

LICENSING 101

We will begin
momentarily.



CITY OF LOS ANGELES DEPARTMENT OF
CANNABIS
REGULATION

DEPARTMENT OF CANNABIS REGULATION

LICENSING 101



CITY OF LOS ANGELES DEPARTMENT OF
CANNABIS
REGULATION

DEPARTMENT OF CANNABIS REGULATION

Welcome!



CITY OF LOS ANGELES DEPARTMENT OF
CANNABIS
REGULATION

AGENDA - 3:00 - 4:00 PM

1. Dual Licensure
2. License Types
3. Accela - DCR Licensing Portal
4. Registering for an Individual and Business Accela account
5. Setting up a Business Tax Registration Certificate
6. Creating a Legal Business Entity Record
7. Equity Share Review
8. Fees
9. SEP Resources
10. State and DCR Deadlines
11. Q&A



AGENDA - 4:00 - 5:00 PM

1. Pre-Application Review
2. Location Compliance & Sensitive Use
3. Pre-Application Workflow & Review Forms
4. Ineligible Locations, Sensitive Use Restrictions, General Zoning Restrictions
5. Zoning Information Map Access System (ZIMAS)
6. Fees & Waivers
7. SEP Resources
8. State and DCR Deadlines
9. Q&A



AGENDA - 5:00 - 6:00 PM

1. Temporary Approval License
2. TA Procedure Bulletin and Workflow
3. Documents needed for application
4. Fees
5. SEP Resources
6. State and DCR Deadlines
7. Q&A

AGENDA - 6:00 - 7:00 PM

1. Annual License Process
2. CEQA
3. Form 4013
4. Using ZIMAS
5. Fees
6. SEP Resources
7. State and DCR Deadlines
8. Q&A



Dual Licensure

What you need to know...



Commercial cannabis businesses must:

- Have a license issued by the City of Los Angeles and the State of California Department of Cannabis Control; and,
- Meet all local, county and state permitting requirements.

Each jurisdiction has its own set of rules and regulations.



Retail



Delivery



Volatile
Manufacturing



Non-Volatile
Manufacturing



Distribution



Cultivation



Testing Lab

- Accepting applications
- Limited to SEIAs, accepting applications
- Limited to SEIAs, not accepting applications
- Limited to select SEIAs
- Not accepting applications

License Types





Before applying for a license

New applicants will be required to:

- 1) Register an online account for yourself
- 2) Get a Federal Employer Identification Number (FEIN) from the IRS
- 3) Register for a Business Tax Registration Certificate*
- 4) Register for a Accela account for your business.
- 5) Create a Legal Business Entity Record*

*require additional steps in advance.

A man wearing a grey flat cap and a light blue button-down shirt is looking back over his right shoulder towards the camera. He is in a crowd of people, with a person having long dreadlocks visible in the foreground to the left. The background is slightly blurred, showing other people in a social setting.

Navigating the Licensing Portal



Licensing Portal - Creating an Individual Account



LOS ANGELES

Los Angeles Department of Cannabis Regulation

[Announcements](#) [Register to Apply for a License](#) [Login](#)

Search... 

Home [Activities](#)

[Submit a Modification Request](#)

[Advanced Search](#)

Sign In

USER NAME OR E-MAIL: *

PASSWORD: *

[Forgot Password?](#)

☐ I'm not a robot



Sign In

☐ Remember me on this device

Not Registered?

[CREATE AN ACCOUNT](#)



Accela is DCR's online licensing portal.

DCR only accepts applications online through Accela.

There are no paper forms.

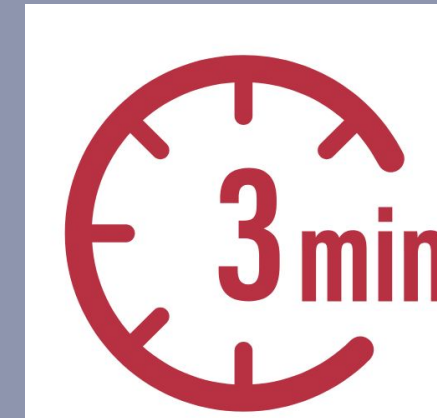
DCR Licensing Portal

<https://aca-prod.accela.com/LADCR/Default.aspx>



Creating a licensing portal account - Individual

- Username
- Password
- Email
- Security question
- You will be asked if you are created an Individual Account or for an Organization - select Individual
- First/Last name, SSN, Primary and Secondary phone, DOB, Email, Mailing address



LOS ANGELES

Los Angeles Department of Cannabis Regulation

Announcements Logged in as: Gidget Carranza Account Management Logout

Search...

Home

Activities

Dashboard My Records **My Account** Submit a Modification Request Advanced Search

Manage Your Account

Your current account information is shown below. Click an Edit button to update information within a section.

Login Information

Edit

User Name:
E-mail:
Password:
Security Question:

gidget.carranza@cityofla.org

In what town or city was your first full time job?

Contact Information

Showing 1-1 of 1 | Download results

Action	ACA Reference ID	First Name	Last Name	Primary Phone	E-mail	2019 SEIA Status	2022 SEIA Status
Actions	64	Gidget	Carranza	213	gidget.carranza@cityofla.org		

The maximum file size allowed is 50 MB.
Please note, subject to certain exceptions, information and documents submitted to DCR may be subject to disclosure in response to a public records request as permitted by Gov. Code Section 6250 et seq. UPLOAD USER DOCUMENTS BELOW.

Name	Entity Type	Type	Size	Latest Update	Description	Document Status	Status Date	Upload Date	Action	Entity
No records found.										

Add

Creating an Individual Account

Once you register for an Accela account, you will be issued an ACA Reference Identification. You can find this information on the “My Account” tab in your Accela profile.

This number is very important and will be utilized often in relation to any business you have with DCR.

Please safeguard this number.



Alphabet Soup - BTRC & LBER



All individuals or entities conducting business activities within the City of Los Angeles are required to apply for and obtain a **Business Tax Registration Certificate**.

This allows DCR and the Office of Finance to collect necessary fees related to your application.

Business
Tax
Registration
Certificate

aka BTRC



Business Tax Registration Certificate



City of Los Angeles
Office of Finance
200 N Spring St. Rm 101
Los Angeles, CA 90012

Email application to: finance.customerservice@lacity.org



BUSINESS TAX APPLICATION

If you do any type of Retail or Wholesale sales, you are required to fill out the Tobacco Retailers questionnaire/Application

The following information is subject to disclosure

Business Type (check one): ☐ Individual ☐ Corporation ☐ Partnership ☐ LLC ☐ Trust
Please print or type

Legal Name: _____

Do not use DBA here

Business Address: _____

Do not use P.O. Box

Street address

City

State

Zip Code

Check appropriate box ☐ Commercial location ☐ Residence

Fictitious Business Name (DBA): _____

Care Of (C/O): _____

Mailing Address: _____

Street address or P.O. Box

City

State

Zip Code

Check appropriate box ☐ Commercial location ☐ Residence

Starting date of business in the City of Los Angeles:

Month _____

Day _____

Year _____

Social Security number (SSN) – OR – Federal Employer Identification number (FEIN): _____

Sales Tax Number (Seller's Permit): _____

Description of Business: _____

(Provide in detail)

E-mail Address: _____

Business Phone Number: _____

Gross Receipts: (If your business began prior to this year, Please complete the information below)

Activity: 2014 2015 2016 2017 2018 2019 2020 2021

Classification _____

Classification _____

Note: A minimum business tax may be due based on your business activity (ies) for the first year of operation.

Contact Person: _____

Title: _____

Contact Phone Number: _____

I declare, under penalty of perjury under the laws of the State of California, that to the best of my knowledge the foregoing is true, correct and complete.

Signature of owner or agent _____ **Date** _____

Print your name _____ **Phone Number** _____

Title _____ **Email** _____

For more information, visit our website: finance.lacity.org

In order for DCR and the Office of Finance to coordinate, the BRTC form must be submitted to DCR at

dcrlicensing@lacity.org

DCR will ensure the application is transmitted to and processed by the Office of Finance.

DCR will provide the BTRC number to the applicant.

BUSINESS TAX REGISTRATION CERTIFICATE



BRTC form must be submitted to DCR at dcrlicensing@lacity.org



For a business tax certificate registration application, you will need three items:



Federal Employer Identification Number (FEIN) from the Internal Revenue Service;
<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

California Secretary of State entity number (Sole Proprietorships do not need to meet this requirement);
<https://bizfileonline.sos.ca.gov/forms/business>
[See Fee Schedule](#)

California Department of Tax and Fee Administration (CDTFA) seller's permit.
<https://www.cdtfa.ca.gov/services/#Register-Renewals>
Generally, no cost for permit, but security deposit might be required.





Accele - Creating an Business Account

Search...

[Home](#) [Activities](#)

[Submit a Modification Request](#) [Advanced Search](#)

Sign In

USER NAME OR E-MAIL: *

PASSWORD: *

[Forgot Password?](#)

☐ I'm not a robot



Sign In

☐ Remember me on this device

Not Registered?

[CREATE AN ACCOUNT](#)



Your next step is to create an Accela account for your business.

At the end of this process, your business will be issued an ACA Entity Reference Identification Number.

Please safeguard this number.

Creating an Business Account



Username - select one unique user name different than your personal account

Password

Email - select an email different than your personal account

Security question

Home

Activities

Submit a Modification Request

Advanced Search

Login Information

* Required Fields

USER NAME: *

Create a User Name and Password. You must

E-MAIL ADDRESS: *

PASSWORD: *

TYPE PASSWORD AGAIN: *


ENTER SECURITY QUESTION: *

Select

ANSWER: *

☐ I have read and accepted the above terms.
[Terms of Service](#)

☐ I'm not a robot


reCAPTCHA
[Privacy](#) * [Terms](#)

CONTINUE

Creating an
Business Account



Creating an Accela account - Business



- You will be asked if you are created an Individual Account or for an Organization - select Organization
 - Name of business
 - Email (different than for your individual account)
 - Phone
 - FEIN
 - Mailing address

Select Contact Type

STEP 2 OF 2: CONTACT DETAILS

☐ Individual

☒ Organization

*Required Fields

NAME OF BUSINESS: *

Must enter a Name of Business:

E-MAIL: *

PRIMARY PHONE: *

SECONDARY PHONE:

FEIN: *

Accela
Your Business
Account

Home

Activities

Dashboard

My Records

My Account

Submit a Modification Request

Advanced Search

Manage Your Account

Your current account information is shown below. Click an Edit button to update information within a section.

Login Information

User Name:

CorinthianMJ

E-mail:

[REDACTED]

Password:

Security Question:

In what city or town does your nearest sibling live?

Contact Information

Showing 1-1 of 1 | Download results

Action	ACA Reference ID	First Name	Last Name	Primary Phone	E-mail
Actions ▾	640607410			[REDACTED]	[REDACTED]@yahoo.com

The Accela Business Entity Identification Number will be used to create your Legal Business Entity Record (LBER) and will be used for other DCR forms.

This will be discussed later.



A blurred background image showing two people, a man and a woman, sitting on a tufted couch and looking at a document together. The man is on the left, smiling, and the woman is on the right, pointing at the document. The image has a dark, muted color palette with a blue/purple tint.

Creating a Legal Business Entity Record

The Legal Business Entity Record (LBER) is a new record required.

It will NOT need to be renewed each year like the application record(s).

One record required each business entity that seeks to apply, has an application(s), or has been issued a license(s), and it will streamline the overall process for applicants, licensees, and the department moving forward.

