The CalCannabis Licensing System Website
for Applicants and Licensees

Welcome.

This is a guide to the CalCannabis Licensing System, provided by the California Department of Food and Agriculture's CalCannabis Cultivation Licensing Division.

In this document, we'll show you how to register, set up your account, and apply for an annual cannabis cultivation license. We'll also look at how to upload the documents you'll need to provide with your application, how to submit other required forms, and how to pay your application and license fees.

Other helpful resources are available on the website's **eLearning** page, including webinars, online courses, and quick-reference sheets that provide more details on acquiring and maintaining your cannabis cultivation license.

Note: Cannabis is a Schedule I drug, according to the federal Controlled Substances Act. Cannabis-related activity is subject to federal prosecution, regardless of the protections provided by state law

Contents

1. Overview

In this document, we'll explore how to use the CalCannabis Licensing System website to register, maintain your account, and apply for a cannabis cultivation license.

For more insight into this system, take advantage of the many resources for understanding the system and application process, available on the **eLearning** link in the upper right corner of every page.

Technical Notes:

- While using the CalCannabis Licensing System website, disable any pop-up blockers on your browser. The system uses pop-up dialogs extensively.

- To avoid losing work, do not use the Backspace key, the Back button on your browser, or the Refresh function in your browser.

- Use your keyboard's Tab key to move between fields on a page. However, Tab will jump to other objects on the screen, such as Help icons and calendar functions.

2. Setting Up Your Account

The following section shows you the basics of setting up an account for the CalCannabis Licensing System. After completing this section, you'll be able to:

- Register and create a new account

- Log into the CalCannabis Licensing System

- Manage your account

2.1. Home Page

Before you can apply for a cannabis cultivation license, you'll need to create an account on the CalCannabis Licensing System. From the **Home** page, shown here, you can:

- Login to an existing account
- Register for a new account
- Search for active licenses

Begin by clicking the button in the center of the page labeled **Register for an Account**.
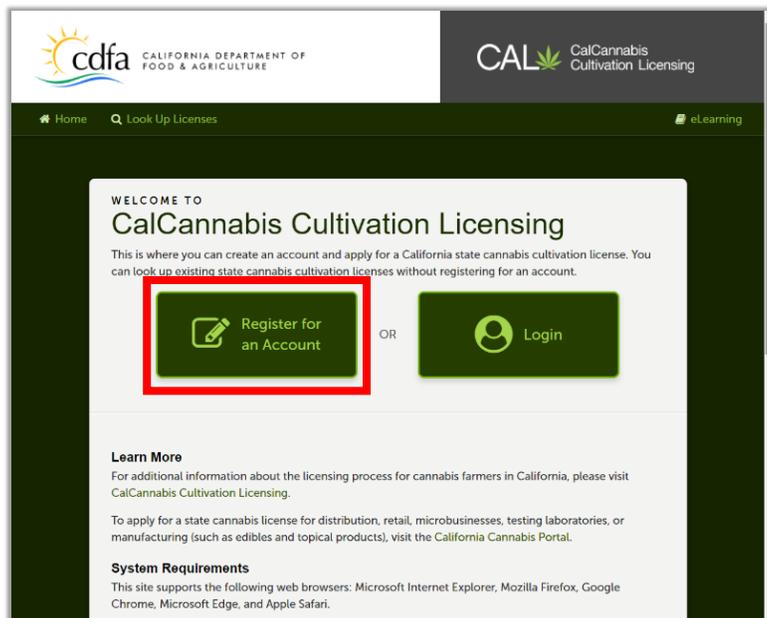
2.2. Account Registration Step 1

The Account Registration page displays the terms of CalCannabis' General Disclaimer to which you must agree, before you can register for an account.

Review the General Disclaimer, and then click the checkbox labeled "I have read and accepted the above terms." Then, click the **Continue Registration** button.
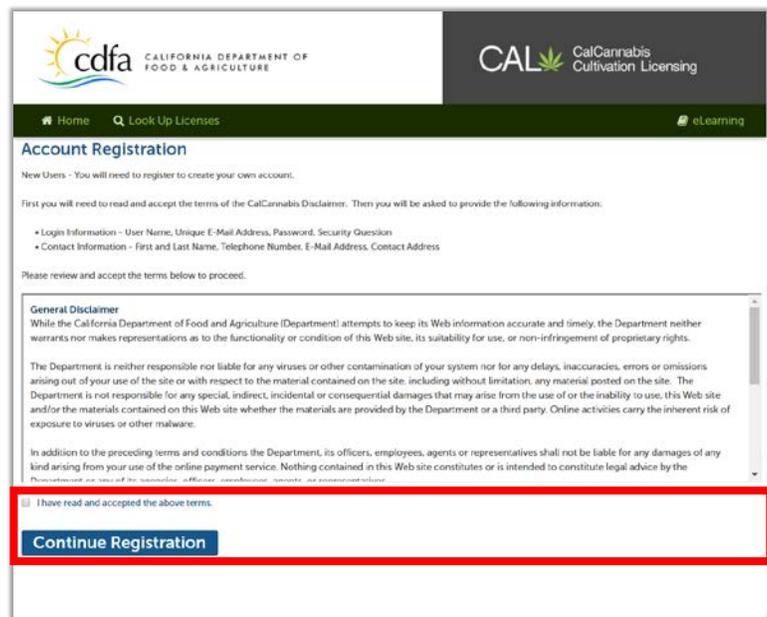
2.3. Account Registration Step 2

Next, enter your **Login Information**, including a user name, e-mail address, password, and a security question and answer.

- Enter your choice of user name in the **User Name** field. (4 to 32 characters, may contain letters, numbers, and the special characters: an 'at' sign (@), underscore (_), hyphen (-), and period (.).

- Enter your e-mail address in the **E-mail Address** field.

- Enter your **Password** twice. Password requirements are:
  - o Minimum of 8 character(s)
  - o Must contain each of the following:
    - ▪ At least 1 upper-case letter(s) (A, B, C, ...)
    - ▪ At least 1 number(s) (1, 2, 3, ...)
    - ▪ At least 1 special character(s) (?, @, $, …)
  - o Must not contain the following:
    - ▪ Your User Name
  - o Cannot be any of your previous 5 passwords

If your chosen password violates any of these rules, you'll see an error message similar to this one appear at the top of the page:

⊗ 1 error(s) occurred on current page.
Please click the specific error item below to navigate to the failed field and correct your input.

1.Password: Required Minimum of 8 character(s)

- View the Help text by clicking on a question mark icon. Click the **X** in the upper right corner to close the Help text.

- For the **Security Question** field, enter any question that only you can answer. For example, "What was your first pet's name?" or "What elementary school did you attend?" Type the answer into the **Answer** field. This security question can be changed later.

  o **Note**: Security Questions are used when resetting your password. If you cannot remember the answer to your security question, you will need to contact the CalCannabis Customer Support line to have your password reset and a temporary password sent to your e-mail address on file.

2.4. Contact Information

Next, provide your personal contact information. The **Contact Information** pop-up window collects the fields shown below, as well as the account holder's home address, mailing address, and business address. Here, and throughout the system, required fields are identified with **red asterisks**.

- Click the **Add New** button in the Contact Information section.

- A pop-up window displays for entering **Contact Information**.

- Fill out the form with your **First** and **Last** names, **Phone**, and E-**mail** address.

- Optional fields let you enter your **Legal Business Name** and **Business Title**.

- Select a **Preferred Channel** for communication from the dropdown list. Your choices are **E-mail** or **Postal Mail**.

Select the **Add Contact Address** button next.

2.5. Contact Addresses

The registration process asks for three types of addresses: Your **Home** address, your **Business** address (the physical address of your business), and your **Mailing** address (where you or your business receive mail).

Only a **Mailing** address is required to register for an account. Each address type must be entered separately into the system, even if the address is the same for each address type. To save time when completing your license application, we recommend adding the **Home** and **Business** address types as part of the account registration process.

- Select the type of address: **Business**, **Home**, or **Mailing**.

- Select **Country/Region** from the dropdown list (defaults to U.S.).

- Enter the address, city, state, zip, and county in the corresponding fields.

- Click the button labeled **Save and Add Another** to if you want to add the other address types.

- When you're done, click **Save and Close**.
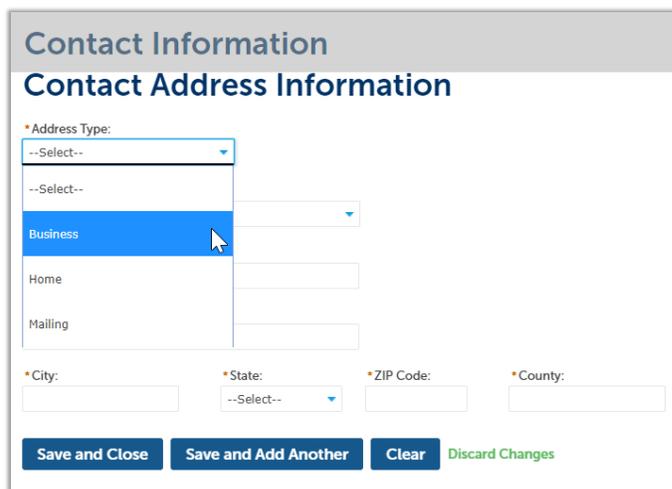
- The system closes the **Contact Address Information** pop-up and takes you back to the previous window. Note the confirmation message and the listing of your addresses, with their **Status**.
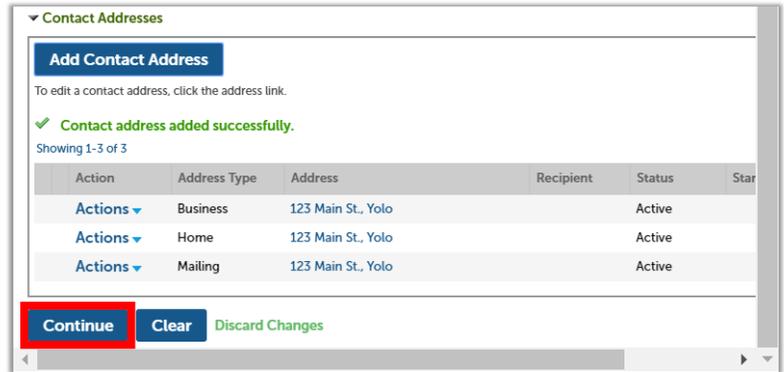
- If needed, you can use the **Actions** dropdown to edit or remove an address.

- Click **Continue** to save your contact information and addresses.

- If your information has not been entered into the system previously (through a license application process, for example), a pop-up prompt displays. If you need to make changes before continuing, click Cancel. Otherwise, click **Continue** to create your new account.
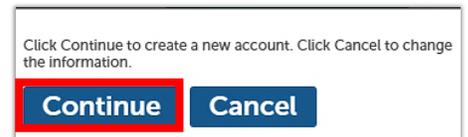
Your contact information and related addresses now display:

- Click **Continue Registration** to finish setting up your account.

