No: _____ Email: _____

Master Tenant's Manufacturing Activity: Type N _____ Type P _____

Applicant's Proposed Occupancy Schedule: Days/Hours _____

(Only one manufacturer can utilize the shared space at a time.)

G. Conditional Use Permit

** Not required for Type N or P Class A permits*

Conditional Use Permit Application Number: _____

Final Notice of Decision received: Yes _____ No _____

Have all conditions of the CUP been met: Yes _____ No _____

Neighborhood Responsibility Plan: A plan to address the adverse impacts of the cannabis business on the surrounding area, as required for a Conditional Use Permit (CUP) for a cannabis business. 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 cannabis business 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.)

H. Required Submissions

Please attach the following documents to your application:

Applicant:

Business Structure: 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.

Interested Parties: The name, address, telephone number, title, and function of each of the interested parties described in section 5.150.070.

All Owners, Managers, Board of Directors, and all parties with 20% interest must be fingerprinted

Business Site:

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.

Floor Plan: A scaled floor plan for each level of each building that makes up the cannabis business site, including the entrances, exits, walls and operating areas. The floor plan must be professionally prepared by a licensed civil engineer or architect. *(See below for additional floor plan requirements for shared use applications.)*

Site Plan: A scaled site plan of the cannabis business 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.

Conditional Use Permit: A copy of a valid conditional use permit approved by the city for the proposed location, including all conditions and related documents, such as neighborhood responsibility plans. Not required for small Type N or P manufacturers (<\$100,000 in gross receipts).

Statement of Owner's Consent: Written consent of the owner or landlord of the proposed site to operate a cannabis business, specifying the street address and parcel number.

Security Plan: A detailed security plan outlining the measures that will be taken to ensure the safety of persons and property on the business site. The security plans must be prepared by a qualified professional. *(Both Master Tenant and each shared use applicant must submit a copy of the security plan for the shared premises with their application).*

Lighting Plan: A detailed lighting plan showing existing and proposed exterior and interior

lights that will provide adequate security lighting for the use.

Odor Control Plan: A detailed plan describing the air treatment system, or other methods that will be implemented to prevent cannabis odors from being detected outside the buildings on the business 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.

Energy Efficiency Plan: Documentation that the applicant has contacted SMUD Strategic Accounts at cannabisoperations@smud.org or 1-916-732-7682 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:

Business Plan: A plan describing how the cannabis 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 cannabis and cannabis products to and from the site. The plan must include the following:

- Technology for product inventory controls
- Financial Management
- Point of Sale Systems
- Track-and-trace software

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 cannabis that the applicant holds.

Tax Compliance: A copy of the following:

- Applicant's city business operations tax certificate
- State sales tax seller's permit
- Most recent year's financial statement – Income and/or Profit and Loss statement
- Most recent year's tax return

Insurance Certificate: The applicant's certificate of commercial general liability insurance, endorsements, and certificates of all other insurance related to the operation of the cannabis business.

Budget: A copy of the applicant's most recent annual budget for operations.

Price List: A list of the most recent prices for all products and services provided.

Additional Requirements for Shared Use Applicants (Must be submitted by both Master Tenant and All Shared Users of Manufacturing Facility)

Floor plans: Showing the (a) designated area(s) that will be used by applicant; (b) designated area where applicant will store cannabis, cannabis concentrates, and cannabis products; (c) common use areas of the manufacturing premises, and; (d) any shared manufacturing equipment that will be used by the applicant.

Shared Use Agreement: Between and signed by the Master Tenant and shared use applicant detailing the shared use of the manufacturing premises and the applicant’s occupancy schedule. Agreement must show that Master Tenant is responsible for providing proper security for the manufacturing premises and a secured storage for all manufacturers that will utilize the shared use facility; and individual manufacturers are responsible for complying with State and City requirements, including any conditions on their business permits.

Cannabis Permit Program Fees (Non-Refundable):

Permit Type	Fee	
	New	Renewal
Manufacture Type 1 – (Class A) – up to \$100k	\$4,440	\$3,700
Manufacture Type 1 – (Class B) – up to \$1m	\$8,880	\$8,400
Manufacture Type 1 – (Class C) – up to \$3m	\$17,660	\$15,500
Manufacture Type 1 – (Class D) – over \$3m	\$30,900	\$25,625
Manufacture N or P (Class A) – up to \$100k	\$2,590	\$2,290
Manufacture N or P (Class B) – up to \$1m	\$7,670	\$6,750
Manufacture N or P (Class C) – up to \$3m	\$16,920	\$14,875
Manufacture N or P (Class D) – over \$3m	\$28,410	\$23,400
Business Operations Permit Modification	\$1,000	
Relocation Fee	\$1,000	

I. License Revocation

Has the applicant or any of its managers been associated with a business that has had its cannabis permit revoked:

Yes _____ (if yes, please provide the following information) No _____

City or County: _____ Date: _____

Please attach additional sheets if necessary

J. 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.

K. Indemnification

I, the applicant:

1. 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 cultivation, and;
 - (b) any arrest or prosecution of the applicant or its managers, employees, or members for violation of state or federal laws;
2. 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 cannabis business site;
 - (b) brought by any party for any problems, injuries, damages, or other liabilities of any kind arising out of the distribution of marijuana produced or processed by the cannabis business site.

L. 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 in this document is subject
to disclosure under the Public Records Act.***

City of
SACRAMENTO

OFFICE OF CANNABIS POLICY AND ENFORCEMENT | 915 I STREET 2ND FLOOR SACRAMENTO, CA 95814

**CANNABIS BUSINESS PERMIT APPLICATION
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 owner's authorized representative, granting the applicant permission to apply for a cannabis business permit. This form must be notarized.

To: City of Sacramento
Office of Cannabis Policy and Enforcement
915 I Street, 2nd Floor
Sacramento, CA 95814

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

Applicant: _____ Phone: _____

Mailing Address: _____

to operate a cannabis 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: _____