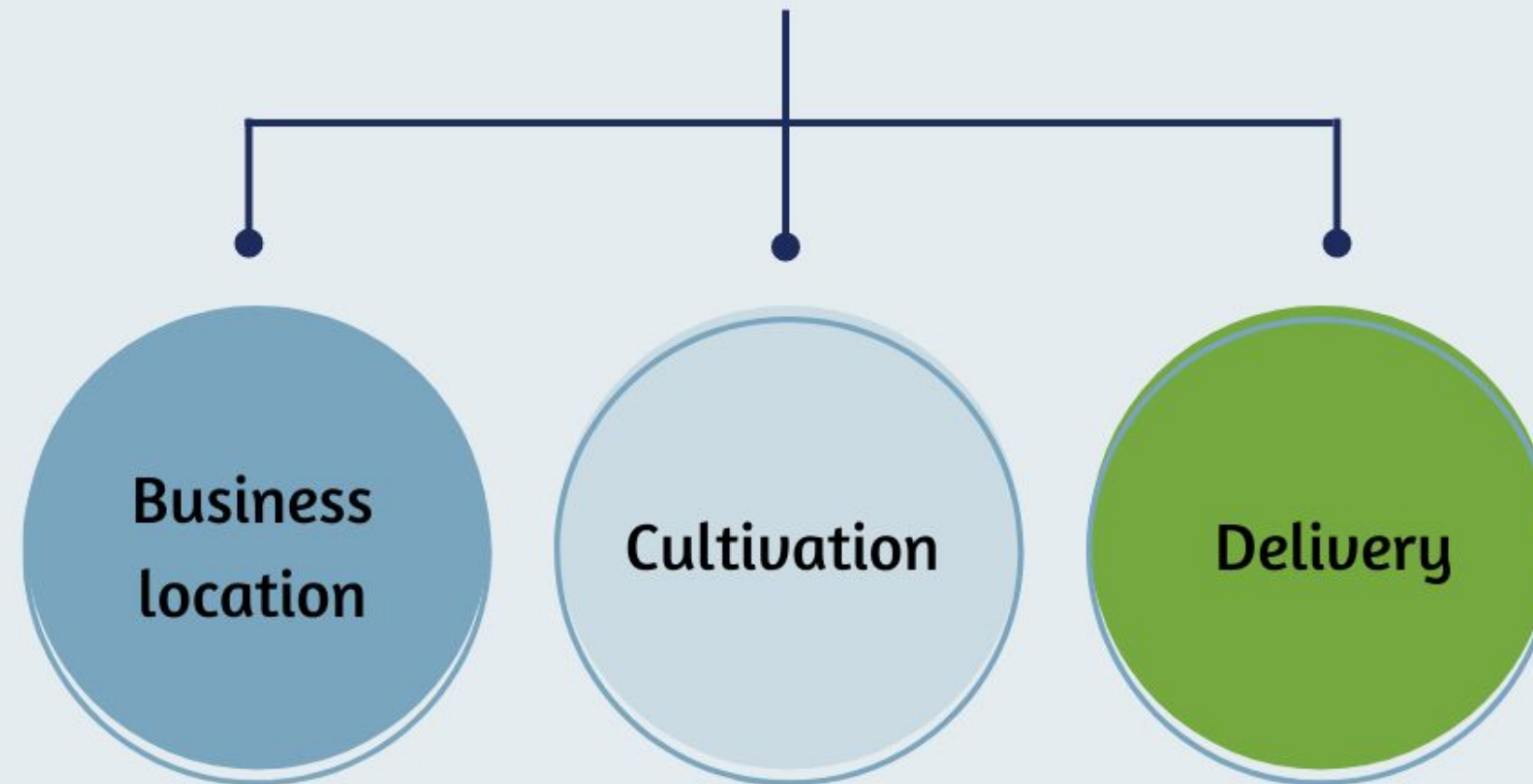
The LBER will act as a parent record for all applications and licenses owned by the same entity.

Legal Business Entity Record



LEGAL BUSINESS ENTITY RECORD

9-digit ACA Reference ID for your Business Entity + 10-digit BTRC Master Account Number from the Office of Finance + State of Information Number assigned by the State of California



Legal Business Entity Record Forms


Required Temporary Approval Application Information Required Form(s):

1. List of Primary Personnel and Owner(s) ([LIC-4003-FORM](#))
2. Primary Personnel and Owner Attestation ([LIC-4004-FORM](#))
3. Ownership and Financial Interest Holder Form
([LIC-4008-FORM](#))
4. Financial Information Form ([DCC Form](#))
5. Social Equity Program - Owner Compliance Attestation
([SEP-6001-FORM](#)) [Social Equity Applicants ONLY]



Legal
Business
Entity
Record
Forms





CITY OF LOS ANGELES DEPARTMENT OF
**CANNABIS
REGULATION**

LIST OF PRIMARY PERSONNEL
AND OWNER(S)

LIC-4003-FORM

Applicant Entity Name:

Business Premises Location:

DCR Record No.:

Instructions: Please provide the names and titles/roles of all Primary Personnel and Owners associated with the Applicant Entity seeking licensure. Check the applicable box(es) to identify if the individual is Primary Personnel, Owner, or both. Please attach additional pages if necessary and number accordingly.

“Primary Personnel” means any of the following: (i) a natural person with at least a 20% aggregate ownership stake or equity interest in the in the Person (as defined below) applying for a License or a Licensee, unless the interest is solely a security, lien, profit sharing, or encumbrance; (ii) a natural person who manages, directs, or controls the operations of the commercial cannabis business, including but not limited to: a chief executive officer, president, vice president, officer, general manager, a member of the board of directors, a general partner, a managing member or a non-member manager, and/or a trustee(s) or persons who have control of the trust; (ii) if the Applicant or Licensee is owned in whole or in part by an entity and the entity includes natural persons who manage, direct, or control the operations of the Applicant or Licensee, those natural persons shall also be disclosed as Primary Personnel; and (iii) DCR may determine, in its sole discretion on a case-by-case basis, that additional natural persons have the ability to manage, direct, or control the commercial cannabis business and meet the criteria of Primary Personnel. Upon notification by DCR, the Applicant or Licensee must disclose the natural person(s) as a Primary Personnel. (LAMC § 104.01(a)(39).)

“Owner” means a Person (as defined below) with at least a 20% aggregate ownership stake or equity interest in the Applicant or Licensee, unless the interest is solely a security, lien, profit sharing, or encumbrance. Aggregate means the total ownership interest held individually or through an entity. For example, an individual owning 50% of an entity that owns 50% of a cannabis business would have a 25% aggregate ownership interest in the cannabis business. (LAMC § 104.01(a)(37).)

“Person” includes any individual, firm, partnership, joint venture, association, corporation, limited liability company, estate, trust, business trust, receiver, syndicate, or any other group or combination acting as a unit, and the plural as well as the singular. (LAMC § 104.01(a)(38).)

List of Primary Personnel and Owner(s)

DCR Record No.

Name	Title/Role	Owner	PP
		<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>

LIC-4003-FORM (rev. 04.11.2022)

Page of



CITY OF LOS ANGELES DEPARTMENT OF™

CANNABIS REGULATION

PRIMARY PERSONNEL AND OWNER ATTESTATION

LIC-4004-FORM

Applicant Entity Name: _____

Business Premises Location: _____

DCR Record No.: _____

Instructions: This attestation form is intended to support compliance with Los Angeles Municipal Code (LAMC) Section 104.03(a), which sets forth prohibitions on Owners and Primary Personnel if they have been convicted of certain criminal offenses, among other restrictions. **Each Owner and Primary Personnel disclosed on the List of Primary Personnel and Owners ([LIC-4003-FORM](#)) must submit a signed, notarized version of this form.**





OWNERSHIP AND FINANCIAL INTEREST HOLDER FORM

LIC-4008-FORM

DCR Record No. _____

Business Premises Location: _____

General Instructions. Applicants shall disclose all ownership and financial interest holder information as instructed below. In addition, if the Applicant is a business entity, please attach an organizational chart(s), using the format below, that discloses the ownership of the Applicant Entity until only individuals remain. If needed, please attach separate sheets to provide all required information.

PLEASE NOTE: Providing false or misleading information, or failing to disclose a material fact, may be grounds for denial of the license application. The failure to disclose a financial interest holder is a material omission and may result in the denial of the Application or suspension or revocation of the License. Additionally, if after licensure, DCR determines that a Licensee provided any other false or misleading information, or omitted material facts, DCR may suspend or revoke the License, or take other administrative action permitted by law.

Please review all definitions and instructions contained in this form. Any terms not defined herein have definitions in Los Angeles Municipal Code (LAMC) Section 104.01. For example, "individual" means a natural person, as defined in LAMC Section 104.01(a)(27).



Legal Business Entity Record Forms



FINANCIAL INFORMATION FORM

Instructions: You must complete every section on the form for each item that is listed. Forms that are incomplete will be returned.

FINANCIAL HISTORY - Attach additional copies if needed

Section A - List all investments made into the applicant's commercial cannabis business

1. Name of Investor	Address	Phone Number
Term(s) of Investment		Date of Investment
		Amount \$
2. Name of Investor	Address	Phone Number
Term(s) of Investment		Date of Investment
		Amount \$
3. Name of Investor	Address	Phone Number
Term(s) of Investment		Date of Investment
		Amount \$
4. Name of Investor	Address	Phone Number
Term(s) of Investment		Date of Investment
		Amount \$

SECTION B - List all loans made to the applicant's commercial cannabis business

1. Name of Lender	Address	Phone Number
Term(s) of Loan		Security Provided For Loan
		Date of Loan
		Amount \$
2. Name of Lender	Address	Phone Number
Term(s) of Loan		Security Provided For Loan
		Date of Loan
		Amount \$
3. Name of Lender	Address	Phone Number
Term(s) of Loan		Security Provided For Loan
		Date of Loan
		Amount \$

SECTION C - List all funds belonging to the applicant

Financial Institution Name	Address	Account Type	Account Number	Amount \$
Financial Institution Name	Address	Account Type	Account Number	Amount \$
Financial Institution Name	Address	Account Type	Account Number	Amount \$
Financial Institution Name	Address	Account Type	Account Number	Amount \$

SECTION D - List all gifts of any kind given to the applicant for use in conducting commercial cannabis activity

Name of Provider	Address	Phone Number	Value/Description of Gift
Name of Provider	Address	Phone Number	Value/Description of Gift
Name of Provider	Address	Phone Number	Value/Description of Gift



SOCIAL EQUITY PROGRAM OWNER COMPLIANCE ATTESTATION

SEP-6001-FORM

DCR Record No.: _____

Social Equity Applicant Entity Name: _____

Social Equity Individual Applicant: _____

Business Premises Location: _____

Instructions: This attestation form is intended to support compliance with Los Angeles Municipal Code (LAMC) Section 104.20 regarding Social Equity Program requirements.

I _____ (Owner name) attest that I have read LAMC Section 104.20, *et seq.*, and I understand that I am required to comply with its requirements, including, but not limited to, the following:

In order to participate in the Social Equity Program ("SEP" or "Program"), Individuals and entities must comply with requirements as established in LAMC Sections 104.06.1 and 104.20 in order to receive the certain Program benefits and resources.

All Owners shall comply with the ownership percentage requirements in either LAMC Sections 104.20(a)(2)(ii) or (b)(2)(ii), which require that a Social Equity Individual Applicant own no less than a specific percentage Equity Share in the Person to whom the License is issued.

All Owners are required to comply with Equity Share requirements as established in LAMC Section 104.20(a)(2)(ii) before a License is issued or renewed, regarding:

- Unconditional ownership of the Equity Share
- Profits, dividends, and distributions
- Voting rights and control
- Successors

All Owners are also required to comply with the additional Equity Share requirements as established in LAMC Section 104.20(a)(2)(iii) before a License is issued or renewed, including,

Announcements

Register to Apply for a License

Login

Search...

Home

Activities

Submit a Modification Request

Advanced Search

Login Information

STEP 1 OF 2: ACCOUNT DETAILS

Create a User Name and Password. You must also enter a unique email address.

* Required Fields

USER NAME: *

E-MAIL ADDRESS: *

PASSWORD: *

TYPE PASSWORD AGAIN: *

ENTER SECURITY QUESTION: *
Select

ANSWER: *

☐ I have read and accepted the above terms.
[Terms of Service](#)

☐ I'm not a robot

RECAPTCHA

DISMISS

CONTINUE

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Creating a LBER

<https://aca-prod.accela.com/LADCR/Default.aspx>



- In the licensing portal, login as your business.
- Select Activity

Announcements Logged in as: My Dope Shop Account Management Logout

Home **Activities** Search...

Dashboard My Records My Account Submit a Modification Request Advanced Search

Hello, My Dope Shop

My Collection (0) View Collections

You do not have any collections right now.

Work in progress View All Records

Record Name	Record ID	Module	Creation Date	Action
No records found				

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- Select Apply for a License

Announcements Logged in as: My Dope Shop Account Management Logout

Home **Activities** Search...

Apply for a License Search for a License Submit a Modification Request

My Records Select...

Showing 0-0 of 0

Record Number	Record Type	Business	Outstanding Balance	Status	Status Date	Action
No records found.						

Search Cannabis Licenses
Enter information below to search licenses.

- Business Information
- Account Information

Only limited information about the license can be viewed by non-license holders.

General Search Search

Enter your Business License search criteria below. Use the Start Date and End Date fields to enter parameters for the date the license was first issued. ☐ Search my records only

License #: License Type: License Status: ☐ Search my records only

Start Date: End Date: ☐ ☐

Street No.: Direction: Street Name: Street Type: ☐ ☐ ☐ ☐

City: State: Zip:

County: Country:

Search Clear

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Announcements Logged in as: My Dope Shop Account Management Logout

Home **Activities** Search...

Apply for a License Search for a License Submit a Modification Request

Online License Application

Welcome to our Online 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.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

While the City of Los Angeles (City) attempts to keep its web information accurate and timely, the information and documents available on this website are provided on an "as is" and "as available" basis without warranties or conditions of any kind, either express or implied. The City neither warrants nor makes representations as to the functionality or condition of this website, its suitability for use, or non-infringement of proprietary rights.

The City is neither responsible nor liable for any viruses or other contamination of a user's system nor for any delays, inaccuracies, errors or omissions arising out of a user's use of the site or with respect to the material contained on the site, including without limitation, any material posted on the site. The City has full discretion to store or delete any unsubmitted records that are kept in its licensing system database.