  If you skip clicking this button, your account will not be created.
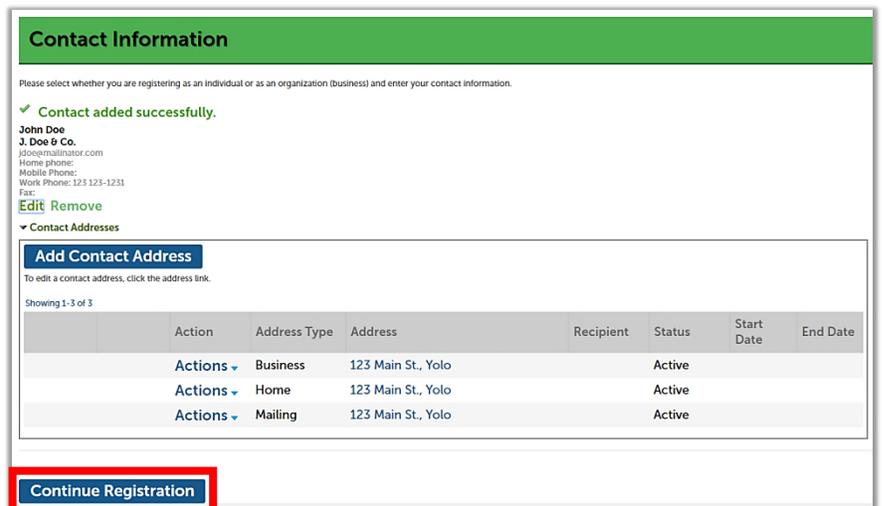
3. Logging In

You have now created an account and are ready to log in. A green success message displays at the top of the screen, inviting you to login. Click on the **Home** link.
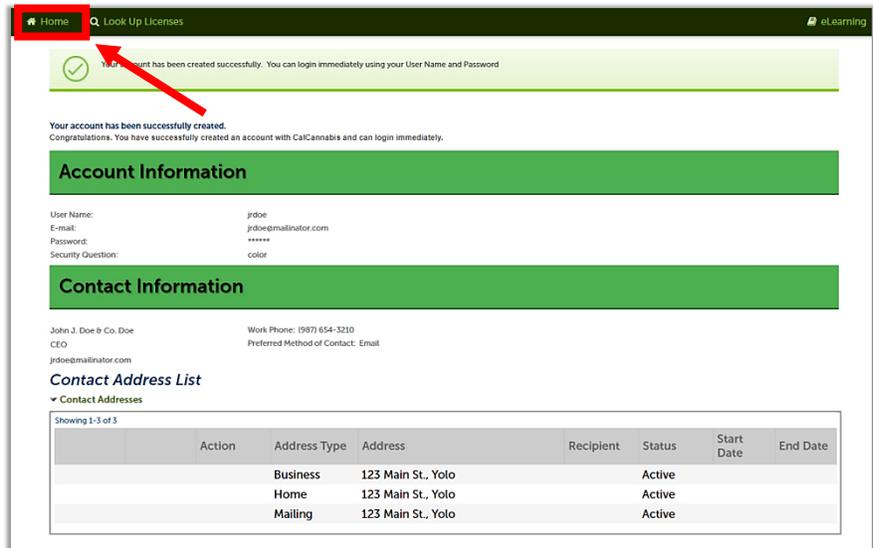
On the **Home** page, click **Login.**
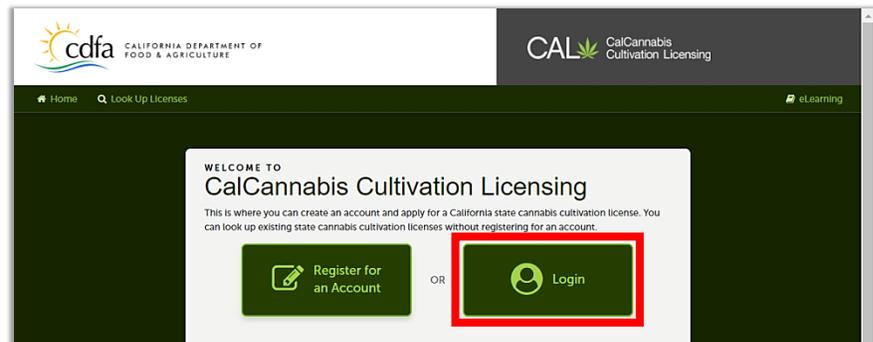
The login prompt displays on the next page.

Enter your **Username** and **Password** (your browser may prefill this for you).

If you're using your personal computer, you can check the box to **Remember me on this computer**.

4. Managing Your Account

Let's explore the functions you can use and information you can access after logging into the CalCannabis Licensing System.

4.1. My Dashboard

At right is the **My Dashboard** page. Here you can click on **Apply for a License** to begin the process of applying for a cannabis cultivation license.
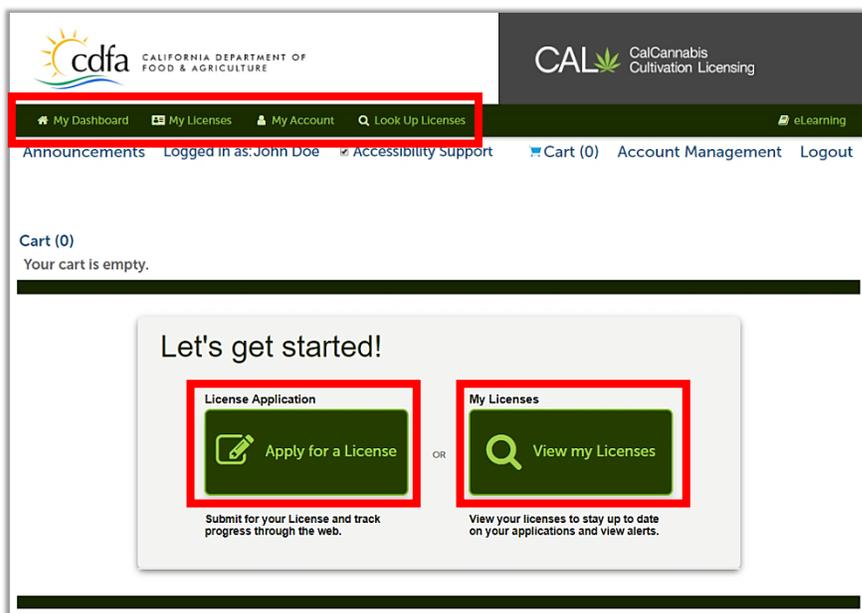
4.2. View My Licenses

In the **My Licenses** tab, any application or license records associated with your account are listed. This is where you will need to return when working with your applications. This is the page where you can resume work on a saved application, pay fees, view the status of an application, or view your license details when you are issued a cannabis cultivation license.

4.3. My Account

The **My Account** tab on the **Home** page displays the page at right. Information displayed includes your **Login Information** and your contact information.

You can make changes to your **Login Information** by clicking the **Edit** button. A pop-up window lets you change your e-mail address, password, and the security question and answer.

In the **Contact Information** section, you can use the **Actions** dropdown function to edit your own address, e-mail, phone, and other personal information.

4.4. Look Up Licenses

The next menu item on the **Home** page is **Look Up Licenses.**

<u>Searches only provide limited information on licenses that have been issued by the CalCannabis Licensing Program</u>.

If you are logged into a registered account, you can also find your own license and non-license records, such as applications and amendments. If you'd like to show search results for your records only, you can check the **Search my records only** box on the right.

You can search on a full or partial **License Number**, or by choosing a **License Type** from the dropdown list. You can search for licenses issued between a start or end date, and you can further narrow a search for a specific **License Type** by adding the **License Status**. These fields are explained later in this document.

Search Additional Criteria enables you to search by the **License Type** (the category of the cultivation business from Specialty Cottage to Medium size). You can also add search criteria in **Premises Information** to include only licenses issued within a specific county.

Click **Search**.

The list of records found by your search appears below the **Search** button.

You can also click **Download results** to a comma-separated values (.CSV) file to open in Excel or a similar tool. You can also save the file so that you may easily access it later.

4.5.   eLearning

The **eLearning** link at the top of each page leads to a page on the **CalCannabis Cultivation Licensing** website where you can access a variety of resources for learning about the CalCannabis Licensing System. The eLearning page includes:

- Videos

  - o   Navigating the CalCannabis Website
  - o   Registration and a Temporary Cannabis Cultivation License Application
  - o   Registration and an Annual Cannabis Cultivation License Application

- Quick References

  - o   Introduction to the CalCannabis Licensing Website
  - o   CalCannabis Website for Applicants and Licensees (this document)
  - o   Overview and Navigation
  - o   Managing Your Account
  - o   Apply for a License
  - o   Researching Cannabis Licenses

For more information, please visit:

calcannabis.cdfa.ca.gov

5. Apply for a License

This section steps through the process of applying for a license. The specifics of this process may vary, depending on how you plan to operate your cannabis cultivation business. For instance, a sole proprietor business structure requires fewer steps and documents than a corporation or partnership. Another example is how certain types of water sources may require additional documentation.

Here are some of the decisions you will make and information you must provide:

- Choose Adult-Use, Medicinal, or Temporary for the Application Type.
- Choose the cultivation License Type, which is based on the scale of your site and your cultivation method.
- Select a business structure and report other financial interests.
- Provide contact information for people in the required roles:
  - Designated Responsible Party (DRP)
  - Agent for Service of Process
  - Owner(s)
- Provide information about your premises, including water sources, power sources, and the local jurisdiction that you are authorized to cultivate cannabis with in your city or county.
- Identify and upload required documents.
- Electronically sign the application.
- Use your CalCannabis account to review and monitor the progress of your application.
- Each owner fills out and submits an **Owner Application**. If your business has more than one owner, all of the owners will receive an e-mail to log into their account, complete, and submit an **Owner Application**. If an owner doesn't already have a registered account, they'll also receive an e-mail with instructions to create an account and sign into the CalCannabis Licensing System.
- Your Designated Responsible Party must complete and sign the **Declarations and Final Affidavit** application.

- Pay the **application fee**; either online or in person in Sacramento (<u>an appointment is required for in-person payments</u>).
- Wait for the CalCannabis Licensing staff to review and approve your application.
- If approved, pay the **license fee** (<u>an appointment is required for in-person payments</u>).
- The CDFA CalCannabis Licensing Division issues your cultivation license.
- Access and print your cultivation license from your CalCannabis account.

5.1. Note on Temporary Licenses

A temporary license is a conditional license that allows a business to engage in commercial cannabis activity for a period of 120 days.

CalCannabis can only issue a temporary license if you already have a valid license, permit, or other authorization issued by the local jurisdiction.

Temporary licenses do not require a fee and have fewer initial documentation requirements. However, to maintain your operations, you will need to be issued your annual license before your temporary license expires. Extensions of 90-days may be granted to a temporary licensee, but only if a full application has been submitted. The temporary licenses are valid until January 1, 2019.

5.2. Beginning the Application Process

Click the **Apply for a License** button on the My Dashboard page.
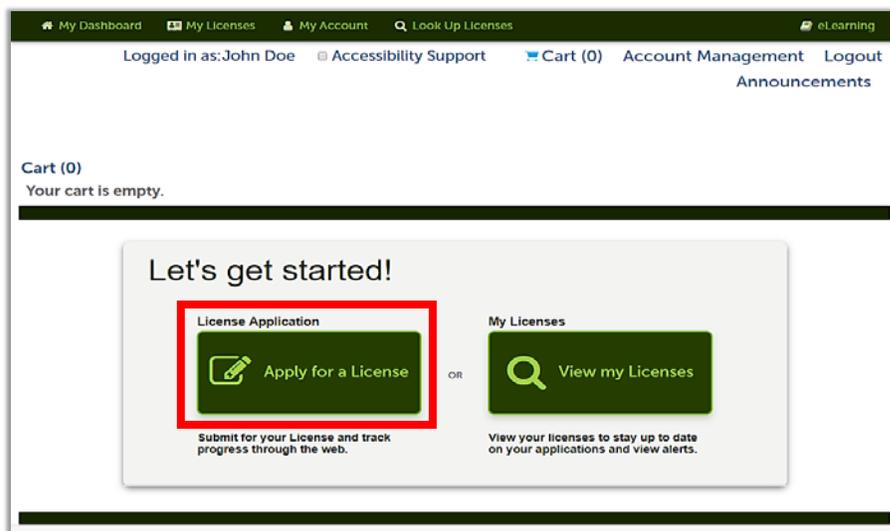
The next page displays the disclaimer on general terms of use for the website. Check the box next to the statement **"I have read and accepted the above terms."**

Then click **Continue Application**.

Note: The website uses pop-up windows, so be sure to allow pop-ups for this site before you start. Also, avoid using the Backspace key, the Back function in your browser, or the Refresh function in your browser as you could lose entries that are not saved.

Online License Application

Welcome to the CalCannabis Licensing System. Using this system you can submit information, pay fees and track the status of your application all from the convenience of your home or office, 24 hours a day.

- To ensure your work is saved, we recommend you use the "Save and Resume Later" button often. You will have the option to return to where you left off.
- Please "Allow Pop-ups from This Site" before proceeding. To enable Pop-ups, access the settings or the options feature for your specific browser.
- During the application process, do not use your back button or back arrow or your work will not be saved.

You must accept the General Disclaimer below before beginning your application.

to constitute legal advice by the Department or any of its agencies, officers, employees, agents, or representatives.

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Information provided through this Web site may be subject to disclosure as required by any federal, state or local laws, rules, or regulations, including, but not limited to, the California Public Records Act (Government Code Section 6250 et seq.).

Communications via Web Site
Communications made through e-mail and messaging systems shall in no way be deemed to constitute legal notice to the Department or

☑ I have read and accepted the above terms.

Continue Application

5.3. Choose Application Type

Next, select the type of application. For **Adult-Use**, the license is to provide cannabis for consumption by adults at least 21 years old, without a physician's recommendation.

Choose **Medicinal** if you plan to provide cannabis for use according to the Compassionate Use Act of 1996, for consumption by adults at least 18 years old with a physician's recommendation.

Select an Application Type

Select the application type that you are applying for. You may only select one application type for a single premises per application.

Adult-Use:
Select this option if your business is applying for a state license for cannabis intended for use by adults 21 years of age and over and who do not possess a physician's recommendation.

Medicinal:
Select this option if your business is applying for a state license for commercial cannabis activity involving medicinal cannabis. Medicinal cannabis refers to cannabis intended to be sold for use pursuant to the Compassionate Use Act of 1996 (Proposition 215) by a medicinal cannabis patient in California who possesses a physician's recommendation.