The City is not responsible for any special, indirect, incidental or consequential damages that may arise from the use of or the inability to use, this website and/or the materials contained on this website whether the materials are provided by the City or a third party. Online activities carry the inherent risk of exposure to viruses or other malware.

In addition to the preceding terms and conditions, the City, its officers, employees, agents or representatives shall not be liable for any damages of any kind arising from a user's use of the website or its online payment service.

☒ I have read and accepted the above terms.

Continue »

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Creating a Legal Business Entity Record



- Select Legal Business Entity Application

Home Activities

Apply for a License Search for a License

Select a License Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

Search

- ▶ P3RR2 Lottery Registration
- ▶ Pre-Application Review Record Modification
- ▶ **Legal Business Entity Application**

Continue »

You will be asked:

- Are you a sole proprietor?
- For the ACA Ref ID Number for your business
- Do you request Equity Share Review
- What is the BTRC Master Account number?
- Do you want to designate an Authorized Agent to sign and submit forms...

Home Activities

Apply for a License Search for a License

Legal Business Entity Application

1 Begin 2 People 3 Documents Required 4 Review 5 Pay Fees 6

* Indicates a required field.

Entity Options

* Are you a sole proprietor? ☒ Yes ☐ No

* ACA Reference Id (For Business Entity):

* Request Equity Share Review: ☐ Yes ☐ No

* BTRC Master Account:

Do you want to designate an Authorized Agent to sign and submit forms and documents to DCR on behalf of the Applicant or Licensee?: ☐ Yes ☒ No

Save and resume later Continue »

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*please note that you can stop in the middle of the LBER process and return to the application to finish. Your progress is saved.

Creating a
Legal
Business
Entity
Record



Home

Activities

Apply for a License

Search for a License

Legal Business Entity Application

1 Begin

2 People

3 Documents Required

4 Review

5 Pay Fees

6

* indicates a required field.

Entity Options

*Are you a Sole proprietor?:

☐ Yes ☒ No

*ACA Reference Id (For Business Entity):

640607430

*Request Equity Share Review:

☒ Yes ☐ No

*BTRC Master Account:

0000000000

*SOI Entity Number:

000000000000

Do you want to designate an Authorized Agent to sign and submit forms and documents to DCR on behalf of the Applicant or Licensee?:

☐ Yes ☒ No

Save and resume later

Continue »

This section is intended for the first 10 digits of your BTRC number. The entry begins with the leading three zeros followed by seven digits. For example, a 10-digit BTRC would be entered as:
0009999999

Creating a Legal Business Entity Record



Home

Activities

Apply for a License

Search for a License

Legal Business Entity Application

1 Begin

2 People

3 Documents Required

4 Review

5 Pay Fees

6

* indicates a required field.

Contact List

At least one of the 4 Owner contact types must be entered.

Select from Account

Enter Information

Look Up

Showing 0-0 of 0

ACA Reference Id	Contact Type	First Name	Last Name	Business Name	Work Phone	E-mail	Action
No records found.							

Save and resume later

Continue »

Creating a Legal Business Entity Record



Home

Activities

Apply for a LicenseSearch for a License

Legal Business Entity Application

1 Begin

2 People

3 Documents Required

4 Review

5 Pay Fees

6

* indicates a required field.

Condition Document

Please upload the documents listed below.
The maximum file size for each individual upload is 50 MB.

The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

* Required Documents

1. Licensing - CA Secretary of State Registration

Sec of state reg.pdf

Add

2. Licensing - CA Secretary of State Statement of Information

SOI.pdf

Add

3. Licensing - Equity Share Documents

EQUITY SHARE DOCS.pdf

Add

4. Licensing - Financial Information Form (DCC) - State Form

FINANCIAL INFO DOC.pdf

Add

5. Licensing - List of Primary Personnel and Owner(s)

PRIMARY PERSONNEL.pdf

Add

6. Licensing - Ownership and Financial Interest Holder Form

OWNER& FINANCIAL INTEREST HOLDER.pdf

Add

7. Licensing - Primary Personnel and Owner Attestation

PRIMARY PERSONNEL (1).pdf

Add

8. Licensing - SEP - Owner Compliance Attestation

OWNER COMPLIANCE ATTESTATION.pdf

Add

Save and resume later

Continue »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on. You must check the box to agree to the certification at the bottom of the page before you can continue.

Record Type

Legal Business Entity Application

Entity Options

Are you a Sole proprietor?: No
ACA Reference Id (For Business Entity): 640607430
Request Equity Share Review: Yes
BTRC Master Account: 0000000000
SOI Entity Number: 000000000000
Do you want to designate an Authorized Agent to sign and submit forms and documents to DCR on behalf of the Applicant or Licensee?: No

Contact List

Showing 1-1 of 1

ACA Reference Id	Contact Type	First Name	Last Name	Business Name	Work Phone	E-mail	Action
	Owner - Entity			My Shop			Edit

Condition Document

Name	Type	Size	Latest Update	Action
Sec of state reg.pdf	CA Secretary of State Registration	12.81 KB	04/11/2023	Actions ▾
SOI.pdf	CA Secretary of State Statement of Information	9.17 KB	04/11/2023	Actions ▾
EQUITY SHARE DOCS.pdf	Equity Share Documents	12.56 KB	04/11/2023	Actions ▾
FINANCIAL INFO DOC.pdf	Financial Information Form (DCC) - State Form	10.40 KB	04/11/2023	Actions ▾
PRIMARY PERSONNEL.pdf	List of Primary Personnel and Owner(s)	12.08 KB	04/11/2023	Actions ▾

< Prev12Next >

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: 04/11/2023

Save and resume later

Continue »

Home

Activities

Apply for a LicenseSearch for a License

Legal Business Entity Application

1

2 People

3 Documents Required

4 Review

5 Pay Fees

6 Record Issuance

Listed below are the license application fees based upon the information you've entered.

Application/Renewal Fees

Fees	Qty.	Amount
DOC - Equity Share Documents/Social Equity Agreement Review	1	\$1,248.00

TOTAL FEES: \$1,248.00
Note: This does not include additional fees which may be assessed later.

Continue »

Creating a
Legal
Business
Entity
Record

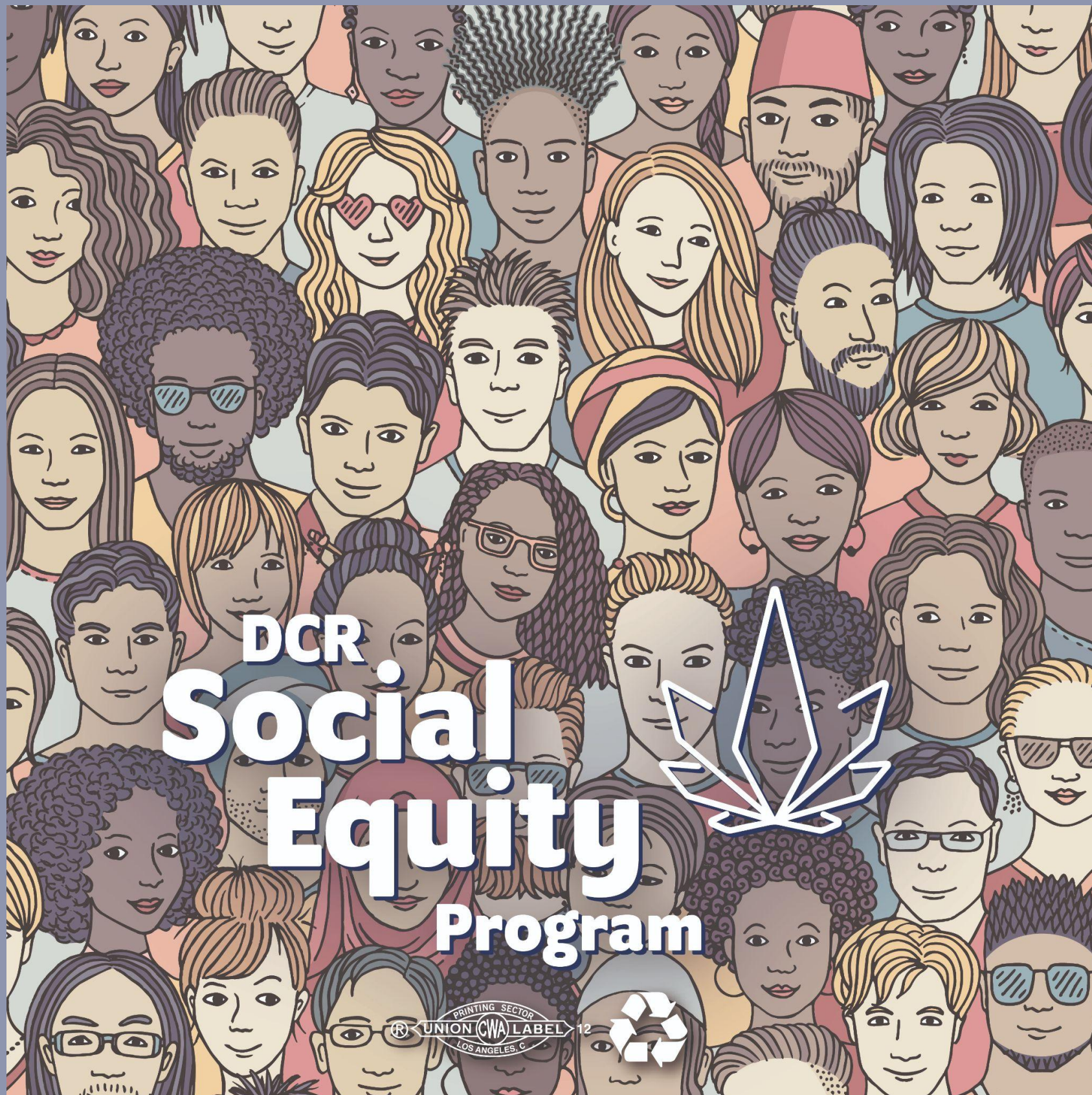


Social Equity Program



DCR is committed to the mission of the Social Equity Program which is to promote equitable ownership and employment opportunities in the cannabis industry in order to decrease disparities in life outcomes for marginalized communities, and to address the disproportionate impacts of the War on Drugs in those communities.

Social
Equity
Program



One component of DCR's Social Equity Program is equity share review. The equity share review phase ensures that the applicant business, based on its business-related documents and/or agreements, complies with the Equity Share provisions described in Los Angeles Municipal Code (LAMC) section 104.20(a)(2) and/or 104.20(b)(2).

Equity
Share
Review



Prior to the issuance of a license, **DCR may conduct an Equity Share review**, that will include the review of certain major provisions in business documents:

- to ensure that the Social Equity Individual Applicant possesses at least 51% ownership in the business and receives a proportional share of profit distributions and voting rights, among other factors.
- Businesses must also comply with the “Additional Equity Share Requirements” outlined in LAMC section 104.20(a)(2)(iii).

The cost of Equity Share Review is **\$1,248**

Equity
Share
Review



Information about these and other fees can be found [here](#).

Application and License Filing Fees

Type	Fee
Pre-Application Review ^(a)	\$597
Temporary Approval Application ^(b)	\$5,720
Annual License Application ^(b)	\$7,691
EMMD Temporary Approval Application ^(b) (Section 104.07)	\$9,360
Sec. 104.08 Temporary Approval Application ^(b) (Section 104.08)	\$11,806
SEP ¹ Temporary Approval Application ^(b) (Section 104.06.1(b))	\$8,059
SEP ¹ Temporary Approval Application ^(b) (Section 104.06.1(c) – (f))	\$6,969
LAFD Inspection ^{(a)(d)}	Actual Cost
Annual Primary Personnel LiveScan Review ^{(c)(e)}	\$450
Primary Personnel Background Review ^(a)	\$614
SEIA ² Eligibility Verification (Section 104.06.1)	\$597

*Please note that other agencies such as LAFD or will have additional fees not subject to DCR waivers or deferrals.

SEIA
Fee
Waiver &
Fee
Deferrals



Business, Licensing, Compliance Assistance Program (BLC)

All verified Social Equity Individual Applicants (SEIAs) have access to the online Learning Management System (LMS). The LMS currently contains 140 hours of self-paced educational content and live webinars. In order to access the LMS, please visit

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SEP

Resources



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The SEP team provides a full suite of Workforce Development training for employers & job seekers.

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The SEED Grant program has disbursed over \$11 million to over 200 verified SEIAs. When more funding is available, the SEP team will announce another round of SEED grants.

SEP
Resources



Upcoming State & DCR Deadlines



State and City UPCOMING LICENSING DEADLINES



June 30, 2023

Last day for the California Department of Cannabis Control (DCC) to issue provisional licenses to local equity applicants.

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Last day for any provisional license to be in effect.

February 28, 2027

Last day for any applicant to renew an existing TA

December 31, 2027

Phasing out any and all TA licenses. All applicants must have an Annual License to operate after December 31, 2027.

State Department of Cannabis Control Resources

How to apply for a state license

<https://cannabis.ca.gov/applicants/how-to-apply-renew/>

How to apply for a equity fee relief

<https://cannabis.ca.gov/applicants/apply-for-equity-fee-relief/>

Operating a business in California

<https://cannabis.ca.gov/resources/running-business/>



LICENSING 101

Five (5) Minute Break



CITY OF LOS ANGELES DEPARTMENT OF
CANNABIS
REGULATION

LICENSING 101

Question and Answer



CITY OF LOS ANGELES DEPARTMENT OFTM
CANNABIS
REGULATION

LICENSING 101

We will begin
momentarily.



CITY OF LOS ANGELES DEPARTMENT OF
CANNABIS
REGULATION

DEPARTMENT OF CANNABIS REGULATION

LICENSING 101

Part 2



CITY OF LOS ANGELES DEPARTMENT OF
CANNABIS
REGULATION

DEPARTMENT OF CANNABIS REGULATION

Welcome!



CITY OF LOS ANGELES DEPARTMENT OF
CANNABIS
REGULATION

Pre-Application Review



AGENDA - 4:00 - 5:00 PM

1. Pre-Application Review
2. Location Compliance & Sensitive Use
3. Pre-Application Workflow & Review Forms
4. Ineligible Locations, Sensitive Use Restrictions, General Zoning Restrictions
5. Fees
6. SEP Resources
7. State and DCR Deadlines
8. Q&A



What is a
Pre-Application
Review?

The purpose of the Pre-Application Process is to
determine location compliance and eligibility.



What is a Pre-Application Process?



Retail



Delivery



Volatile
Manufacturing



Non-Volatile
Manufacturing



Distribution



Cultivation



Testing Lab



Accepting applications



Limited to SEIAs, not accepting applications



Limited to SEIAs, accepting applications



Limited to select SEIAs



Not accepting applications

During the Pre-Application Review process, DCR determines whether the proposed Business Premises location is eligible under LAMC Section 104.03(a)(3) and compliant under LAMC 105 et seq.



Pre-Application Forms & Documents

LIC-4002-WF

Pre-Application Review Workflow

LIC-4002-IPB

Pre-Application Review Information & Procedure Bulletin

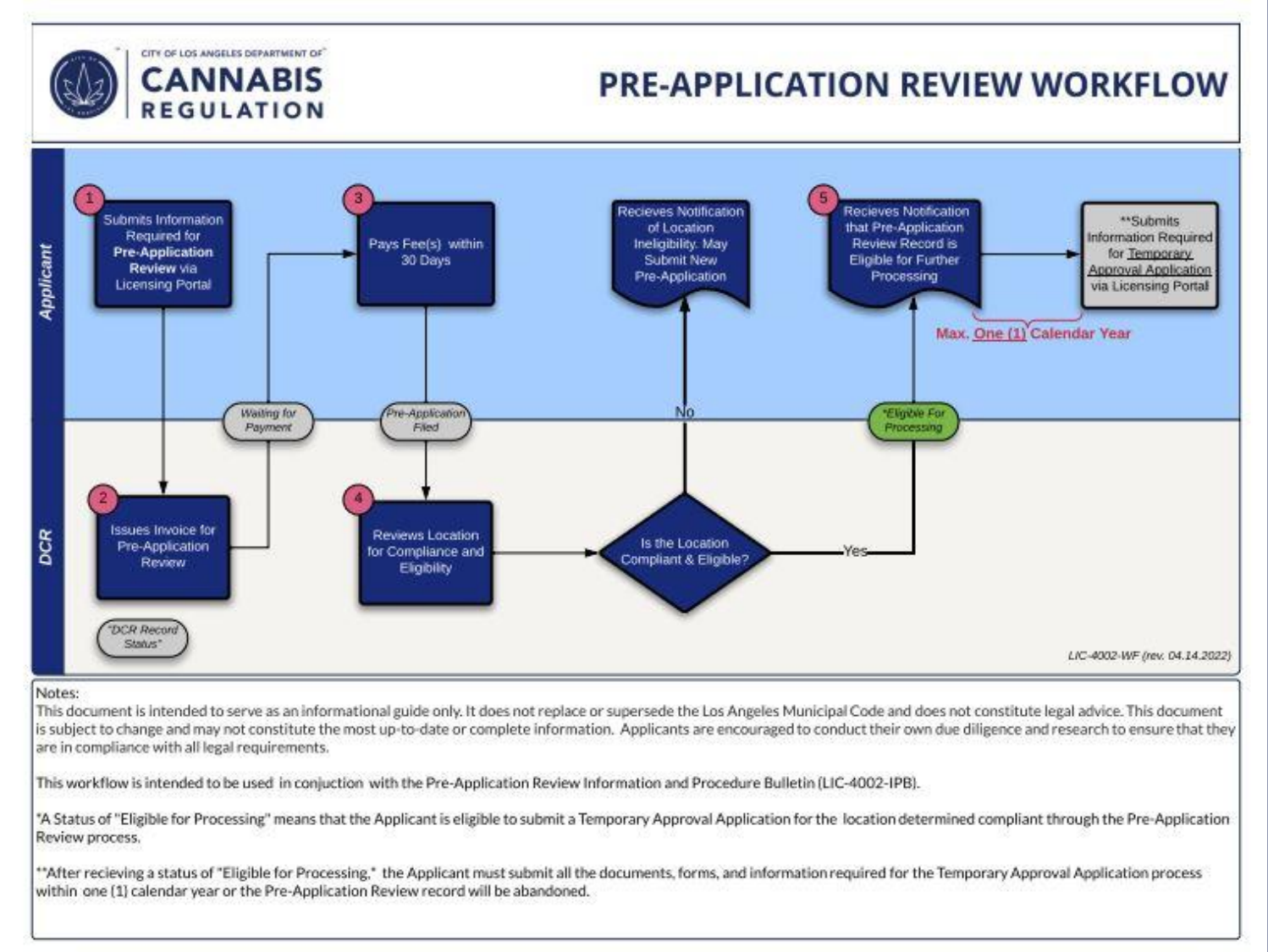
LIC-4016-FORM

Landowner Attestation: Location Eligibility



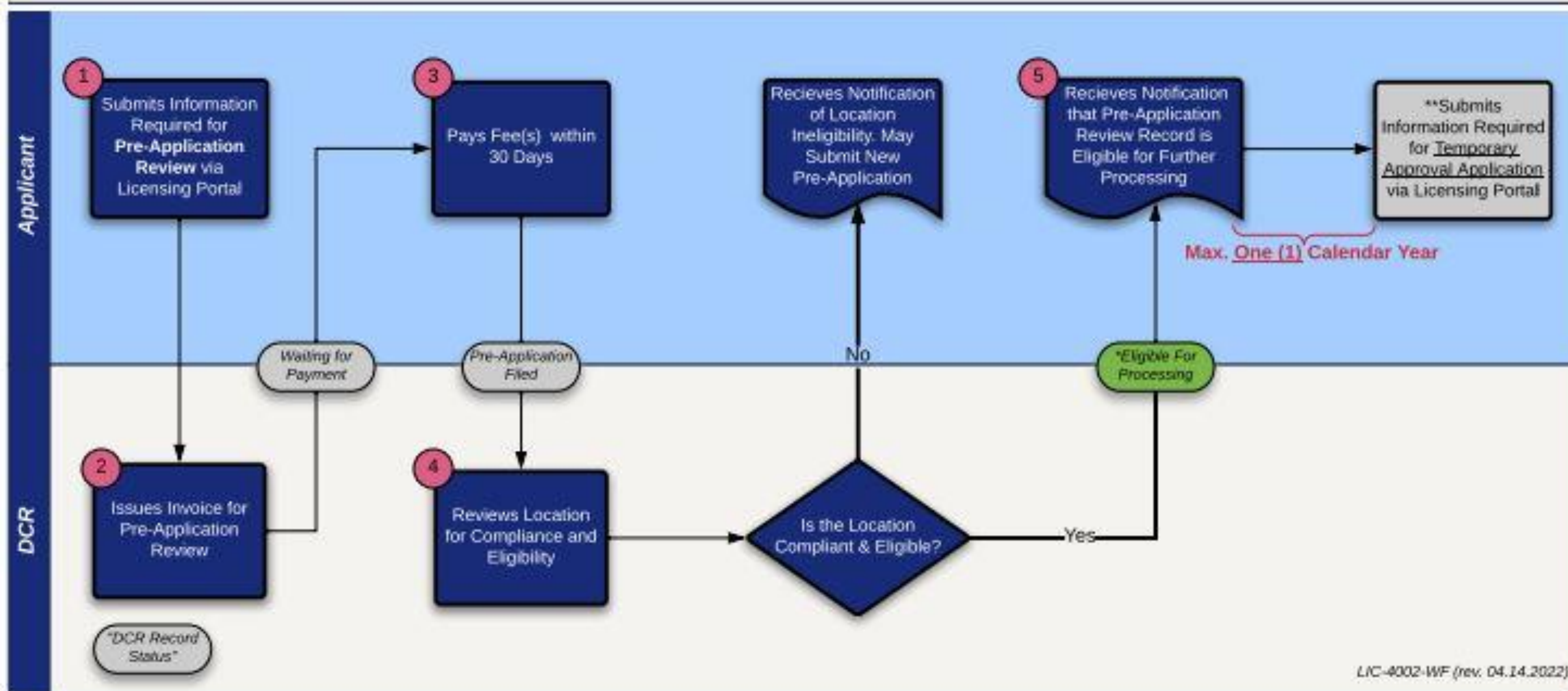
LIC-4002-WF

Pre-Application Review Workflow





PRE-APPLICATION REVIEW WORKFLOW



Notes:

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This workflow is intended to be used in conjunction with the Pre-Application Review Information and Procedure Bulletin (LIC-4002-IPB).

*A Status of "Eligible for Processing" means that the Applicant is eligible to submit a Temporary Approval Application for the location determined compliant through the Pre-Application Review process.

**After receiving a status of "Eligible for Processing," the Applicant must submit all the documents, forms, and information required for the Temporary Approval Application process within one (1) calendar year or the Pre-Application Review record will be abandoned.

Pre-Application Review Information & Procedure Bulletin



LIC-4002-IPB

provides information regarding the procedure and requirements of Pre-Application Review.



INFORMATION AND PROCEDURE BULLETIN

LIC-4002-IPB

PRE-APPLICATION REVIEW

This bulletin¹, in conjunction with the [Pre-Application Review Workflow \(LIC-4002-WF\)](#), provides information regarding the procedure and requirements of Pre-Application Review.

Los Angeles Municipal Code (LAMC) Section 104.03(a) requires that an Applicant undergo a Pre-Application Review process prior to filing a Temporary Approval Application to engage in Commercial Cannabis Activity so that the Department of Cannabis Regulation (DCR) can determine **location compliance and eligibility**. During the Pre-Application Review process, DCR determines whether the proposed Business Premises location is eligible under LAMC Section 104.03(a)(3) and compliant under LAMC 105 *et seq.*

DCR's determination of whether or not the proposed Business Premises location is compliant and eligible is based on four major land use considerations for commercial cannabis activity:

(1) eligibility requirements under LAMC Section 104.03(a)(3); (2) distancing from Sensitive Uses under LAMC Section 105 *et seq.*; (3) distancing from other commercial cannabis businesses with onsite retail sales LAMC Section 105 *et seq.*; and (4) zoning restrictions under LAMC Section 105 *et seq.* Each is described in detail below.

***Please read this document before beginning the Pre-Application process**

Distancing from Sensitive Uses



The City of Los Angeles uses publicly available data, which is maintained by both state and local agencies, to determine the existence of “Sensitive Uses.”



What is a Pre-Application Review?

DCR's determination of whether or not the proposed Business Premises location is compliant and eligible is based on **four major land use considerations** for commercial cannabis activity:

- (1) eligibility requirements under LAMC Section 104.03(a)(3);
- (2) distancing from Sensitive Uses under LAMC Section 105 et seq.;
- (3) distancing from other commercial cannabis businesses with onsite retail sales LAMC Section 105 et seq.; and
- (4) zoning restrictions under LAMC Section 105 et seq.



Ineligible Locations



A Business Premises is ineligible if:

- The Business Premises is owned or managed by a Person who holds office in any agency of the State of California and any of its political subdivisions, including the City and any of its agencies, departments, commissions or boards of the State of California or its political subdivisions when the individual's duties include the enforcement or regulation of Commercial Cannabis Activity or any other penal provisions of law of the State of California prohibiting or regulating Commercial Cannabis Activity.
- The Business Premises was the site of illegal volatile Cannabis manufacturing under Health and Safety Code Section 11379.6 as evidenced by a conviction, for a period of five years from the date of conviction.

Ineligible Locations (continued)

- The Business Premises was the site of distribution of Cannabis to minors as evidenced by a conviction, for a period of five years from the date of conviction.
- The Business Premises was the site of any illegal Commercial Cannabis Activity after April 1, 2018, as evidenced by a conviction, for a period of five years from the date of conviction.
- The Business Premises was the site of a disconnection of utilities under Section 104.15(e) for a period of five years from the date of the disconnection.
- The Business Premises was the site of padlocking under Section 104.15.1 for a period of five years from the date of the padlocking.