Temporary:
Temporary Licenses will be issued until January 1, 2019. A temporary license shall be valid for a period of 120 days. They may be extended for additional 90-day periods, at the discretion of the licensing authority and if the applicant has submitted a complete application for licensure.

◉ Adult-Use Cannabis Cultivation Application

○ Medicinal Cannabis Cultivation Application

○ Temporary Cannabis Cultivation Application

Continue Application (Not Saved)

If you choose **Temporary**, the next question will be whether your Application Type will be Adult-Use or Medicinal. As noted earlier, **Temporary** licenses are valid for 120 days, with possible 90-day extensions if you have submitted your annual license application.

Click the **Continue Application (Not Saved)** button (there will be a chance to save your work soon).

Note: *For the remainder of this document, we'll focus on the full annual license application, with all of its requirements for entering information, uploading documents, and paying fees. For more information on applying for a temporary license, see the* **eLearning** *link for a step-by-step video.*

5.4. Step 1 – License Information

The first step is License Information.

Step 1: License Information > License Type

Select a license type from the drop down list that describes the cultivation site.
Cultivation license types include:
- Specialty Cottage Outdoor, Specialty Cottage Indoor, Specialty Cottage Mixed-Light Tier 1 and 2
- Specialty Outdoor, Specialty Indoor, Specialty Mixed-Light Tier 1 and 2
- Small Outdoor, Small Indoor, Small Mixed-Light Tier 1 and 2
- Medium Outdoor, Medium Indoor, Medium Mixed-Light Tier 1 and 2
- Nursery
- Processor

*indicates a required field.

License Type

LICENSE TYPE

*License Type: --Select--

*Is this business entity a cannabis cooperative association as   ○ Yes ○ No
defined in Chapter 22 of the Business and Professions Code?:

Temporary License ID Number (if applicable):

Save and resume later   Continue Application (Not Saved)

5.4.1. License Type

There are 18 license types that you can apply for, which are listed below:

Specialty Cottage Outdoor	**Specialty Cottage Indoor**	**Specialty Cottage Mixed-Light Tier 1** **Specialty Cottage Mixed-Light Tier 2**
Specialty Outdoor	**Specialty Indoor**	**Specialty Mixed-Light Tier 1** **Specialty Mixed-Light Tier 2**
Small Outdoor	**Small Indoor**	**Small Mixed-Light Tier 1** **Small Mixed-Light Tier 2**
Medium Outdoor	**Medium Indoor**	**Medium Mixed-Light Tier 1** **Medium Mixed-Light Tier 2**
Nursery	**Processor**	

Click on the **License Type** dropdown list and select a license type. Text appears in red above the field, explaining the requirements for that type of license. In the example shown, a **Specialty Outdoor** license type is selected, which means the grow site can have a total canopy maximum of 5,000 square feet and no more than 50 mature plants. Be sure to choose the license type that is right for your cannabis cultivation business.

Cooperative Member – Check **Yes** or **No** to indicate whether your business is part of a cooperative. Use the Help function ⑦ to see the the legal definition of a cooperative, per Business and Professions Code Chapter 22. Checking **Yes** causes another required field to appear where you can enter the name of your cooperative.

Temporary License ID Number – If you have already submitted and been issued a temporary license number, you may enter it here. This will save time and effort in the application process.

Save and resume Later – From this page on, you may click the **Save and resume Later** to save your work so far. The system takes you back to your **My Licenses** section. A message on the screen provides the record number of your partial application, listed under **My Licenses.**

To return to your application, click on the blue **Resume Application** link next to your license record. A pop-up window gives you the choice to **pickup where you left off**, or start from the beginning to review your entries so far.

Click on **Continue Application** to move to the next screen.

5.4.2. Business Structure

Select your business entity organization structure. This choice affects documents you need to provide later in the application. There are several choices for **Business Entity Structure** – The dropdown list includes the following values:

Corporation	General Partnership	Joint Venture
Soverign Entity	Limited Liability Partnership (LLP)	Limited Partnership
Sole Proprietorship	Limited Liability Company (LLC)	Trust
	Other	

Indicate whether your business is a Foreign Corporation. This will require documentation later.

Enter your Employer Identification Number (**EIN**). If you chose Sole Proprietorship as your Business Entity Structure, a field will display for you to enter your Social Security Number rather than an EIN.

Note: At this point, your application process takes one of two paths. For most business structure types, the requirements and steps are virtually the same. However, the **Sole Proprietorship** business structure type generally requires fewer steps and documents than the other business structures.

We'll choose a **Limited Liability Company (LLC)** structure to illustrate the process.

The **Seller's Permit Number** from the California Department of Tax and Fee Administration (CDTFA) and the Secretary of State Registration Entity number are optional. If a **Seller's Permit** is not required, proof from CDTFA will need to be included as an attachment.

Click **Continue with Application** when you're finished with this form.

5.5. Business Information

Now you'll enter contact details about the 'applicant', meaning the business entity applying for a license. Since you've already entered your personal contact information when registering for your account, you can use that information when appropriate.
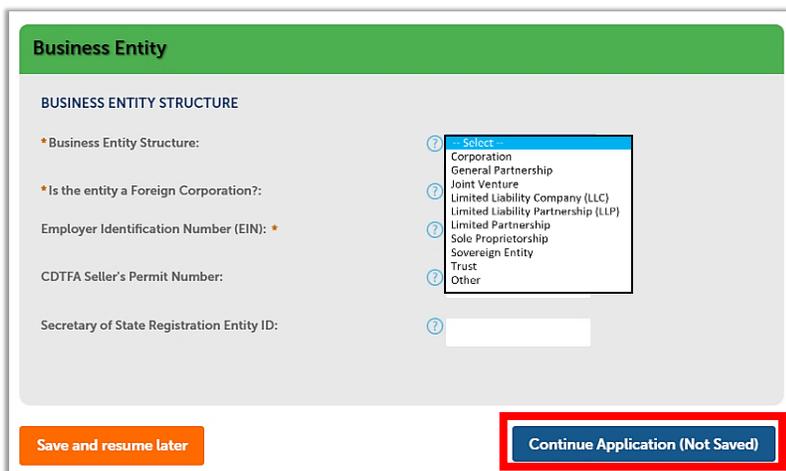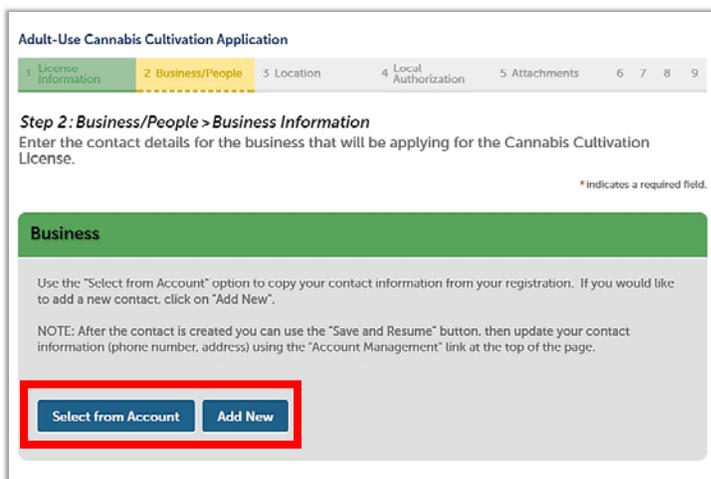
Click **Select from Account** to get this information from the contacts saved in your CalCannabis account. If a Legal Business Name was not entered in previously, the pop-up window will require you to enter in this information. Choose the **Business** address type (if you created one, it will be preselected), then click **Continue** in the pop-up window.
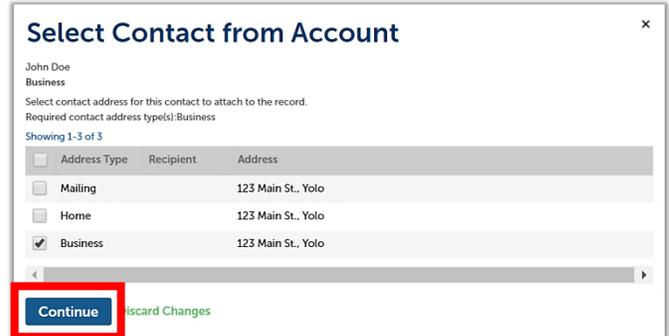
The system will prefill many of the fields from your account. If you did not add them previously, you'll need to enter your **Business Title** and **Legal Business Name**. If you entered it with your account registration, your **Business** address is pre-selected, or you can click **Add Contact Address** and enter it. When finished, click **Continue** to close the pop-up windows.

5.6. Cannabis Licenses

Any financial interest in other state issued cannabis license(s) held by the business entity must be disclosed to CalCannabis. Click **Add a Row** if you have any to report.
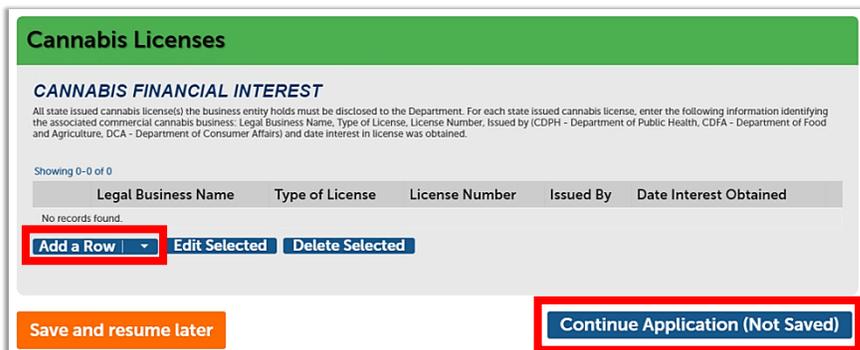
For each state-issued cannabis license held by the business entity, enter in the pop-up window information identifying the associated commercial cannabis business: **Legal Business Name**, **Type of License**, **License Number**, **Date Interest Obtained**, and the State agency that the license was **Issued by.**

- CDPH – Department of Public Health
- CDFA – Department of Food and Agriculture
- DCA – Department of Consumer Affairs

Click **Submit** (if applicable). Then, **Continue Application**

5.7. Designated Responsible Party

Next, enter your business's **Designated Responsible Party**. This person must be an owner with a minimum of 20% interest in the business and will receive all communications about the cannabis cultivation license from CDFA. As you did for

Step 2 : Business/People > Designated Resp. Party

The Designated Responsible Party (DRP) shall be an owner who has the legal authority to bind the entity and serves as the agent for service of process.
If you are a sole proprietor or business entity with one owner, you must designate yourself as the DRP.
The agent for service of process is an individual who resides in California, or a corporation designated to accept service of process (court papers) on behalf of the licensee.

*indicates a required field.

Designated Responsible Party

Use the "Select from Account" option to copy your contact information from your registration. If you would like to add a new contact click on "Add New."

NOTE: After the contact is created you can use the "Save and Resume" button, then update your contact information (phone number, address) using the "Account Management" link at the top of the page.

[Select from Account] [Add New]

Business Information above, you can **Select from Account** for your own information, or **Add New** to enter a different individual's information. The required address type for the Designated Responsible Party is **Mailing**.

5.8. Agent for Service of Process

The Agent for Service of Process must be an individual who resides in California, or a corporation designated to accept service of process (i.e., receive court papers) on

Agent for Service of Process

Use the "Select from Account" option to copy your contact information from your registration. If you would like to add a new contact click on "Add New."

NOTE: The agent for service of process is an individual who resides in California, or a corporation designated to accept service of process (court papers) on behalf of the licensee.

[Select from Account] [Add New]

[Save and resume later]   [Continue Application (Not Saved)]

behalf of the licensee. If you plan to fulfill this role, you can **Select from Account** to enter your own information, or click **Add New** to enter this contact information. The required address type for Agent for Service of Process is **Mailing**.

Click **Continue Application** to go to the next page.

5.9. Owner List

In this section, create the list of owners of your cannabis business. An "Owner" is any of the following:

- A person with an aggregate ownership interest of 20% or more in the cannabis cultivation business applying for a license or a licensee, unless the interest is solely a security, lien, or encumbrance.

- The chief executive officer of a nonprofit or other entity.

- A member of the board of directors of a nonprofit.

- An individual who will be participating in the direction, control, or management of the person applying for a license.

Your CalCannabis account automatically prefills the **Owner List** with your information.

If you have multiple owners, click **Add a Row**. You can create one or more entries for other owners in the business entity. A pop-up window displays for entering the legal first and last name and e-mail address of each owner

(these are all case sensitive for users who already have accounts). Click **Submit** to save the new Owner entry.