Distancing from Sensitive Uses



A proposed Business Premises must meet the following distancing restrictions:

- A **retail storefront - 700-foot radius** of:
 - a School,
 - Public Park,
 - Public Library,
 - Alcoholism or Drug Abuse Recovery or Treatment Facility,
 - Day Care Center, and
 - Permanent Supportive Housing, and
 - any other licensed storefront retailer with on-site retail sales.
- A **non-storefront retailer** (delivery), **distributor, cultivator, non-volatile manufacturer or testing lab - 600-foot radius** of a School.
- A **volatile manufacturer - 600-foot radius** of a School and a **200-foot radius** of any Residentially Zoned Property.

Distancing from other commercial cannabis businesses with onsite retail sales



This requirement applies only to commercial cannabis businesses with onsite retail sales.

Retail commercial cannabis businesses must locate outside of a 700-foot radius of any other Retailer or Microbusiness Commercial Cannabis Activity, having on-site retail sales **or** for which Temporary Approval Application or Business Premises Relocation fees, whichever is applicable, are paid.

The distance specified in this section between Commercial Cannabis Activity businesses shall be the horizontal distance measured in a straight line, without regard to intervening structures, from the closest exterior wall of each business.

The information used to measure these distances is obtained from State agencies, not local jurisdictions.

General Zoning Restrictions

Commercial cannabis activity can occur only in certain zones of the City.



General Zoning Restrictions

Activity Type	Eligible Zones Under Chapter 1 of the LAMC
Retailer Commercial Cannabis Activity (LAMC sec. 105.02(a)(1))	<ul style="list-style-type: none">• C1 Limited Commercial Zone• C1.5 Limited Commercial Zone• C2 Commercial Zone• C4 Commercial Zone• C5 Commercial Zone• CM Commercial Manufacturing Zone• M1 Limited Industrial Zone• M2 Light Industrial Zone• M3 Heavy Industrial Zone



TM

General Zoning
Restrictions
(continued)

Microbusiness Commercial Cannabis Activity* (LAMC sec. 105.02(a)(2))	<ul style="list-style-type: none">• M1 Limited Industrial Zone• M2 Light Industrial Zone• M3 Heavy Industrial Zone <p>*Type 12 - Microbusiness Commercial Cannabis Activity that does not engage in retail activity with on-site sales may further locate in:</p> <ul style="list-style-type: none">• MR1 Restricted Industrial Zone• MR2 Restricted Light Industrial Zone
Indoor Commercial Cannabis Cultivation Activity (LAMC sec. 105.02(a)(3))	<ul style="list-style-type: none">• MR1 Restricted Industrial Zone• M1 Limited Industrial Zone• MR2 Restricted Light Industrial Zone• M2 Light Industrial Zone• M3 Heavy Industrial Zone



General Zoning Restrictions (continued)

Level 1 Manufacturing Commercial Cannabis Activity (LAMC sec. 105.02(a)(4))	<ul style="list-style-type: none">• MR1 Restricted Industrial Zone• M1 Limited Industrial Zone• MR2 Restricted Light Industrial Zone• M2 Light Industrial Zone• M3 Heavy Industrial Zone
Level 2 Manufacturing Commercial Cannabis Activity (LAMC sec. 105.02(a)(5))	<ul style="list-style-type: none">• MR2 Restricted Light Industrial Zone• M2 Light Industrial Zone• M3 Heavy Industrial Zone



General Zoning
Restrictions
(continued)

Testing Commercial Cannabis Activity (LAMC sec. 105.02(a)(6))	<ul style="list-style-type: none">• CM Commercial Manufacturing Zone• MR1 Restricted Industrial Zone• M1 Limited Industrial Zone• MR2 Restricted Light Industrial Zone• M2 Light Industrial Zone• M3 Heavy Industrial Zone
Distributor Commercial Cannabis Activity (LAMC sec. 105.02(a)(7))	<ul style="list-style-type: none">• MR1 Restricted Industrial Zone• M1 Limited Industrial Zone• MR2 Restricted Light Industrial Zone• M2 Light Industrial Zone• M3 Heavy Industrial Zone



General Zoning Restrictions

Required Pre-Application Review Information Applicants must submit certain information to allow DCR to make a determination about whether or not a proposed Business Premises location:

(1) is eligible based on location restrictions in LAMC 104.03(a)(3) for Commercial Cannabis Activity, and

(2) complies with the zoning and distancing requirements pursuant to LAMC 105 et seq. Applicants must submit the following required Pre-Application Review Information:

- Identify one or more proposed Commercial Cannabis License types;
- Proposed Business Premises address; and,
- Landowner Attestation: Location Eligibility form (LIC-4016-FORM).



How to submit a Pre-Application?

The Pre-Application must be submitted online via the DCR Licensing Portal. Before submitting a Pre-Application Review record, individuals must have or create a user account within the DCR Licensing Portal.



How to submit a Pre-Application?

Once a Pre-Application is submitted, a record is created in the DCR Licensing Portal and will create a DCR record number and generate an invoice for any related fee(s).

The Pre-Application Review Fee is \$597.

This fee must be paid within 30 days of the date the invoice was issued. Failure to timely submit payment shall result in the abandonment of the Pre-Application Review record under LAMC Section 104.03(h).



After fees are paid
and the
Pre-Application
Review is complete

If the proposed Business Premises location is both compliant and eligible based on the requirements and restrictions, the Pre-Application Review record status will be updated in the DCR Licensing Portal to “Eligible for Processing” and the Applicant will receive a notification of this status update via email.

Once a Pre-Application Review record’s status is “Eligible for Processing,” the Applicant has completed the Pre-Application Review process and may submit a Temporary Approval Application.



A photograph of a group of people at what appears to be a public event or meeting. In the foreground, a man with short dark hair is speaking into a microphone, gesturing with his hands. He is wearing a dark jacket with a green logo and the word "SOVERDE" on it. To his right, another man with long hair tied back is looking towards the speaker. In the background, several other people are visible, some looking towards the speaker. The image has a blue tint and a semi-transparent dark overlay.

Public Convenience or Necessity Filing

Public Convenience or Necessity Filing

Applicants seeking to engage in **Retail, Cultivation, and Volatile-Manufacturing Commercial Cannabis Activity in a Community Plan Area that is unduly concentrated** are required to file a request that the City Council find that approval of the License application would serve a **public convenience or necessity** (PCN) supported by evidence in the record.

Please note, the PCN process is not available at this time.



PCN Information and Procedure Bulletin

Public Convenience or Necessity Filing



INFORMATION AND PROCEDURE BULLETIN

LIC-4001-IPB

October 5, 2020

PUBLIC CONVENIENCE OR NECESSITY (PCN) PROCEDURE

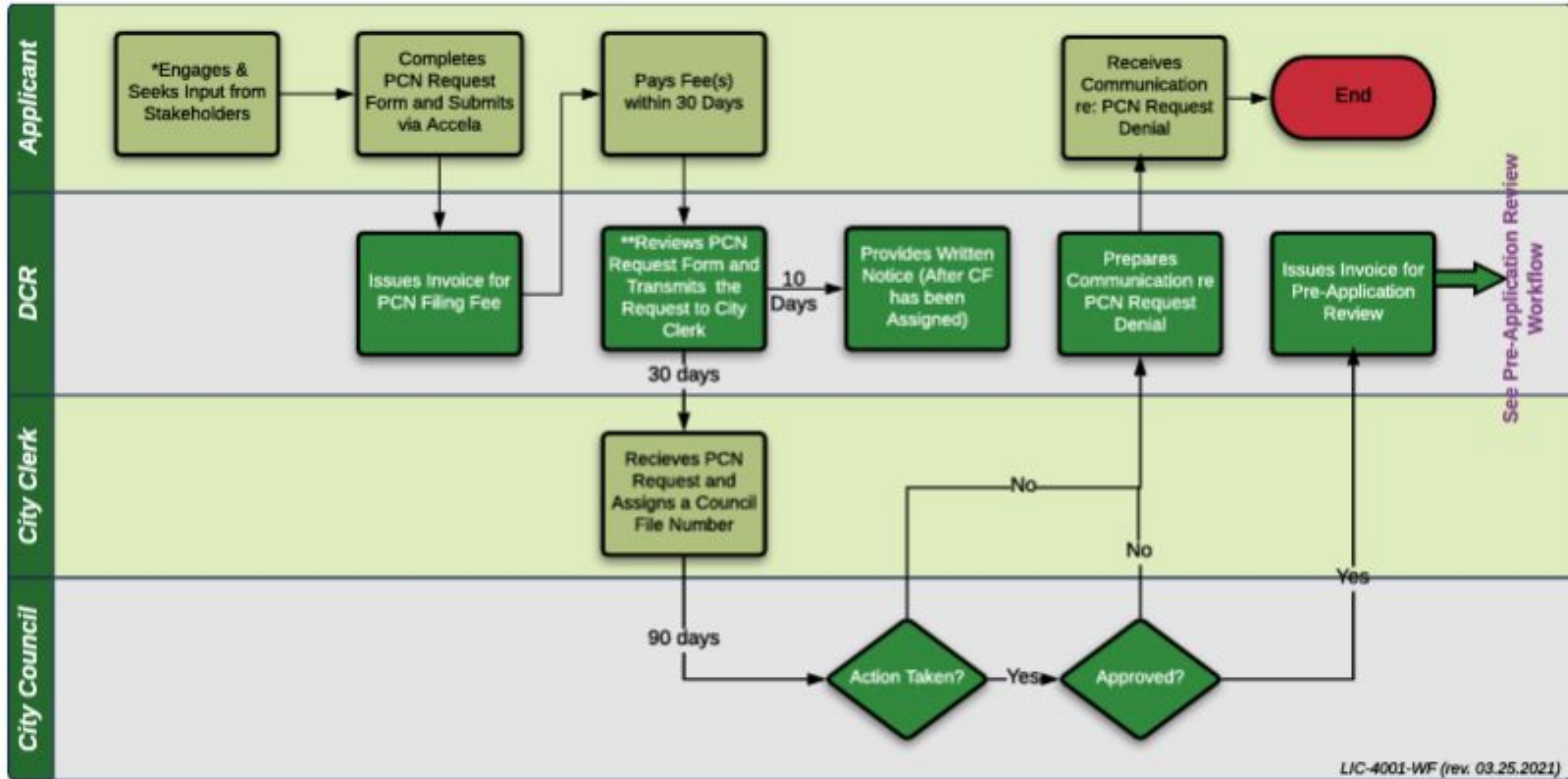
The Cannabis Procedures Ordinance limits the number of Retail, Cultivation and Volatile-Manufacturing Commercial Cannabis Activity Licenses by Community Plan Area (CPA) based on the definition of Undue Concentration under Los Angeles Municipal Code (LAMC) Section 104.01(a)(48). An area is considered unduly concentrated when DCR issues the maximum number of these License types in that CPA.

Pursuant to LAMC Section 104.03(a)(4), Applicants seeking to engage in Retail, Cultivation, and Volatile-Manufacturing Commercial Cannabis Activity in a CPA that is unduly concentrated are required to file a request that the City Council find that approval of the License application would serve a public convenience or necessity (PCN) supported by evidence in the record. This bulletin, in conjunction with the PCN Workflow ([LIC-4001-WF](#)), provides general information, procedure and requirements for an Applicant to submit a PCN request to the City Council.¹

Public Convenience or Necessity Filing



PCN WORKFLOW



Notes:

* The Applicant is required to engage with, and seek input from LAPD, Neighborhood Council, Chamber of Commerce and at least one substance abuse intervention, prevention and treatment organization in accordance with LAMC Section 104.03(a)(4). To see a list of Community Plan Areas that have reached Undue Concentration, [click here](#).

**If the location of the Business Premises does not comply with LAMC Sec. 105.02(a)(1), the application will be deemed ineligible for further processing.

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LIC-4001-WF (rev. 03.25.2021)

Public Convenience or Necessity Filing Forms

PCN Request Form ([LIC-4001-FORM](#))

Stakeholder Input Request Form ([LIC-4002-FORM](#))



Public
Convenience or
Necessity Filing
Forms



CITY OF LOS ANGELES DEPARTMENT OF
**CANNABIS
REGULATION**

PUBLIC CONVENIENCE OR NECESSITY (PCN)
FINDING REQUEST

LIC-4001-FORM

Instructions: Applicants seeking to engage in Retail Commercial Cannabis Activity in a Community Plan Area that has reached Undue Concentration must complete and submit this form to the Department of Cannabis Regulation in order to file a request that the City Council find that approval of the License application would serve a public convenience or necessity (PCN) supported by evidence in the record pursuant to LAMC Section 104.03(a)(4).