Note: When this application is submitted, each individual entered on the **Owner List** receives an e-mail asking them to activate their account (if they do not already have an account) with the CalCannabis Licensing

System (temporary password provided) and then fill out their **Owner Application**.
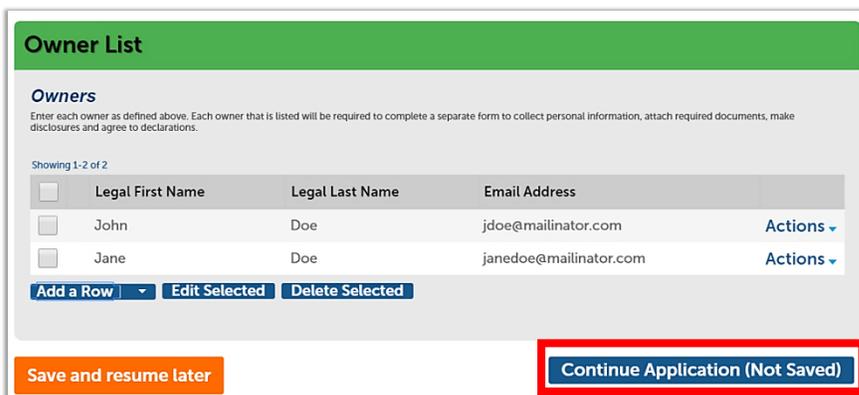
*The cultivation license application cannot be processed until all **Owner Applications** are submitted, which we'll discuss later in this document.*

Click **Continue Application** when finished.

Note: If you are adding an owner that is already registered with the CalCannabis Licensing System, the owner's first and last names are case sensitive. For example, if the owner registered their account as "Robert Doe," the system will not recognize "bob doe" if entered into the owner list.

5.10. Premises Information

Enter the information for your cultivation site into the required fields of **City**, **Premises County**, and **Assessor Parcel Number (APN)**.

The **Premises Address**, **Zip**, and **Date of Initial Operation** are optional. However, if you enter a date into the **Date of Initial Operation** field, you will be required later to attest to its accuracy.
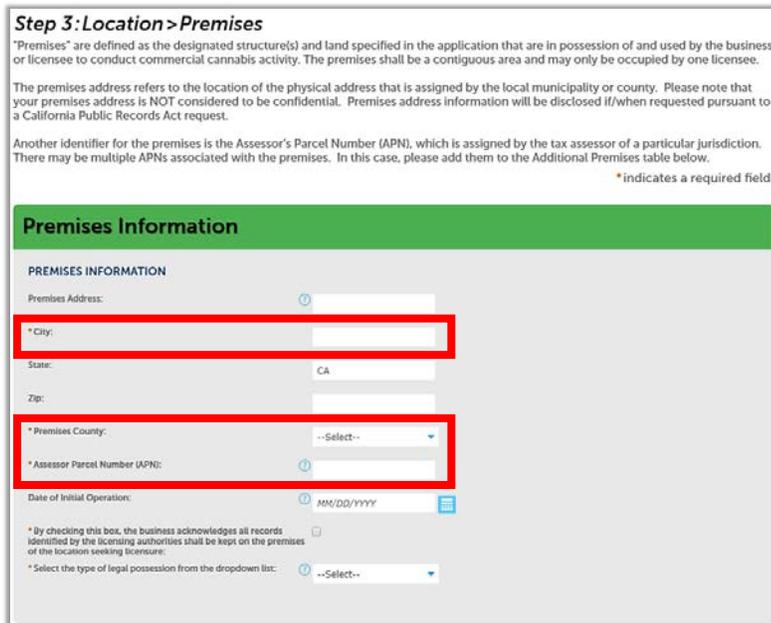
Note: Your premises address is not considered confidential and may be disclosed pursuant to a California Public Records Act request.

You must check the box acknowledging that all records will be kept on site at your premises.

Indicate how you hold possession of your premises by selecting whether you **Own**,

Rent/Lease, or **Other**. If you choose **Rent/Lease**, additional fields open up for you to enter the **Property Owner's Mailing Address** and **Phone Number**. If you selected **Other**, a text field becomes available for you to write a description of your arrangement with the property owner.
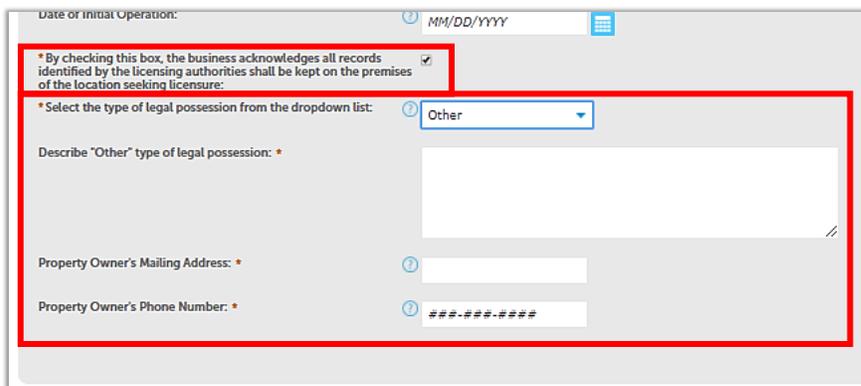
5.11. Additional Premises Information

If your contiguous cultivation site has multiple parcel numbers or more than one street address, enter that information into the

Additional Premises Information section, which has a table structure to allow for multiple entries.
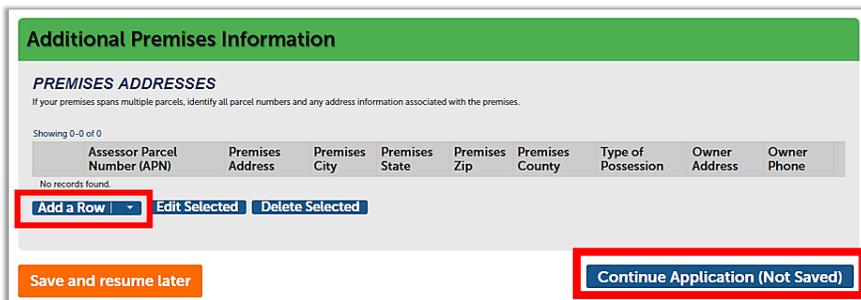
Note: This section is not for listing additional cultivation sites. A different, non-contiguous cultivation site must have a separate license.

Click **Add a Row** to enter other premises parcel numbers or addresses in the pop-up window, as you did in the **Premises Information** section. Then, click **Submit** to save to the **Additional Premises** table.

Click **Continue Application** to go to the next page.

5.12. Water Supply

A source of water supply is required for all license types. You can list multiple water sources of different types.

Click **Add a Row** to list one or more water sources. A pop-up window opens, prompting you to enter information on your water source. Selecting the water source displays only the fields associated with that type of water source, as discussed on the next page. Click **Submit** when finished.

The selected water sources and accompanying information you entered display in the **Water Supply** table in this section. Click **Continue Application** when finished.

The choices available in the **Type of Water Supply** dropdown list are explained below. Use the Help icons associated with each field to obtain a better understanding of the information required.

- **Retail Supplier** – Any local entity, including a public agency, city, county, or private water company, that provides retail water service
    - Name of retail water supplier

- **Small Retail Supplier** – Delivery or pickup from a groundwater well
    - Name of retail water supplier
    - Groundwater well's geographical location coordinates
    - Maximum amount of water delivered for cannabis cultivation in any one year (gallons)

- **Small Retail Supplier Diversion** – Delivery or pickup of water from a surface water body or underground stream flowing in a known and definite channel
    - Name of retail water supplier under contract
    - Point of diversion geographical location coordinates
    - Authorized place of use for water right used by the supplier
    - Maximum amount of water delivered for cannabis cultivation in any one year (gallons)

- **Groundwater Well**
    - Groundwater well's geographical location coordinates

- **Rainwater Catchment System** – Rainwater management through collection of rainwater and using it onsite
    - Total square footage of catchment footprint area
    - Total storage capacity (gallons)
    - Description of type, nature, and location of each catchment surface

- **Diversion from a Waterbody –** System of structures and measures that intercept clear surface runoff
    - Diversion number

When you are finished with the **Water Supply Sources** section, click **Continue Application**.

5.13. Power Sources

If your application is for an indoor or mixed-light license type, specify one or more types of power source for cultivation activities. Selecting **Other** opens an additional field for you to enter an explanation.

Step 3: Location > Power Source
Please check at least one power source option if you have selected an indoor or mixed light license type.

*indicates a required field.

Power Sources

Power Source Type

Grid – Refers to electric utility companies: ☑
Solar – Refers to solar photovoltaic systems: ☐
Generator – Rated 50 HP and greater: ☐
Generator – Rated under 50 HP: ☐
Other – Refers to other renewable energy systems: ☐

Save and resume later   Continue Application (Not Saved)

Click **Continue Application** when finished.

5.14. Local Authorization

Your premises must be in good standing with your local authority. Select the local jurisdiction that provided your authorization. Choices in the **Local Authority Type** dropdown list are **City** or **County**.

Depending on your choice, the **City** or **County** field will automatically populate form the premises Information you entered previously. The other fields shown are optional.

Click **Continue Application**.

Step 4: Local Authorization > Local Authorization
Your premises must be in good standing with your local authority. Select the "Local Authority Type" (City, County or City and County) from the drop down menu. Once the type is selected, enter the details. CalCannabis staff will confirm with the local authority that your premises is in compliance.

*indicates a required field.

Local Authorization

LOCAL AUTHORIZATION
* Local Authority Type: County ▼
Local Authority Name:
Local Authorization Number:
Expiration Date:
Address:
City:
State: CA
Zip Code:
County: *   Yolo County ▼
Phone Number: ###-###-####

Save and resume later   Continue Application (Not Saved)

5.15. Required Documents

At this point in the application process, the information you have provided requires specific documents to be filed with the CalCannabis Licensing Division. The screen displays a list of these documents and their descriptions.
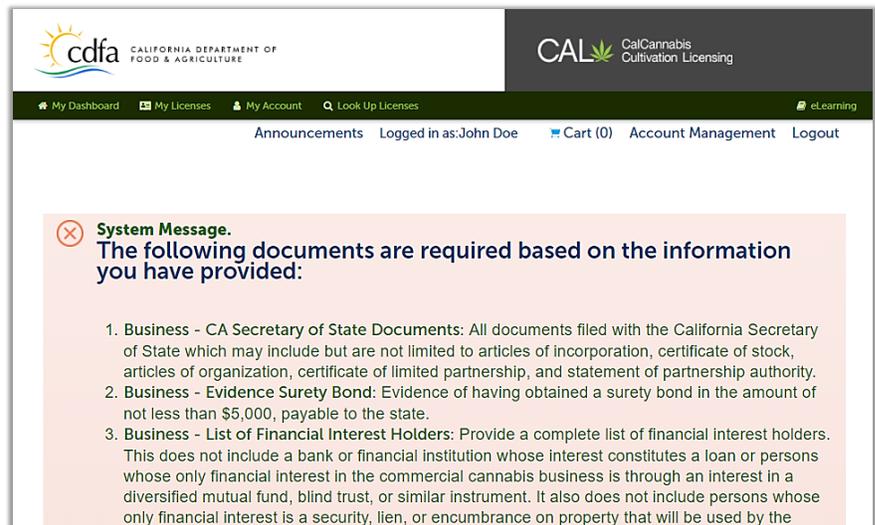
The system will show you which items are specifically required for your application once you reach the Attachments screen. Described below are the different document types that may be required for your cannabis cultivation license, depending on your application type, license type, water sources, power sources, etc.

1. *Business – CA Secretary of State Documents: All documents filed with the California Secretary of State, which may include but are not limited to articles of incorporation, certificate of stock, articles of organization, certificate of limited partnership, and statement of partnership authority.*

2. *Business – Evidence Surety Bond: Evidence of having obtained a surety bond in the amount of not less than $5,000, payable to the state.*

3. *Business – Foreign Corp. Certificate of Qualification: An applicant that is a foreign corporation shall include in its application the certificate of qualification issued by the Secretary of State of California pursuant to Section 2105 of the Corporations Code.*

4. *Business – List of Financial Interest Holders: Provide a complete list of financial interest holders. This does not include a bank or financial institution whose interest constitutes a loan or persons whose only financial interest in the commercial cannabis business is through an interest in a diversified mutual fund, blind trust, or similar instrument. It also does not include persons whose only financial interest is a security, lien, or encumbrance on property that will be used by the commercial cannabis business or persons who hold a share of stock that is less than 5 percent of the total shares in a publicly traded company. For individuals, include the full legal name, tax identification number (SSN, ITIN, or NIN), government issued ID number, and type of government ID. For business entities, include the legal business name and EIN.*

5. *Business – Waiver of Sovereign Immunity: Waiver of Sovereign Immunity: The written waiver shall include that the applicant or licensee has the lawful authority to enter into the waiver.*

6. *Cannabis Cooperative Association Member List: Members of a cannabis cooperative shall be disclosed to the licensing authority before the application is processed.*

7. *Cultivation Plan – Lighting Diagram: A diagram defining the location of all lights in the canopy area(s); and Maximum wattage or wattage equivalent of each light.*

8. *Cultivation Plan – Property Diagram and Detailed Premises Diagram: Diagram(s) containing all required designated areas for cultivation.*

9. *Cultivation Plan – Pest Management Plan: The operating procedures for pesticides and integrated pest management protocols.*

10. *Cultivation Plan – Waste Management Plan: The operating procedures for non-hazardous cannabis waste.*

11. *Local – Evidence of CEQA Compliance: Provide evidence that the local permit, license or other authorization to cultivate cannabis was issued in compliance with Division 13 of the Public Resources Code; California Environmental Quality Act (CEQA), including a copy of the Notice of Determination or Notice of Exemption, and either a copy of the CEQA document or reference to where it can be located electronically.*

12. *Premises – EnviroStor Hazardous Materials Search: Provide evidence that the applicant has conducted a hazardous materials record search of the EnviroStor database for the proposed premises.*

13. *Premises – Property Ownership Documentation: A copy of the title or deed to the property. A title provides legal evidence that you have the right to use the property. On the other hand, a deed is a legal document that transfers title from one person to another.*

14. *Premises – Legal Right to Occupy and Use: Property ownership documentation or proof of legal right to occupy and use the property for cultivation activities including: 1. Document from the property owner or property owner's agent where the commercial cannabis activity will occur that states the applicant has the right to occupy the property and acknowledges that the applicant may use the property for commercial cannabis cultivation. 2. Copy of the lease or rental agreement, or other contractual documentation.*

15. *Water – Lake and Streambed Alteration Document: For an applicant continuing operation under a local permit, license or other authorization prior to receiving a state license, a copy of any final lake or streambed alteration agreement issued by the California Department of Fish and Wildlife, pursuant to sections 1602 or 1617 of the Fish and Game Code, or written verification from the California Department of Fish and Wildlife that a lake and streambed alteration agreement is not required.*

16. *Water – Water Quality Protection Permit: Provide evidence of enrollment in applicable Regional Water Quality Control Board programs and/or State Water Resources for water quality protection or written verification that a permit is not necessary.*

17. *Water – Groundwater Well Log: Groundwater Well: A copy of the well log filed with the Department of Water Resources pursuant to Section 13751 of the Water Code. If no well log is available, the applicant shall provide a letter from the Department of Water Resources indicating that the Department does not have a record of the well log. If no well log is available, the State Water Resources Control Board may request additional information about the well.*

18. *Water – Small Retail Supplier Well Log: Small Retail Supplier: A copy of the well log filed with the Department of Water Resources pursuant to Section 13751 of the Water Code for each percolating groundwater well used to divert water delivered to the applicant. If no well log is available, the applicant shall provide a letter from the Department of Water Resources indicating that the Department does not have a record of the well log. If no well log is available, the State Water Resources Control Board may request additional information about the well.*

19. *Water – SWRCB Diversion Authorization: (1) A copy of any applicable registrations, permits, or licenses or proof of a pending application, issued under part 2 (commencing with section 1200) of division 2 of the California Water Code as evidence of approval of a water diversion by the State Water Resources Control Board; (2) A copy of any statements of diversion and use filed with the State Water Resources Control Board before October 31, 2017 detailing the water diversion and use; or (3) A copy of documentation submitted to the State Water Resources Control Board before October 31, 2017 demonstrating that the diversion is authorized under a riparian right and that no diversion occurred in any calendar year between January 1, 2010 and January 1, 2017. (4) If the applicant has claimed an exception from the requirement to file a statement of diversion and use pursuant to section 5101 of the Water Code, the applicant shall provide a copy of the documentation submitted to the State Water Resources Control Board before January 1, 2019 demonstrating that the diversion is subject to subsection (a), (c), (d), or (e) of section 5101 of the Water Code.*

20. *Water – Small Retail Supplier Diversion: Diversion from Waterbody: (1) A copy of any applicable registrations, permits, or licenses or proof of a pending application, issued under Sections commencing with Section 1200 of the Water Code as evidence of approval of a water diversion by the State Water Resources Control Board; (2) A copy of any statements of diversion and use filed with the State Water Resources Control Board before July 1, 2017 detailing the water diversion and use; or (3) A copy of documentation submitted to the State Water Resources Control Board before July 1, 2017 demonstrating that the diversion is authorized under a riparian right and that no diversion occurred in any calendar year between January 1, 2010 and January 1, 2017. (4) Provide a copy of the documentation submitted to the State Water Resources Control Board before July 1, 2017 demonstrating that the diversion is subject to Section 5101 of the Water Code.*

21. *Power Source – Generator 50HP or Greater: If generator(s) is rated at 50 horsepower and greater, please provide one of the following required attachments: 1. Portable Equipment Registration Certificate provided by the California Air Resources Board, or; 2. Permit to Operate obtained from the Local Air District with jurisdiction over the licensed premises.*

5.16. Uploading Documents

You must assemble and upload these documents to the CalCannabis Licensing System to support your application. Gather these documents on your computer, so you can easily add them in the next step. If you have only paper copies of some documents, you can click **Save and resume later** and resume your application once you've scanned them into a PDF or similar file format. You can make digital photos of some items. For example, you can take a photo of your government ID, required later in your Owner Application.

In the **Required Documents** section, click the **Add** button to open a Windows Explorer dialog. Find the file associated with each item in the list.

Double-click on the file or select it and then select **Open**. If you upload the wrong file, click the red **X** to delete it, or just click **Add** again and select the correct file.

Note: The file size limit of 16 megabytes. Some digital scans of paper documents can be very large, so it's a good idea to check the size of the document before you start uploading. Once you're done uploading documents, click **Continue Application**.
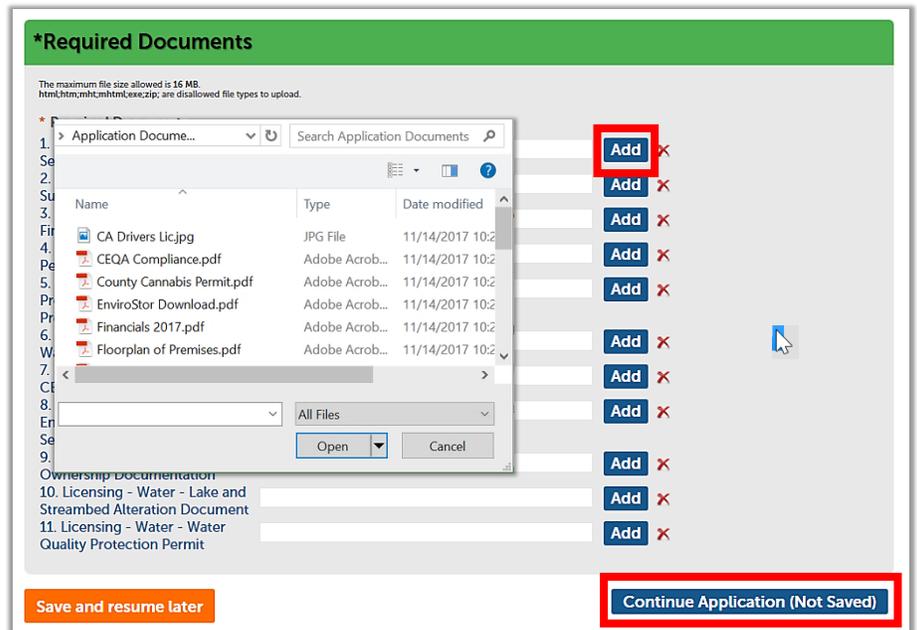
5.17. Step 6: Review

In this step, you have a chance to go over the information you've provided so far and make any changes to what is saved for your application. The review screen is broken into the same sections we stepped through earlier in this document. The page is very long so it's broken down into several screenshots. You can use the blue **Edit** buttons to revise any section of your application.

- **License Type** shows what you entered regarding your site's canopy size and number of plants, or other information pertinent to License Type.

License Type	
LICENSE TYPE	**Edit**
License Type:	Small Outdoor
Is this business entity a cannabis cooperative association as defined in Chapter 22 of the Business and Professions Code?:	No
Temporary License ID Number (if applicable):	

- **Business Entity** records the type of entity structure you're using, whether you entered information about your publicly traded or a foreign corporation, your Employer Identification Number, Seller's permit, and SOS registration number.

Business Entity	
BUSINESS ENTITY STRUCTURE	**Edit**
Business Entity Structure:	Limited Liability Company (LLC)
Is the entity a Foreign Corporation?:	No
Employer Identification Number (EIN):	95-1234567
CDTFA Seller's Permit Number:	12345678
Secretary of State Registration Entity ID:	12345678

- **Business** records the contact information for the business entity applying for cultivation.

Business   **Edit**

Individual
Joe J. Doe & Co. Doe
CEO
United States
Phone:555 555-1234
E-mail:jtdoe@mailinator.com
Preferred Method of Contact:Email

- **Cannabis Licenses** records the financial interests you provided in any other cannabis licenses the business entity holds.

Cannabis Licenses

CANNABIS FINANCIAL INTEREST   **Edit**

Legal Business Name	Type of License	License Number	Issued By	Date Interest Obtained
Jane Doe & Company	Retailer	1234567890	DCA	01/01/2017

- **Designated Responsible Party** is the individual the CalCannabis Licensing Division contacts regarding your application, and who must sign the Declarations and Final Affidavit application required before submitting your application.

Designated Responsible Party   Edit

Individual
Joe J. Doe & Co. Doe
CEO
United States
Phone:555 555-1234
E-mail:jtdoe@mailinator.com
Preferred Method of Contact:Email

- **Agent for Service of Process** is an individual who resides in California, or a corporation designated to accept service of process (court papers) on behalf of the licensee.

Agent for Service of Process   Edit

Individual
Joe J. Doe & Co. Doe
CEO
United States
Phone:555 555-1234
E-mail:jtdoe@mailinator.com
Preferred Method of Contact:Email

- **Owner List** is a complete listing of anyone defined as an "Owner" in the company submitting the application.

Owner List

Owners   Edit

Legal First Name	Legal Last Name	Email Address
John	Doe	jtdoe@mailinator.com
Jane	Doe	janedoe@mailinator.com

- **Premises Information** records the address and parcel number of your cultivation site.

Premises Information

PREMISES INFORMATION   Edit
Premises Address:
City: Anytown
State: CA
Zip:
Premises County: Yolo County
Assessor Parcel Number (APN):   1234567890
Date of Initial Operation:
By checking this box, the business acknowledges all records   Yes
identified by the licensing authorities shall be kept on the premises
of the location seeking licensure:
Select the type of legal possession from the dropdown list: Own

- **Additional Premises Information** is where you entered any contiguous, additional Assessor's Parcel Numbers or addresses associated with your single cultivation site.

Additional Premises Information

PREMISES ADDRESSES   Edit
No Custom Lists data for the sub group above.

- **Water Information** includes your identified water source(s), and any other field entries required for the type of supply.

- **Power Sources** shows the selections you provided for the source of power (if applicable).

- **Local Authorization** records the local authority type and jurisdiction that your cultivation site resides in and any additional details you entered about your local authorization.

- **Required Documents** is the section that displays all the specific, required documentation you uploaded for your application. Your documentation requirements may differ from this screenshot.

Sources of Water Supply [Edit]

SOURCE OF WATER SUPPLY

Type of Water Supply	Name of Supplier	Geographical Location Coordinates	Authorized Place of Use	Maximum Amount of Water Delivered	Total Square Footage	Total Storage Capacity (gallons)	Description	Diversion Number
Retail Supplier	My Local Water District							

Power Sources [Edit]

Power Source Type	
Grid – Refers to electric utility companies:	No
Solar – Refers to solar photovoltaic systems:	No
Generator – Rated 50 HP and greater:	No
Generator – Rated under 50 HP:	No
Other – Refers to other renewable energy systems:	No

Local Authorization [Edit]

LOCAL AUTHORIZATION
Local Authority Type: County
Local Authority Name:
Local Authorization Number:
Expiration Date:
Address:
City:
State:
Zip Code:
County: Yolo County
Phone Number:

*Required Documents [Edit]

The maximum file size allowed is 16 MB.
html;htm;mht;mhtml;exe;zip; are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
SOS Registration.pdf	Business – CA Secretary of State Documents	7 bytes	02/01/2018	Actions ▾
Surety Bond.pdf	Business – Evidence Surety Bond	6 bytes	02/01/2018	Actions ▾
Investors.pdf	Business – List of Financial Interest Holders	8 bytes	02/01/2018	Actions ▾
Pest Mgmt Plan.pdf	Cultivation Plan – Pest Management Plan	7 bytes	02/01/2018	Actions ▾
Property layout.pdf	Cultivation Plan – Property Diagram and Detailed Premises Diagram	7 bytes	02/01/2018	Actions ▾
Water Quality Protection.pdf	Water – Water Quality Protection Permit	9 bytes	02/01/2018	Actions ▾
CEQA Compliance.pdf	Local – Evidence of CEQA Compliance	7 bytes	02/01/2018	Actions ▾
EnviroStor Download.pdf	Premises – EnviroStor Hazardous Materials Search	5 bytes	02/01/2018	Actions ▾
Title and Deed.pdf	Premises – Property Ownership Documentation	5 bytes	02/01/2018	Actions ▾
Lake and Streambed Alteration.pdf	Water – Lake and Streambed Alteration Document	7 bytes	02/01/2018	Actions ▾
Waste Mgmt Plan.pdf	Cultivation Plan – Waste Management Plan	9 bytes	02/01/2018	Actions ▾

- **Attestation** – At the bottom of this page, check the box to confirm the statement in the text box. The date is filled in automatically.