To: Office of the City Clerk
City of Los Angeles
City Hall, Room 395
Los Angeles, CA 90012

For City Clerk Use Only:

Council File No. _____

Received On: _____

Expiration Date: _____

Business Premises Location: _____

Community Plan Area: _____ CD: _____

Applicant Entity Name: _____

Contact Name: _____ Phone No. _____

Applicant's Email: _____

Total Floor Area of Business: _____ square feet

Proposed Hours of Operation: _____ Days: _____

_____ Days: _____

_____ Days: _____

The Cannabis Procedures Ordinance limits the number of Retail Commercial Cannabis Activity Licenses by Community Plan Area (CPA) based on the definition of Undue Concentration under Los

LA Department of Building and Safety - Zimas Zone Info Map Accessing System

Public Convenience or Necessity Filing Forms



Public Convenience or Necessity Filing Forms



CITY OF LOS ANGELES DEPARTMENT OF
**CANNABIS
REGULATION**

STAKEHOLDER INPUT REQUEST

LIC-4002-FORM

Instructions: Please complete and submit this form to each stakeholder type as required per Los Angeles Municipal Code Section 104.03(a)(4).

Date: _____

Type of Stakeholder: ☐ Chamber of Commerce ☐ Neighborhood Council ☐ LAFD
☐ Substance Abuse Intervention, Prevention and Treatment Organization

To: _____
(Name of Stakeholder, i.e. Sherman Oaks NC)

Stakeholder Address: _____

Attention: _____
(Contact)

RE: CITY COUNCIL TO CONSIDER REQUEST FOR PUBLIC CONVENIENCE OR NECESSITY (PCN) FINDING; COUNCIL FILE NO. _____

Dear Stakeholder,

Pursuant to Los Angeles Municipal Code (LAMC) Section 104.03(a)(4), an Applicant seeking to apply for a Commercial Cannabis Activity License in a Community Plan Area that has reached Undue Concentration, as defined in LAMC Section 104.01(a)(48), is required to engage with and seek input from your agency/organization as part of the PCN process.

On _____, a PCN Request Form was submitted to the Department of Cannabis Regulation (DCR). After DCR reviews the PCN Request Form and all applicable fees are paid, the request will be transmitted to the City Council. The City Council will either approve or deny the request.

If you would like to submit any comments and/or documents to the City Council pertaining to this request, you may do so at: [LACouncilComment.com](https://lacouncilcomment.com).

Public Convenience or Necessity Filing

The cost for a PCN filing is \$1,592

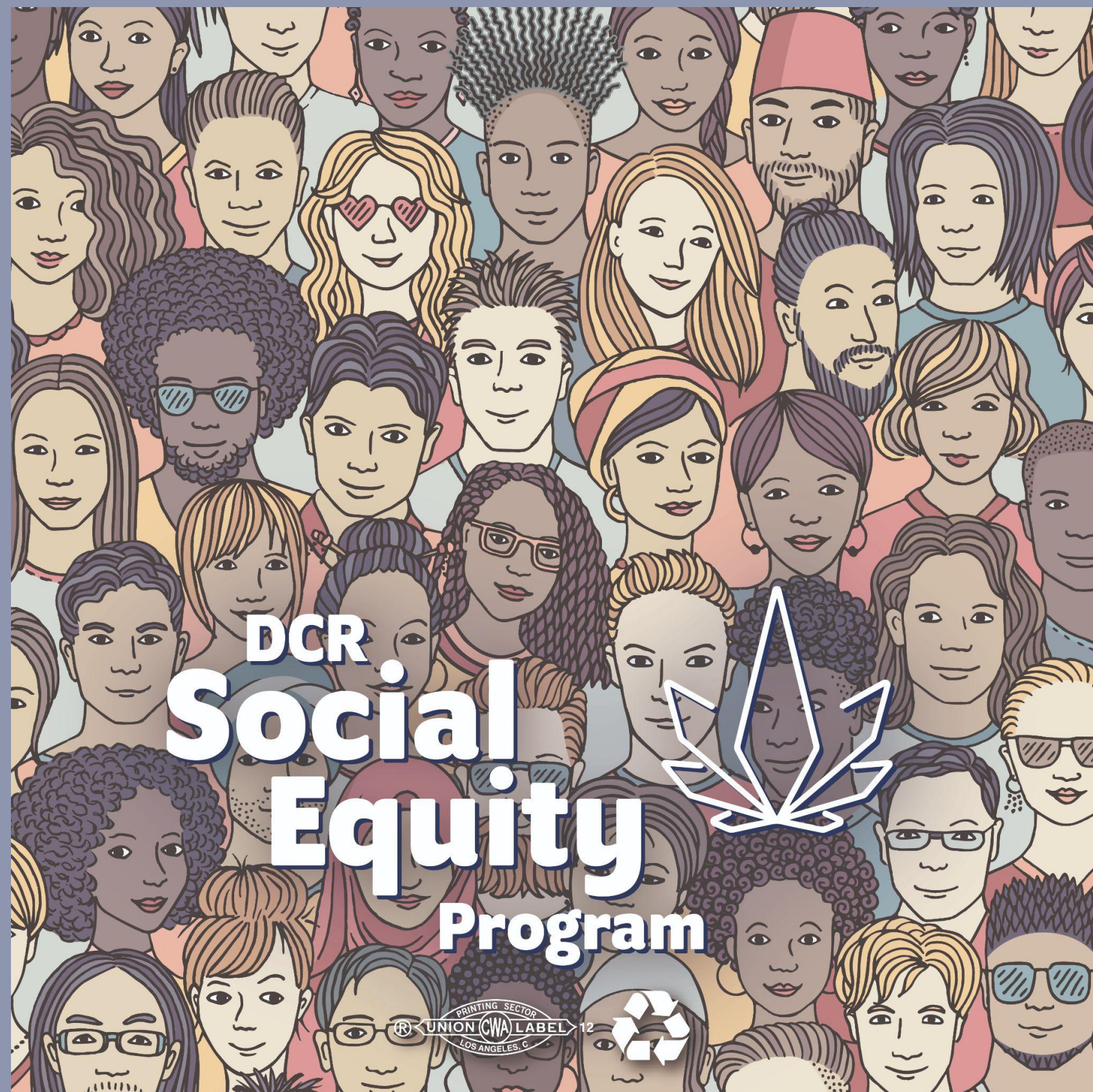
A written notice fee is \$484

DCR will prepare and issue an invoice for the PCN Filing Fee and the Written Notice Fee that must be paid within 10 days of the date of issuance.



Social Equity Program





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Social
Equity
Program



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SEP

Resources



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The SEP team provides a full suite of Workforce Development training for employers & job seekers.

- Free coaching for job seekers includes: Interview training; Resume review; Resume writing assistance and Mock interviews with coaches
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SEP
Resources



Upcoming State & DCR Deadlines



State and City UPCOMING LICENSING DEADLINES



Department of
Cannabis Control
CALIFORNIA



CITY OF LOS ANGELES DEPARTMENT OF
**CANNABIS
REGULATION**

June 30, 2023

Last day for the California Department of Cannabis Control (DCC) to issue provisional licenses to local equity applicants.

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DCR Applications abandoned after June 30, 2023, must be refiled as an Annual Application unless the Applicant has an active corresponding State provisional license.

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Last day for provisional cultivation licenses that would result in an operation equivalent to a Type 5, 5A, or 5B license to be in effect.

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Last day for storefront, microbusiness, and delivery with on-site sales SEIA limitations

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Last day for any applicant to renew an existing TA

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Phasing out any and all TA licenses. All applicants must have an Annual License to operate after December 31, 2027.

State Department of
Cannabis Control
Resources

How to apply for a state license

<https://cannabis.ca.gov/applicants/how-to-apply-renew/>

How to apply for a equity fee relief

<https://cannabis.ca.gov/applicants/apply-for-equity-fee-relief/>

Operating a business in California

<https://cannabis.ca.gov/resources/running-business/>

LICENSING 101

Five (5) Minute Break



CITY OF LOS ANGELES DEPARTMENT OF™
CANNABIS
REGULATION

LICENSING 101

Question and Answer



CITY OF LOS ANGELES DEPARTMENT OFTM
CANNABIS
REGULATION

LICENSING 101

We will begin
momentarily.



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CANNABIS
REGULATION

DEPARTMENT OF CANNABIS REGULATION

LICENSING 101

Part 3



CITY OF LOS ANGELES DEPARTMENT OF
CANNABIS
REGULATION

DEPARTMENT OF CANNABIS REGULATION

Welcome!



CITY OF LOS ANGELES DEPARTMENT OF
CANNABIS
REGULATION

A blurred background image showing two women sitting on a tufted couch, looking at and pointing to documents on a table. The image has a dark blue overlay.

Temporary Approval v. Annual Licensing

AGENDA - 5:00 - 6:00 PM

1. Temporary Approval License
2. TA Procedure Bulletin and Workflow
3. Documents needed for application
4. Fees
5. SEP Resources
6. State and DCR Deadlines
7. Q&A



Retail



Delivery



Volatile
Manufacturing



Non-Volatile
Manufacturing



Distribution



Cultivation



Testing Lab

- Accepting applications
- Limited to SEIAs, accepting applications
- Limited to SEIAs, not accepting applications
- Limited to select SEIAs
- Not accepting applications

License Types



Temporary Approval to Annual Licensing

DCR is transitioning away from Temporary Approval and into a Annual Licensing process as the State of California is also ending its Provisional Licensing program.

A timeline for Temporary Approval License deadlines will be reviewed at the end of this section.



Temporary Approval

Temporary Approval is a DCR-issued temporary license that authorizes an Applicant to engage for **a limited period of time** in Commercial Cannabis Activity as would be permitted under the privileges of a non-temporary license of the same type.

For example, a Temporary Approval for delivery allows a business to conduct retail delivery for a limited period of time as a non-temporary license would for delivery.



Why are State
Provisional Licenses
and City Temporary
Approval Licenses
Going Away?

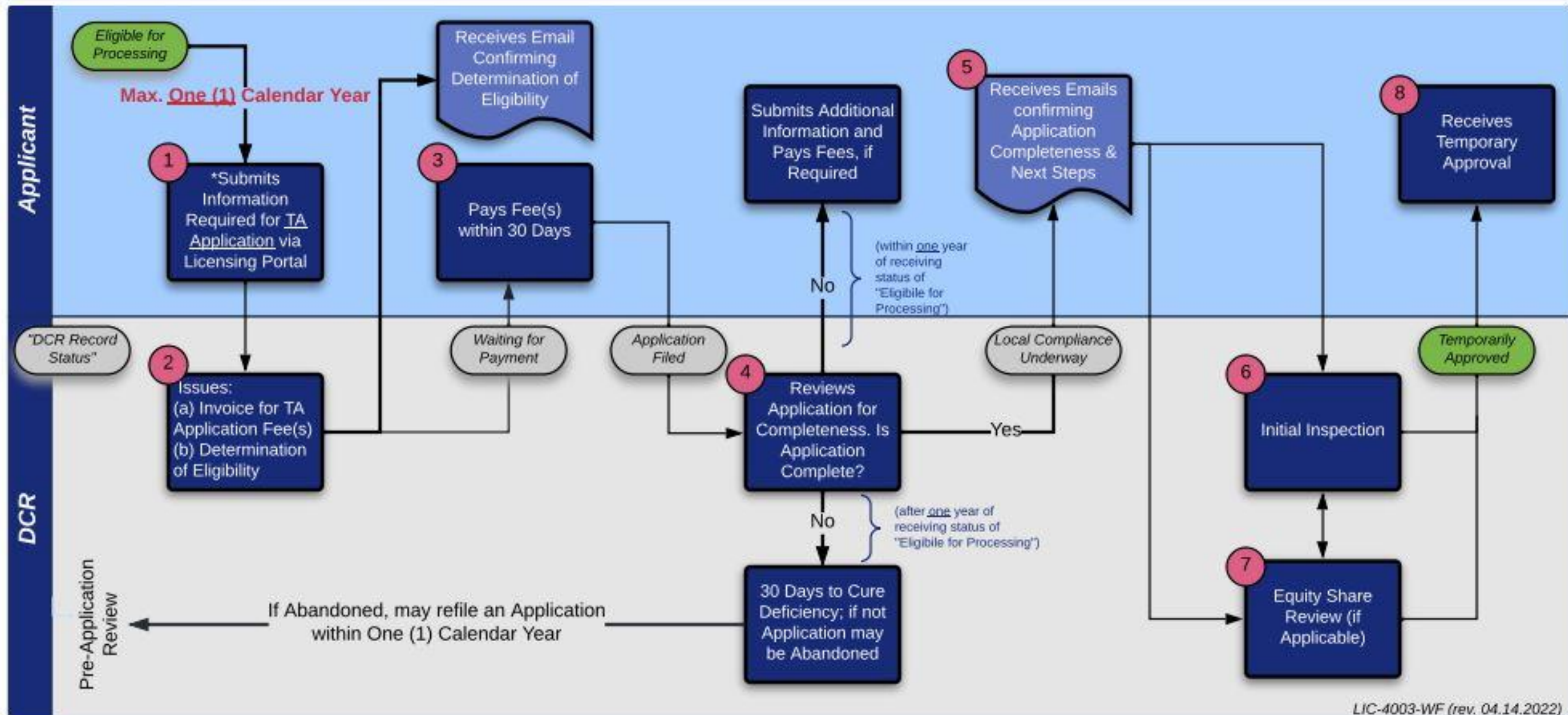
Provisional/
Temporary
were **always**
supposed to be
temporary

Do not
account for
CEQA
compliance





TEMPORARY APPROVAL WORKFLOW



LIC-4003-WF (rev. 04.14.2022)

Notes:

This document is intended to serve as an informational guide only. It does not replace or supersede the Los Angeles Municipal Code (LAMC) and does not constitute legal advice. This document is subject to change and may not constitute the most up-to-date or complete information. Applicants are encouraged to conduct their own due diligence and research to ensure that they are in compliance with all legal requirements.