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

☑ By checking this box, I agree to the above certification.   Date: 12/03/2017

Save and resume later   Continue Application (Not Saved)

When you're finished reviewing your application, click **Continue Application.**

5.18. Associated Forms

You've submitted your main license application, but now the **Owner Applications** are listed under **Added** Items. Each owner must separately fill out and submit their own **Owner Application**. You can return to your account by clicking **Save and resume later**. Then, find your **Owner Application** under **My Licenses**.

Adult-Use Cannabis Cultivation Application

| 1 | 2 | 3 | 4 | 5 Attachments | 6 Review | 7 Associated Forms | 8 Pay Fees | 9 Record Issuance |

Step 7: Associated Forms

Application Forms

Listed below are additional application forms that will need to be completed before your application can be submitted.

Each Owner Application listed below will need to be completed by that owner. A message containing the owner login and details on how to complete their Owner Application will sent via email.

Once all of the Owner Applications have been submitted, the Final Affidavit can be completed by the Designated Responsible Party. After the application fees are paid in full, then the application will be submitted for review.

Added Items:
Owner Application for Jane Doe (janedoe@mailinator.com)
Owner Application for John Doe (jdoe@mailinator.com)

Save and resume later   Continue to Payment

6. Owner Application – Additional Owner

Owner Applications must be submitted before you can pay your application fee. As the applicant, you cannot complete another owner's application. However, your **Owner Application** is listed in your **My Licenses** section, and you may click the blue **Resume Application** link to start filling it out.

The Licensing system e-mails all the other owners listed on the application, instructing them to log into their account on the CalCannabis website and complete the **Owner Application**. A separate e-mail provides a temporary password for logging in if they don't already have a CalCannabis account.

For purposes of illustration, we'll go through the **Owner Application** next, using the second owner of the business as an example.

After logging in and creating a new password, the owner finds their **Owner Application** listed under **My Licenses** and clicks **Resume Application**, then selects **Start from the beginning**.
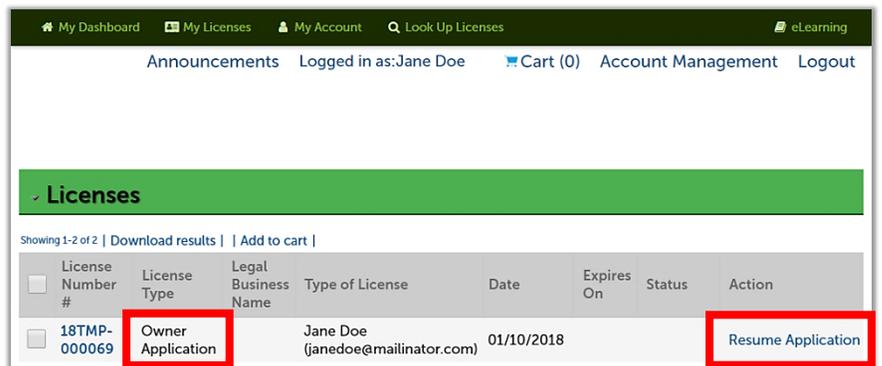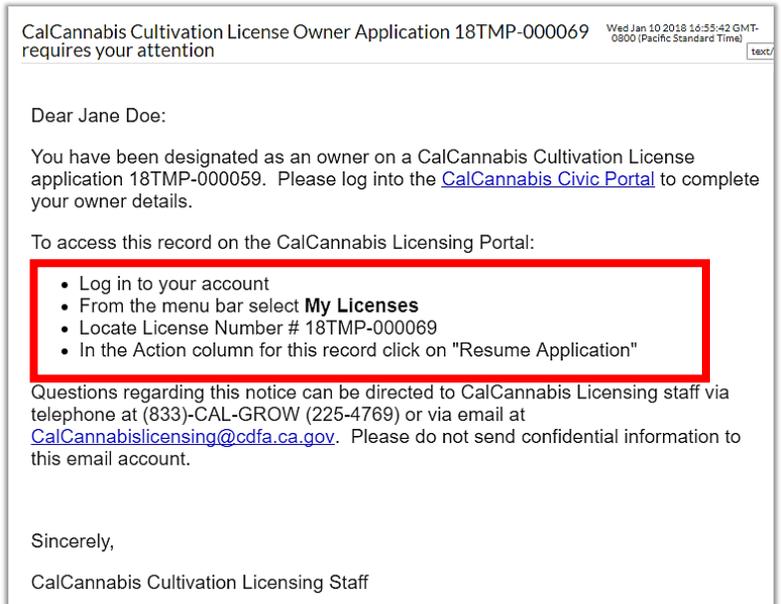
6.1. Ownership Information

In the **Ownership Information** section, enter the **Percentage of Ownership** (%) in this business entity (the percentages for all owners should add up to no more than 100).
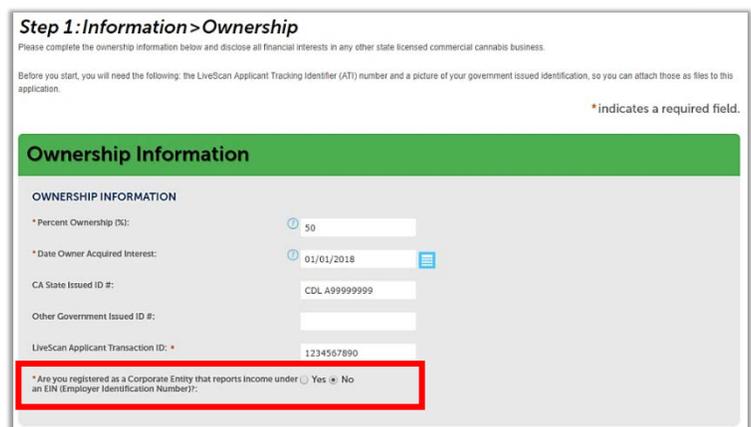
Enter the **Date Owner Acquired Interest**. Provide a **California State Issued ID** number (such as a driver's license), or some **Other Government Issued ID** (although not marked with a red asterisk, one or the other is required). You must also enter your **Live Scan Applicant Transaction ID**, which you will receive from a Live Scan facility while being fingerprinted.

If this owner is a business entity (not an individual), that reports taxes using an **Employer Identification Number (EIN)**, click the **Yes** button. Additional fields will appear for your EIN, business name, and title.

6.2. Cannabis Financial Interest

In the **Cannabis Financial Interest** section, enter any financial interests in other cannabis-related businesses. Click **Add a Row** to create one or more entries naming those interests. A pop-up window opens; enter the **Type of License**, **License Number**, and the agency that the license for the business entity was **Issued By**. Click **Submit** when finished.

- DPH – Department of Public Health
- CDFA – Department of Food and Agriculture
- DCA – Department of Consumer Affairs

Click **Continue Application** when done with the page.

6.3. Acknowledge Owner Disclosures

In the **Acknowledge Owner Disclosures** section, enter a response to the questions displayed.

Note: Answering **Yes** to any of these disclosures may result in denial of your application, or may require you to submit additional information.

Acknowledge Owner Disclosures

OWNER DISCLOSURES
The disclosures release information about the owner. Indicate "Yes" or "No" on each disclosure. Indicating "Yes" to any of these disclosures may result in a denial of your Cannabis Cultivation Application or may require more information to be provided by the owner.

* Have you ever been convicted of or entered a plea of guilty or nolo contendere to any misdemeanor or felony in the United States or a foreign county?:   Yes ○ No ●

* Have you had a license sanctioned, suspended, or revoked in the past three years by a licensing authority, a city, county, or city and county for unauthorized commercial cannabis activities?:   ○ Yes ● No

* Have you been subject to fines, penalties, or otherwise been sanctioned for cultivation or production of a controlled substance on public or private lands pursuant to Section 26057 of the Business and Professions Code?:   ○ Yes ● No

* Have you ever had a commercial cannabis license or other professional license suspended, revoked, or denied, or otherwise subject to discipline or fine by this state or elsewhere (i.e., other U.S. state, U.S. territory, agency of the federal government, or other country)?:   ○ Yes ● No

6.4. History of Criminal Convictions

If the owner has any history of criminal convictions, they must be reported on the **Owner Application**.

Click on **Add a Row** to open a pop-up window and add information about each conviction.

List History of Convictions

CONVICTIONS
For each substantially related conviction, complete the table below. Conviction means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Convictions dismissed under Section 1203.4 of the Penal Code or the equivalent non-California law shall be disclosed. Juvenile adjudications and traffic infractions do not need to be included.

Showing 0-0 of 0

Conviction Date	Offense	Incarceration Date	Parole Date	Probation Date	Rehabilitation Statement

No records found.

Add a Row | ▾   **Edit Selected**   **Delete Selected**

Save and resume later   **Continue Application (Not Saved)**   « Back to Associated Forms

Enter the **Offense**, **Conviction**, **Incarceration**, **Probation**, or **Parole Dates**. A **Rehabilitation** Statement may be entered as well. Click **Submit** when finished.

Click **Continue Application** when done with the page.

CONVICTIONS
For each substantially related conviction, complete the table below. Conviction means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Convictions dismissed under Section 1203.4 of the Penal Code or the equivalent non-California law shall be disclosed. Juvenile adjudications and traffic infractions do not need to be included.

* Conviction Date: * Offense: Incarceration Date:

Parole Date: Probation Date: Rehabilitation Statement:

Submit   Cancel

6.5. Owner Information

The **Owner** information screen may display a system message that required fields have not been completed.

This is normal as the registration process does not require a birthdate or Social Security Number, but this information is required for all listed business owners.

Click the **Edit** link to display a pop-up window to enter these fields, and any others that may be blank.

If required, click the **Add Contact Address** button to add a Contact Address (the **Mailing** address type is required).

Click **Continue** when finished. Then, click **Continue Application** on the main page.

Step 2: Owner > Information
Enter the contact details for the owner.

*indicates a required field.

Owner

To edit your contact information, click on the Edit link.

Note that you can update your contact information (phone number, address) using the Account Management link at the top of the page.

⊗ **System Message.**
Some of the required fields have not been completed.
Please edit the contact and complete the required information.

Jane Doe
janedoe@mailinator.com
Edit Remove
▾ Contact Addresses

Add Contact Address
To add a new contact address, click the Add Contact Address link. To edit a contact address, click the Edit link. To remove one of your addresses from this application, click on the Remove link.
Required contact address type(s):Home

Showing 1-2 of 2

	Address Type	Address	Action	Primary
	Home	123 main street, yolo	Actions ▾	No
	Business	123 main st, yolo	Actions ▾	No

Save and resume later   **Continue Application (Not Saved)**   « Back to Associated Forms

Contact Information   ✕

* indicates a required field. For help click on the "?"
For Temporary License Applications the communication method will be email.
The Legal Business Name will be available to the public on our public search portal.

* Individual/Organization: ⊙
Individual

* Legal First Name:	* Legal Last Name:	* Business Title: ⊙
Jane	Doe	CEO

* Birth Date: ⊙	SSN/ITIN ⊙	NIN ⊙
01/01/1980 📅	999-99-9999	##-#######-#

* Phone: ⊙	* E-mail: ⊙
123 123-1231	janedoe@mailinator.com

Country:
United States

▾ **Contact Addresses**

Add Contact Address
To add a new contact address, click the Add Contact Address link. To edit a contact address, click the Edit link. To remove one of your a
application, click on the Remove link.
Required contact address type(s):Home

Showing 1-2 of 2

	Address Type	Address	Action	Pri
	Home	123 main street, yolo	Actions ▾	No
	Business	123 main st, yolo	Actions ▾	No

Continue   Discard Changes

In the **List of Required Documents** section, upload digital copies of the owner's government identification and application for fingerprint processing. Click **Add** to open a pop-up window and select your files.

After adding the two required files, you can click the **Continue** button to close the pop-up and return to the main page.

Note: If there are other documents that you wish to upload, possibly related to convictions or other special situations, add them using this window and identify them in the next step.

After selecting and uploading your files, you must now identify each file using the required **Type** dropdown list. Use the optional **Description** field if you need to provide more information.

The list of types includes:

- Certificate of Rehabilitation
- Electronic Fingerprint Application
- Evidence of Dismissal
- Government Issued ID
- History of Convictions
- Reference Letters
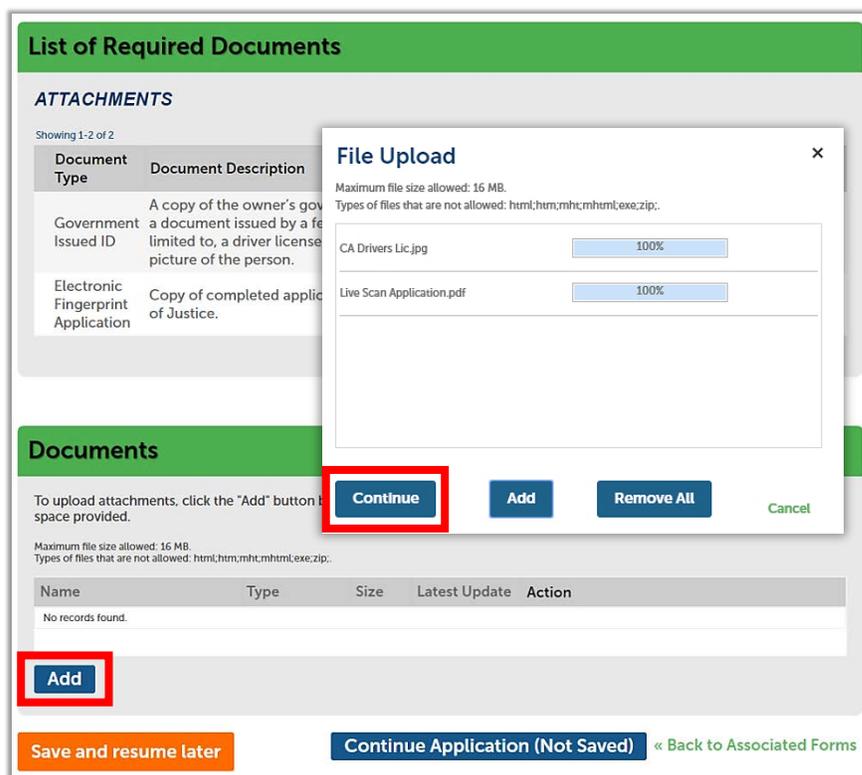
Be sure to click **Save** at the bottom to finish uploading your files.

The **Documents** section now displays your uploaded files and their identifying information.

Click **Continue Application** when you are finished uploading files.
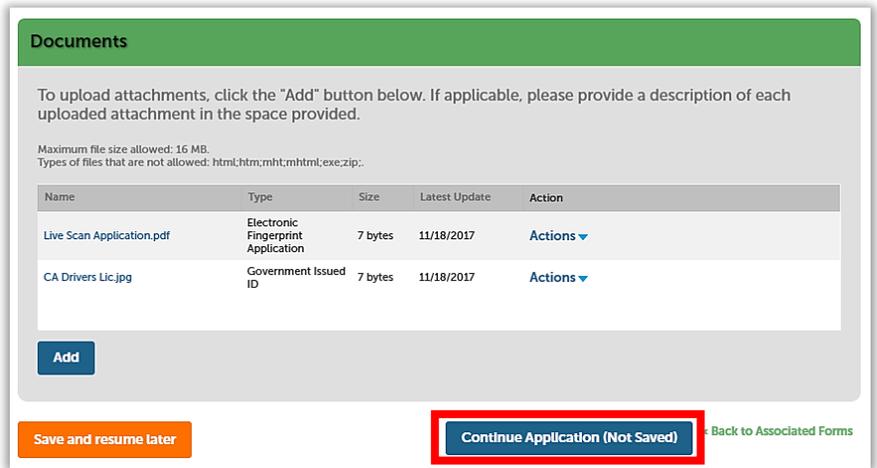
Documents

To upload attachments, click the "Add" button below. If applicable, please provide a description of each uploaded attachment in the space provided.

Maximum file size allowed: 16 MB.
Types of files that are not allowed: html;htm;mht;mhtml;exe;zip;.

Name	Type	Size	Latest Update	Action
Live Scan Application.pdf	Electronic Fingerprint Application	7 bytes	11/18/2017	Actions ▾
CA Drivers Lic.jpg	Government Issued ID	7 bytes	11/18/2017	Actions ▾

Add

Save and resume later **Continue Application (Not Saved)** « Back to Associated Forms

Next is the **Review** screen, where you can see all the entries you made in the **Owner Application**. You can use the blue **Edit** buttons to revise any section of your application.
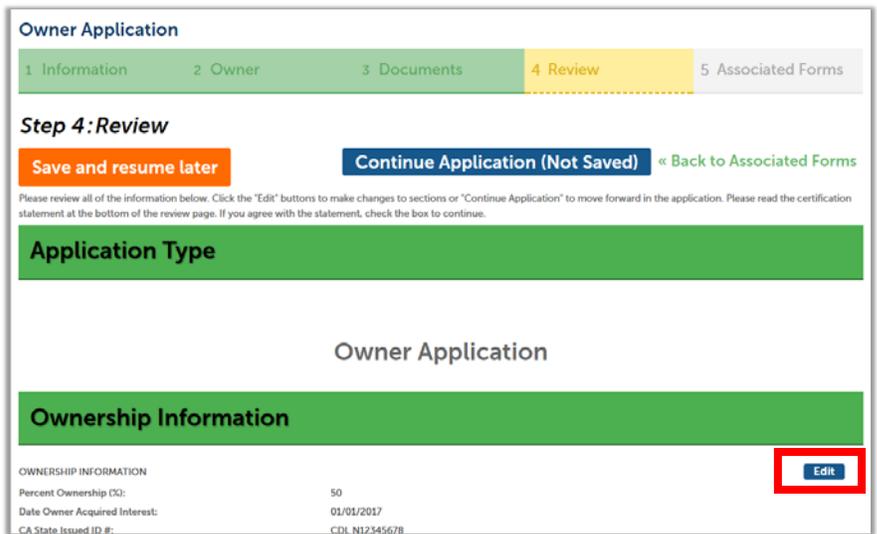
Owner Application

1 Information   2 Owner   3 Documents   4 Review   5 Associated Forms

Step 4: Review

Save and resume later   **Continue Application (Not Saved)**   « Back to Associated Forms

Please review all of the information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move forward in the application. Please read the certification statement at the bottom of the review page. If you agree with the statement, check the box to continue.

Application Type

Owner Application

Ownership Information

OWNERSHIP INFORMATION   Edit
Percent Ownership (%):   50
Date Owner Acquired Interest: 01/01/2017
CA State Issued ID #:   CDL N12345678

At the bottom of the screen, click the checkbox to certify your application. Then, click **Continue Application**.
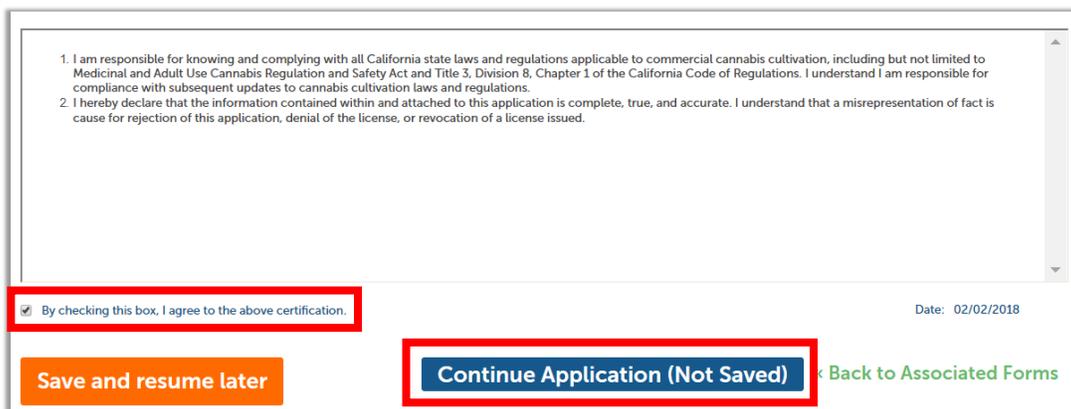
1. I am responsible for knowing and complying with all California state laws and regulations applicable to commercial cannabis cultivation, including but not limited to Medicinal and Adult Use Cannabis Regulation and Safety Act and Title 3, Division 8, Chapter 1 of the California Code of Regulations. I understand I am responsible for compliance with subsequent updates to cannabis cultivation laws and regulations.
2. I hereby declare that the information contained within and attached to this application is complete, true, and accurate. I understand that a misrepresentation of fact is cause for rejection of this application, denial of the license, or revocation of a license issued.

☑ By checking this box, I agree to the above certification.   Date: 02/02/2018

Save and resume later   **Continue Application (Not Saved)**   « Back to Associated Forms

7. Declarations and Final Affidavit

After all Owner Applications are submitted, an application called the **Declarations and Final Affidavit** displays on the Associated Forms page.

This form can only be submitted by the **Designated Responsible Party** (**DRP**). The **DRP** is sent an e-mail notification that this form is waiting to be signed and submitted. This message also appears under the **Announcements** once the DRP logs into the Licensing System.

Go to the **My Licenses** list to view the **Declarations and Final Affidavit** form and click **Resume Application**.

The first screen asks you to confirm the Designated Responsible Party's contact information, which is prefilled from the license application. Click **Continue Application** if this information is correct.

Step 1: Declarations > Responsible Party
Enter the contact details for the designated responsible party.

*indicates a required field.

Designated Responsible Party

To edit your contact information, click on the Edit link.

Note that you can update your contact information (phone number, address) using the Account Management link at the top of the page.

John Doe
J. Doe & Co.
jdoe@mailinator.com
123 123-1231
Edit Remove
▾ Contact Addresses

Add Contact Address

To add a new contact address, click the Add Contact Address link. To edit a contact address, click the Edit link. To remove one of your addresses from this application, click on the Remove link.
Required contact address type(s): Mailing

Showing 1-1 of 1

		Address Type	Address	Action	Primary
		Mailing	123 Main St., Yolo	Actions ▾	No

Save and resume later   **Continue Application (Not Saved)**   Back to Associated Forms

Read the **Acknowledge Disclosures** section carefully and answer the questions. Answering **Yes** to any of these questions will require further documentation and may result in denial of your license.

Declarations and Final Affidavit

1 Declarations	2 Review	3 Associated Forms

Step 1: Declarations > Acknowledgement

*indicates a required field.

Acknowledge Disclosures

DISCLOSURES
Business disclosures release information about the business entity. As the designated responsible party, indicate "Yes" or "No" on each disclosure. Indicating "Yes" to any of these disclosures may result in a denial of your Cannabis Cultivation Application.

*Does the business hold an ownership interest in real property, personal property, or other assets associated with, or used in, any commercial cannabis testing laboratory types as defined in section 26053 of the Business and Professions Code?:   ○ Yes ● No

*Has the business had a license sanctioned, suspended, or revoked in the past three years by a licensing authority, a city, county, or city and county for unauthorized commercial cannabis activities?:   ○ Yes ● No

*Do you have any documented conduct that constitutes grounds for denial of licensure pursuant to Chapter 2 commencing with section 480 of the Business and Professions Code or discipline of a license pursuant to Chapter 3 commencing with section 490 of the Business and Professions Code?:   ○ Yes ● No

*Has the business or any of its officers or directors, been subject to fines, penalties, or otherwise been sanctioned for cultivation or production of a controlled substance on public or private lands pursuant to section 26057 of the Business and Professions Code?:   ○ Yes ● No

The **Acknowledge Declarations** section requires you to declare under oath that these statements are true. Indicate your declarations with a check mark next to each statement.

Click **Continue Application.**

Next is the review of this form. Use the blue **Edit** button to revisit any sections as needed. Then, certify your form at the bottom of the page before clicking **Continue Application**. This indicates your agreement with these statements:

- *I understand I am responsible for knowing and complying with all state laws and regulations governing medicinal and adult-use cannabis cultivation*

pursuant to MAUCRSA and all other applicable laws and regulations, upon issuance of my license. I understand I am responsible for compliance with subsequent updates to cannabis cultivation laws and regulations.

- *I hereby declare that the information contained within and attached to this application is complete, true, and accurate. I understand that a misrepresentation of fact is cause for rejection of this application, denial of the license, or revocation of a license issued.*

8. Pay Fees

The **Owner Applications** and the **Declarations and Final Affidavit** are now complete, and you are returned to the **Associated Forms** page.

The **Continue to Payment** button is now active. Click this button to begin the payment process for your application fee.