*Applicants have one calendar year from the date their Pre-Application Review record status is updated to **"Eligible for Processing"** to submit a complete Temporary Approval Application, including information, forms, and documents through the DCR Licensing Portal. If the requirements are not met within one year, the Pre-Application Review record may be abandoned. Please refer to the Temporary Approval Information and Procedures Bulletin (LIC-4003-IPB).



INFORMATION AND PROCEDURE BULLETIN

LIC-4003-IPB

TEMPORARY APPROVAL

This bulletin¹, in conjunction with the [Temporary Approval Workflow \(LIC-4003-WF\)](#), provides information regarding the procedures and requirements for an Applicant to obtain Temporary Approval to engage in Commercial Cannabis Activity in the City of Los Angeles.

Los Angeles Municipal Code (“LAMC”) Section 104.01(a)(47) defines Temporary Approval as a Department of Cannabis Regulation (“DCR”) issued temporary license that authorizes an Applicant to engage for a limited period of time in Commercial Cannabis Activity as would be permitted under the privileges of a non-temporary license of the same type. Temporary Approval does not waive or otherwise circumvent other City or State requirements or necessary permits from the City, State, or other public agencies, including, but not limited, to, a Certificate of Occupancy, permit or authorization from the State. Therefore, DCR may immediately suspend a Temporary Approval if the Applicant is conducting Commercial Cannabis Activity without all necessary permits, inspections or similar clearances to operate from another City, State or other public agency, or if the Applicant is conducting Commercial Cannabis Activity without an active State license for that Commercial Cannabis Activity. (LAMC Section 104.06(d).)

Temporary Approval Forms

Deadline Requirements for TA

Once a Pre-Application's record status is "Eligible for Processing," the applicant has completed the Pre-Application Review process and may submit a Temporary Approval Application.

Applicants must submit all required Temporary Approval application information, forms, and documents to DCR through the DCR Licensing Portal within one (1) calendar year of the date their Pre-Application Review record status is updated to "Eligible for Processing," or the Pre-Application Review record may be abandoned.



Temporary Approval Documents to Review



LIC-4003-WF

Temporary Approval Workflow

LIC-4003-IPB

Temporary Approval Information and Procedure Bulletin

SEP-6001-IPB

Social Equity Program - Entity Eligibility Verification
Information and Procedure Bulletin

LIC-4005-WF

Temporary Approval Application Refiling Workflow

Required Temporary Approval Application Information Required Form(s):

1. Indemnification Agreement ([LIC-4005-FORM](#))
2. Labor Peace Agreement Attestation ([LIC-4006-FORM](#))
3. Landowner Attestation: Commercial Cannabis Activity ([LIC-4007-FORM](#))
4. Temporary Approval Attestation ([LIC-4010-FORM](#))
5. No Alcohol or Tobacco Applicant Attestation ([LIC-4020-FORM](#))
6. Initial Inspection Attestation ([LIC-4021-FORM](#))
7. Business Premises Diagram ([DCC Form](#))

Temporary Approval
Forms





CITY OF LOS ANGELES DEPARTMENT OF

CANNABIS REGULATION

INDEMNIFICATION AGREEMENT ATTESTATION

LIC-4005-FORM

Applicant Entity Name: _____

Business Premises Location: _____

DCR Record No.: _____

Instructions: This is an indemnification agreement between the Applicant Entity and the City of Los Angeles. Please submit a notarized signature(s) as noted below.


Pursuant to Regulation No. 3(D)(1)(iii) of the Rules and Regulations for Cannabis Procedures,
_____ (*Applicant Entity Name*) agrees to
indemnify the City of Los Angeles (City) from any liability as follows:



Temporary
Approval
Forms

Temporary Approval Forms





CITY OF LOS ANGELES DEPARTMENT OF
**CANNABIS
REGULATION**

LABOR PEACE AGREEMENT ATTESTATION

LIC-4006-FORM

Applicant Entity Name:


Business Premises Location:

DCR Record No.:

Instructions: Los Angeles Municipal Code (LAMC) Section 104.11(l) provides that if the state adopts a law requiring a state Cannabis License Applicant to agree to enter into a labor peace agreement with any bona-fide labor organization who requests such an agreement, then an Applicant for a City License shall meet that same requirement, with the exception that the requirement applies to Applicants with 10 or more Employees. Under DCR Rule and Regulation No. 3(D)(1)(iii), an Applicant shall attest that it has entered into a labor peace agreement if requested to do so by a bona-fide labor organization. If a bona-fide labor organization has yet to request a labor peace agreement from the Applicant, then the Applicant shall attest that it will enter into labor peace Agreement if in the future a bona-fide labor organization so requests.

A bona-fide labor organization means a bona-fide union (1) that actually represents employees in California as to wages, hours, and working conditions, (2) whose officers have been elected by secret ballot or otherwise in a manner consistent with federal law, and (3) that is free of domination or interference by any employer and has received no improper assistance or support from any employer. A labor peace agreement means an agreement as defined in Cal. Bus. & Prof. Code Sec. 260001(y).

Applicants shall complete the section below that corresponds to the current status of its compliance with the labor peace agreement requirements described above.



CITY OF LOS ANGELES DEPARTMENT OF
**CANNABIS
REGULATION**

LANDOWNER ATTESTATION:
COMMERCIAL CANNABIS ACTIVITY

LIC-4007-FORM

Applicant Entity Name:

Business Premises Location:

DCR Record No. (if applicable):

Instructions: This form is required as part of the licensing process for a commercial cannabis business to obtain authorization to conduct commercial cannabis activities in the City of Los Angeles. This form requires that the property owner or their agent acknowledge that the Applicant has the right to occupy the property for the purpose of conducting commercial cannabis activity. This form must be signed by the property owner, an agent of the property owner, or if an entity owns the property, an officer of that entity. If signed by an agent or officer, a document or disclosure identifying the agent or officer must also be submitted.

I acknowledge that (Lessee/Applicant) has the right to occupy the Business Premises located at (all suite or unit numbers must be listed) for the purpose of conducting Commercial Cannabis Activity and that the Applicant is seeking a License from the Department of Cannabis Regulation. I also attest that I have not entered into any agreement or offered to lease the property to any other Applicant or potential Applicant.



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CANNABIS REGULATION

TEMPORARY APPROVAL ATTESTATION

LIC-4010-FORM

Applicant Entity Name: _____

Business Premises Location: _____

DCR Record No.: _____

Instructions: This attestation form is intended to support compliance with Los Angeles Municipal Code (LAMC) Section 104.06(d) regarding the issuance of Temporary Approval as defined in LAMC section 104.01(a)(48).

I hereby attest that the Applicant identified above shall complete the following (*initial each item below*):



Temporary
Approval
Forms

Temporary Approval Forms



CITY OF LOS ANGELES DEPARTMENT OF
**CANNABIS
REGULATION**

NO ALCOHOL OR TOBACCO APPLICANT ATTESTATION

LIC-4020-FORM

Applicant Entity Name: _____

Business Premises Location: _____

DCR Record No.: _____

Instructions: This attestation form is intended to support compliance with the Rules and Regulations for Cannabis Procedures which requires that the Applicant attest that no Owner is a licensed retailer of alcoholic beverages or tobacco products at the Business Premises.


I _____ (Applicant)

acknowledge that I do not possess a permit or license for on-site or off-site consumption sales of alcoholic beverages or tobacco products at the business premises located at _____ for the purpose of conducting a Commercial Cannabis Activity or Activities for which the Applicant is seeking a License from the Department of Cannabis Regulation.

I attest that the information provided in this form is true, correct, and complete as of the date of my signature below. I have the authority to make the attestations contained within this form on behalf of the Applicant Entity identified above. I understand that submission of false or misleading information or the failure to disclose material facts may result in denial of the application, the suspension or revocation of the license, and/or any other penalties allowed by law.

Temporary Approval Forms





CITY OF LOS ANGELES DEPARTMENT OF

CANNABIS

REGULATION

INITIAL INSPECTION ATTESTATION

LIC-4021-FORM

Applicant Entity Name:

Business Premises Location:

DCR Record No.

Person in Charge / Manager Phone No.

Instructions: Please review the following items to confirm that the Business Premises is ready for inspection. Any pre-existing deficiencies should be corrected before DCR conducts the Initial Inspection of the Business Premises. This form must be attached to the email requesting to schedule an Initial Inspection.

I hereby attest that the items identified below have been completed and are ready for the Business Premises Initial Inspection:

A. Business Premises:

1. All entry points to the Business Premises are accurately reflected on the Business Premises Diagram.

2. All interior doorways, rooms, and walkways are accurately reflected on the Business Premises Diagram.

3. Changes were made to the Business Premises Diagram initially submitted to DCR, and these changes received written approval from DCR.

4. The property and all associated parking under the control of the Licensee and any sidewalk/alley are well maintained and kept free of obstruction, trash, litter and debris.

B. Security and Video Surveillance System:

1. Licensee has hired/contracted security personnel, who are not employees of the Licensee, to provide security services.
Name of Security Company:

2. Limited-access areas are securely locked utilizing commercial-grade, nonresidential door locks, including points of entry and exit to the Business Premises.

3. Licensee has a functioning alarm system which is permitted by LAPD, and alarm information is provided upon request if not displayed.
LAPD Permit Alarm No.:

Department of Cannabis Regulation

221 N. Figueroa Ave., Suite 1245, Los Angeles, CA 90012

(213) 978 - 0738 · cannabis@lacity.org

www.cannabis.lacity.org

Initial Inspection Attestation

DCR Record No.

4. The Business Premises has a digital video surveillance system with a minimum camera resolution of 1280 × 720 pixels with each camera permanently mounted and in a fixed location.

5. Video surveillance cameras record 24 hours per day. The storage device for the recordings is secured in a manner to prevent tampering or theft. Surveillance recordings are kept for a minimum of 90 days.

6. All entrances and exits to the Business Premises are recorded by the video surveillance system from both the indoor and outdoor vantage points.

7. All limited access areas, including security rooms, areas of storage, etc., are recorded by the video surveillance system from both interior and exterior.

8. If applicable, point-of-sale areas and areas where cannabis goods are displayed for sale are recorded by the video surveillance system.

C. Administrative

1. There is an electronic age verification device to determine the age of any individual attempting to purchase Cannabis goods (Businesses with on-site retail sales only).

2. No portion of the Business Premises has been sublet without written approval from DCR.

3. A records retention system is in place.

4. A Track and Trace Inventory system is in place.

5. Procedures are in place to notify DCR within 24 hours of any of the following:

a. Inventory discrepancy

b. Suspicion of theft/loss

c. Suspicion of change or alteration of records

d. Suspicion of any breach in security

6. Management or person(s) in charge grant DCR inspectors unrestricted access to Business Premises to conduct the inspection. No Licensee, agent or employees shall interfere with, obstruct, or impede DCR's inspection.

Name

Title/Role

Signature

Date

Signature instructions: This form requires a signature from the Authorized Agent designated on the Authorized Agent Acknowledgement (LIC-4009-FORM), an Owner, or a manager or person-in-charge employed at the Business Premises.

LIC-4021-FORM (rev. 04.11.2022)

Page 2 of 2

Temporary Approval Forms



PREMISES DIAGRAM

The premises diagram must be drawn to scale and clearly identify property boundaries, entrances, exits, interior partitions, walls, rooms, windows and doorways. The activities in each room and the location of all cameras must be identified on the diagram. For more detailed information see the instructions on the back.

Full Name of Applicant			License Type Applied For	
Proposed Premises Street Address	City	State	ZIP	Nearest Cross Street

Diagram

Diagram area with dotted lines for drawing.

Applicant Signature		Date Signed
BCC Use Only (Signature/Certified Correct)	Printed Name	Inspection Date

PREMISES DIAGRAM INSTRUCTIONS

Scale: diagram must be to scale and cannot contain any highlighting. All markings on the diagram shall be in black and white ink.

Areas: diagram shall show the property boundaries, premises boundaries, dimensions, entrances and exits, interior partitions, walls, rooms, windows, and doorways and shall include a brief statement or description of the principle activity to be conducted in each area of the premises and all limited-access areas.