Note: The **application fee** is the first of two fees. Once your application fee is received, the CalCannabis Licensing Program staff will review your application, and if approved, you will be asked to pay your **license fee** before your license can be issued.

On the **Pay Fees** page, your application fee is listed. You can choose to pay online, using either a credit card or bank transfer.

If you choose **Cash Payment,** the CalCannabis Program will send you instructions and an invoice that you must bring to pay cash in-person. You must make an appointment with the Bureau of Cannabis Control to pay in-person at their office in Sacramento.

To pay your application fee online, click the **Check Out** button.

The **Cart** screen displays the records associated with this application and the fee due. You can revisit your application by clicking **Edit Cart** or just continue by clicking **Checkout**.

Fees amounts shown are for illustration purposes only.
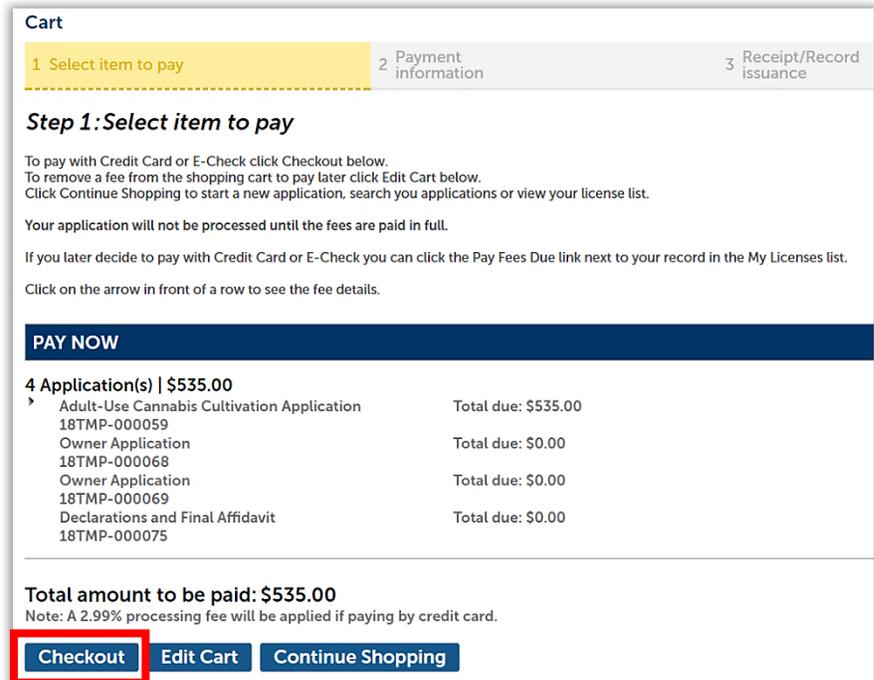
Cart

| 1 Select item to pay | 2 Payment information | 3 Receipt/Record issuance |

Step 1: Select item to pay

To pay with Credit Card or E-Check click Checkout below.
To remove a fee from the shopping cart to pay later click Edit Cart below.
Click Continue Shopping to start a new application, search you applications or view your license list.

Your application will not be processed until the fees are paid in full.

If you later decide to pay with Credit Card or E-Check you can click the Pay Fees Due link next to your record in the My Licenses list.

Click on the arrow in front of a row to see the fee details.

PAY NOW

4 Application(s) | $535.00
Adult-Use Cannabis Cultivation Application 18TMP-000059	Total due: $535.00
Owner Application 18TMP-000068	Total due: $0.00
Owner Application 18TMP-000069	Total due: $0.00
Declarations and Final Affidavit 18TMP-000075	Total due: $0.00

Total amount to be paid: $535.00
Note: A 2.99% processing fee will be applied if paying by credit card.

[Checkout] [Edit Cart] [Continue Shopping]

8.1. Credit Card Payment

On the **Payment Options** screen, choose whether to pay by credit card or bank account. Click **Submit Payment**.
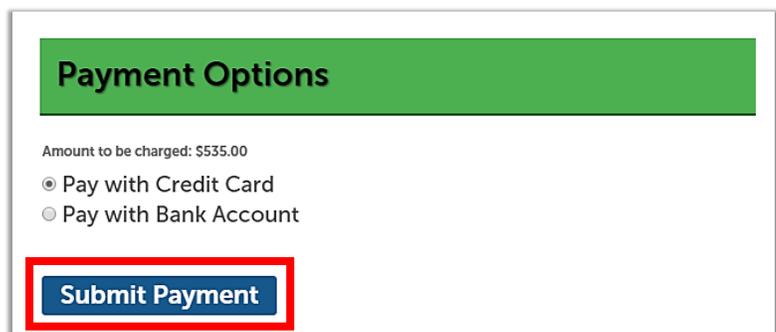
Payment Options

Amount to be charged: $535.00
◉ Pay with Credit Card
◯ Pay with Bank Account

[Submit Payment]

This is the payment portal for credit card payments. Your payee information will not be complete, as some personal information does not transfer from your application. Fill out any contact information that is missing.

Your fee is listed. **Note**: Paying by credit card requires a convenience fee for the payment processor of 2.99% of the application fee. Click on the **CREDIT/DEBIT** link to display fields for entering your card information.

Enter your payment information and click **Submit**. You are returned to your application page, where you can print a receipt and continue.

8.2. Bank Account Payment

On the **Payment Options** screen, selecting **Pay with Bank Account** takes you to a different payment screen. Click **Submit Payment** to continue.

On the (Automated Clearing House) **ACH payments** screen, choose the type of bank account – either **Personal** or **Business**. Click **Next**.
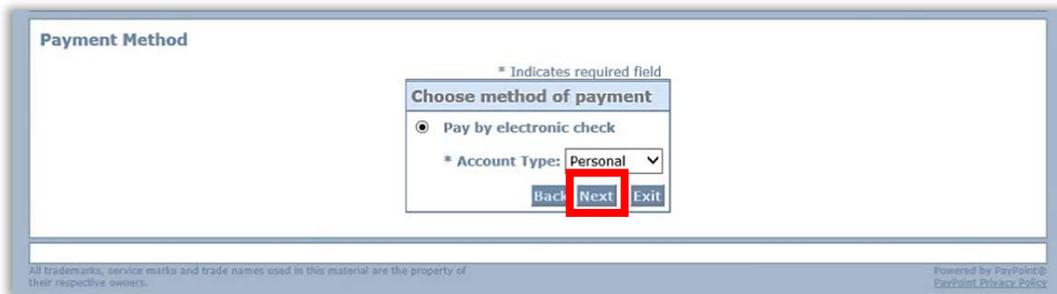
On the next page, your payee information will not be complete, as some personal information does not transfer from your application. Fill out any required information fields that are missing and scroll to the bottom of the screen.
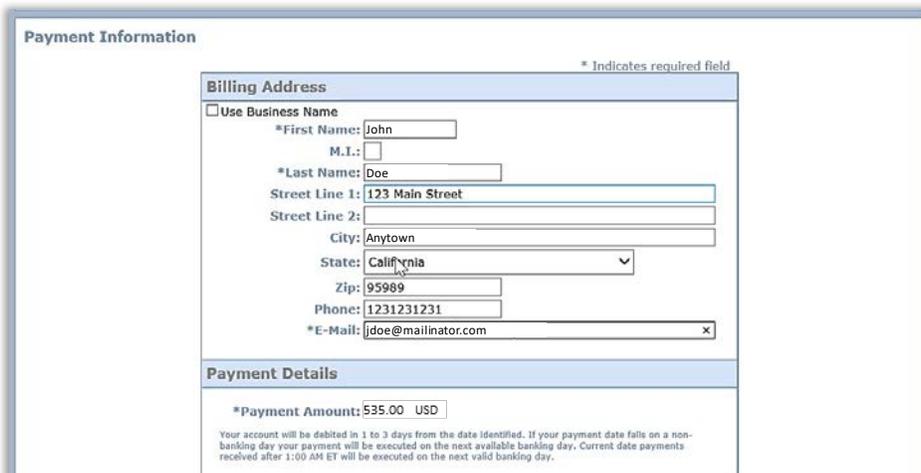

Under **Payment Method**, enter the name of the bank account owner, the bank account number, re-enter the bank account number, and finally enter the bank routing number. Indicate whether this is a checking or savings account and click **Next.**
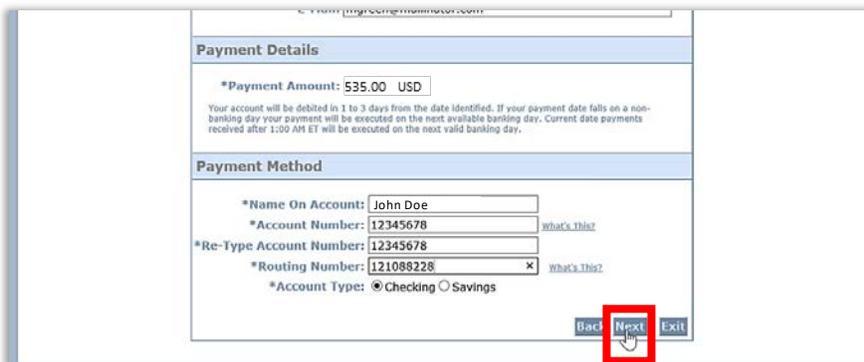
On the **Payment Review** page, your transaction is displayed for you to review before clicking **Pay Now**.

Once the transaction has been reviewed, click **Pay Now**. You are now returned to your application, where you can print your receipt.

8.3. Application Approval

In your account, go to the **My Licenses** tab. Your Owner applications will show as **Submitted** and you can click on your license application to see its status.

At any time, you can view your application's **Processing Status** from the **Record Info** dropdown selection to see the progress of your application through the back-office of the CalCannabis Licensing System. An hourglass icon displays next to those steps that are in progress, and green checkmarks or a gold asterisk displays next to those that are complete.

If your application is approved, the **My Licenses** list shows your application as **Pending Payment**, with an Action of **Pay Fees Due**. Click on **Pay Fees Due** to return to the payment-processing step to submit your license fee. The payment process is identical to paying the application fee shown earlier in this document in Section 8. Pay Fees.


Once your license fee is paid, you'll receive an e-mail or postal letter notification that your license is issued. Return to the **My Licenses** list and click on your **Active** cannabis cultivation license.

Note: Do not click on your cannabis cultivation application. The license certificate is only available in your cannabis cultivation license.

Use the **Record Info** dropdown list to navigate to **Attachments**, where you will find your license certificate.

License CAL18-0000106:

Adult-Use Cannabis Cultivation License

Record Status: Active
Expiration Date: 02/16/2019

Record Info ▾   Payments ▾

License Details

License Type:
    Specialty Indoor
    Sacramento County
    Big Bang Cannabis
▸ **More Details**

License CAL18-0000106:

Adult-Use Cannabis Cultivation License

Record Status: Active
Expiration Date: 02/16/2019

Record Info ▾   Payments ▾

License Details
Processing Status
Related Records
Attachments

etails

▸ **More Details**

Click on the **Name** of the license certificate document and select **Open** from the pop-up dialog box.

License CAL18-0000106:   Add to cart

Adult-Use Cannabis Cultivation License

Record Status: Active
Expiration Date: 02/16/2019

Record Info ▾   Payments ▾

Attachments

Upload file Information

Maximum file size allowed: 16 MB.
Types of files that are not allowed: html;htm;mht;mhtml;exe;zip;.

Name	Type	Size	Document Status	Latest Update	Action
OfficialLicenseCertificate_20180216_115422.pdf	License	106.47 KB	Uploaded	02/16/2018	Actions ▾
CompletedApplication_20180216_115011.pdf	Other	50.94 KB	Uploaded	02/16/2018	Actions ▾
CDFA_AppFeesDue_20180216_115018.pdf	Correspondence	93.38 KB	Uploaded	02/16/2018	Actions ▾
Your cultivator application has bee 1518810619910					▾

Do you want to open or save **OfficialLicenseCertificate_20180216_115422.pdf** from **acapre6.accela.com**?   Open   Save ▾   Cancel   ×

Note: You will need to have an Adobe PDF reader installed on your device in order for the license certificate document to open.

Your license certificate will open for you to view and print.

California Department of Food and Agriculture
1220 N Street
Sacramento, CA 95814

CANNABIS CULTIVATION LICENSE

EXAMPLE:
NOT A VALID
LICENSE

Legal Business Name:
J. Doe & Co.

Premises APN:
Yolo County - 1234567890

Premises Address:
No Address Provided

Valid:
01/11/2018 to 01/11/2019

License Number:
CAL18-0000012

License Type:
Adult Use-Small Outdoor

---- NON-TRANSFERABLE ----   ---- POST IN PUBLIC VIEW ----

9. eLearning Resources

Find more information and guides to using the CalCannabis Licensing System on our eLearning page, at:

https://www.cdfa.ca.gov/calcannabis/training/