All applicable cannabis activities must include the following on the diagram: storage, batch sampling, loading/unloading of shipments, packaging and labeling, customer sales, loading for deliveries, extraction, cultivation, or processing. If the premises consist of only a portion of a property, the diagram must be labeled indicating which part of the property is the cannabis premises and what the remaining property is used for.

If the premises is on a property that will contain two or more licenses premises, it shall clearly show the designated entrances and walls under the exclusive control of the applicant for the premises, as well as the entrances and walls for each additional premises. All common areas must be labeled on the diagram, such as: lobbies, bathrooms, hallways and breakrooms, if applicable.

If the premises is located on only a portion of a property that also includes a residence, the diagram shall clearly show the designated building for the premises and the residence.

The premises shall not be in a location that requires persons to pass through an establishment that sells alcohol or tobacco to access the cannabis premises or requires persons to pass through the cannabis premises to access an establishment that sells tobacco or alcohol.

Additional requirements for microbusiness: the diagram must include measurements of the planned canopy, including aggregate square footage and individual square footage of separate cultivation areas, if any. All roads and water crossings on the property.

Video Surveillance requirement for all license types: camera(s) must be permanently mounted and in a fixed location which must be identified on the premise diagram. Each camera must be numbered for identification purposes. Each camera shall be placed in a location that allows the camera to clearly record activity occurring within 20 feet of all points of entry and exit and allows for the clear and certain identification of any person and activities in all areas required to be filmed. The areas that shall be recorded include but are not limited to the following: 1) all areas where cannabis goods are weight, packed, stored, loaded and unloaded for transportation, prepared, or moved within the premises; 2) all limited-access areas; 3) all security rooms; 4) areas storing the surveillance-system storage device with at least one camera recording the access points to the secured surveillance recording area; and 5) all entrances and exits to the premises, which shall be recorded from both indoor and outdoor vantage points.

Additional Video Surveillance requirements for storefront retailers: camera(s) must record point-of-sale areas and areas where cannabis goods are displayed for sale. The camera must allow for the recording of the facial features of any person purchasing or selling cannabis goods, or any person in the retail area, with sufficient clarity to determine identity.

Temporary Approval Required Documents

Required Document(s):

- Executed lease agreement or property deed, or other evidence of legal right to occupy the Business Premise
- Business formation and organization documents
- Equity Share Documents (For SEIAs only)



Temporary Approval Required Documents



Common examples of required business formation and organization documents include:

- California (CA) Secretary of State documents, including any formation or registration documents and/or Statement of Information forms;
- Articles of Incorporation, or Certificate of Organization for LLCs, and any amendments or restated Articles of Organization or Certificates of Organization.
- Certificate of Limited Partnership, and any amendments or Restated Certificates of Limited Partnership;
- Statement of Partnership Authority;
- Bylaws;
- Operating Agreements;
- Partnership Agreements;
- Merger documents;
- Conversion documents;
- Purchase agreements.

Temporary Approval
Required
Documents
(continued)

Equity Share Documents [Social Equity Applicants ONLY]

1. Social Equity Applicants and Licensees must provide Equity Share Documents, including but not limited to:
 - a. all information, business records and agreements necessary to demonstrate that the Social Equity Individual Applicant owns the minimum Equity Share required under LAMC Section 104.20(a)(2).



Fees

Temporary Approval Required Documents (continued)

Type	Fee
Pre-Application Review ^(a)	\$597
Temporary Approval Application ^(b)	\$5,720
Annual License Application ^(b)	\$7,691
EMMD Temporary Approval Application ^(b) (Section 104.07)	\$9,360
Sec. 104.08 Temporary Approval Application ^(b) (Section 104.08)	\$11,806
SEP ¹ Temporary Approval Application ^(b) (Section 104.06.1(b))	\$8,059
SEP ¹ Temporary Approval Application ^(b) (Section 104.06.1(c) – (f))	\$6,969
LAFD Inspection ^{(a)(d)}	Actual Cost
Annual Primary Personnel LiveScan Review ^{(c)(e)}	\$450
Primary Personnel Background Review ^(a)	\$614
SEIA ² Eligibility Verification (Section 104.06.1)	\$597

^(a) Fee is charged per Application.

^(b) Fee is charged per Activity.

^(c) Fee is charged per Individual.

^(d) Fee is based on the actual cost. Cannabis LAFD Inspection Fee shall be based on the current LAFD hourly Inspector Rate, at a four-hour minimum. The Fire Department will invoice the Applicant separately to recover any inspection costs exceeding four hours.

¹ SEP – Social Equity Program pursuant to Sec. 104.20.

² SEIA – Social Equity Individual Applicant pursuant to Sec. 104.20.

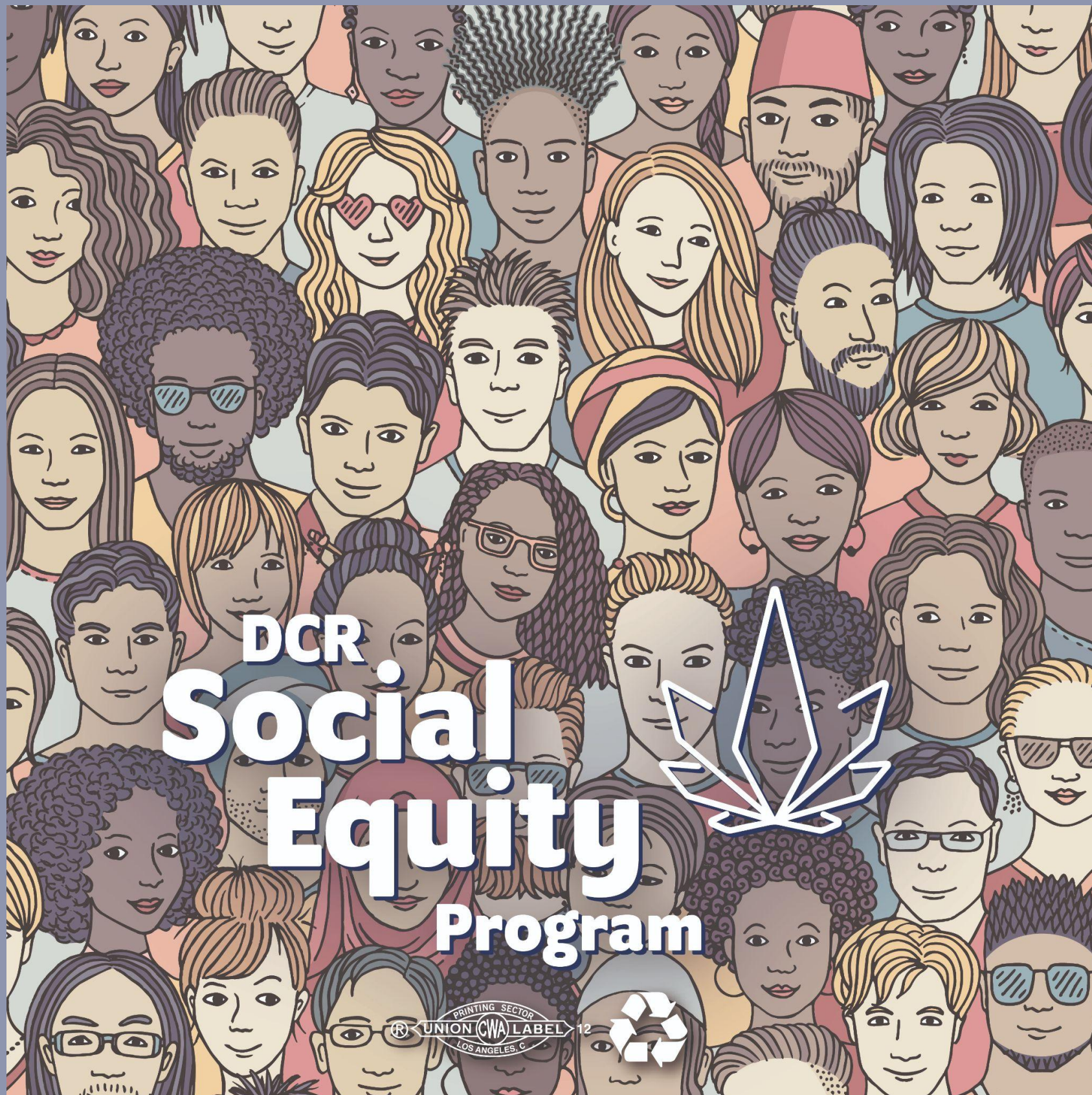


Social Equity Program



DCR is committed to the mission of the Social Equity Program which is to promote equitable ownership and employment opportunities in the cannabis industry in order to decrease disparities in life outcomes for marginalized communities, and to address the disproportionate impacts of the War on Drugs in those communities.

Social
Equity
Program



Information about these and other fees can be found [here](#).

Application and License Filing Fees

Type	Fee
Pre-Application Review ^(a)	\$597
Temporary Approval Application ^(b)	\$5,720
Annual License Application ^(b)	\$7,691
EMMD Temporary Approval Application ^(b) (Section 104.07)	\$9,360
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LAFD Inspection ^{(a)(d)}	Actual Cost
Annual Primary Personnel LiveScan Review ^{(c)(e)}	\$450
Primary Personnel Background Review ^(a)	\$614
SEIA ² Eligibility Verification (Section 104.06.1)	\$597

*Please note that other agencies such as LAFD or will have additional fees not subject to DCR waivers or deferrals.

Fees



Business, Licensing, Compliance Assistance Program (BLC)

All verified Social Equity Individual Applicants (SEIAs) have access to the online Learning Management System (LMS). The LMS currently contains 140 hours of self-paced educational content and live webinars. In order to access the LMS, please visit

<https://bit.ly/ladcrlms>

Pro Bono/Low Bono Legal Assistance

In partnership with the Los Angeles County Bar Association's (LACBA) Smart Law Referral Service, SEIAs are eligible to receive up to 10 hours of Pro Bono legal assistance and up to 30 hours of Low Bono legal assistance for \$35/hour. In order to sign up for Pro Bono/Low Bono Legal Assistance, please visit <https://bit.ly/probonolowbono>

One-on-One Coaching

DCR is offering free coaching to help social equity entrepreneurs launch and grow their businesses. Please visit <https://bit.ly/sepcoaching> to sign up for a 15 minute virtual assessment

SEP

Resources



Job Board

The Social Equity team is pleased to announce that a new version of the job board will be launching soon. Our goal is to provide a user-friendly platform for employers to promote job openings and connect with qualified candidates who are interested in working in the cannabis industry. The Job Board will be available on the BLC Website dcrsep.org

Workforce Development

The SEP team provides a full suite of Workforce Development training for employers & job seekers.

- Free coaching for job seekers includes: Interview training; Resume review; Resume writing assistance and Mock interviews with coaches
- Free coaching for employers includes: Recruitment and hiring training; Onboarding, training, retention, and offboarding training; Wanted skills and experience by license type

SEED Grant

The SEED Grant program has disbursed over \$11 million to over 200 verified SEIAs. When more funding is available, the SEP team will announce another round of SEED grants.

SEP
Resources



Upcoming State & DCR Deadlines



State and City UPCOMING LICENSING DEADLINES



Department of
Cannabis Control
CALIFORNIA



CITY OF LOS ANGELES DEPARTMENT OF
**CANNABIS
REGULATION**

June 30, 2023

Last day for the California Department of Cannabis Control (DCC) to issue provisional licenses to local equity applicants.

June 30, 2023

DCR Applications abandoned after June 30, 2023, must be refiled as an Annual Application unless the Applicant has an active corresponding State provisional license.

July 1, 2023

DCC Provisional renewals become subject to additional requirements.

Last day for general applicants to file for new Temporary Approval (TA) application

July 31, 2023

Last day for SEIAs to file new TA applications.

January 1, 2024

Last day for provisional cultivation licenses that would result in an operation equivalent to a Type 5, 5A, or 5B license to be in effect.

January 1, 2025

Last day for DCC to renew provisional licenses.

January 1, 2025

Last day for storefront, microbusiness, and delivery with on-site sales SEIA limitations

Upcoming State & DCR Deadlines



January 1, 2026

Last day for any provisional license to be in effect.

February 28, 2027

Last day for any applicant to renew an existing TA

December 31, 2027

Phasing out any and all TA licenses. All applicants must have an Annual License to operate after December 31, 2027.

State Department of Cannabis Control Resources

How to apply for a state license

<https://cannabis.ca.gov/applicants/how-to-apply-renew/>

How to apply for a equity fee relief

<https://cannabis.ca.gov/applicants/apply-for-equity-fee-relief/>

Operating a business in California

<https://cannabis.ca.gov/resources/running-business/>



LICENSING 101

Five (5) Minute Break



CITY OF LOS ANGELES DEPARTMENT OF
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LICENSING 101

Question and Answer



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LICENSING 101

We will begin
momentarily.



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DEPARTMENT OF CANNABIS REGULATION

LICENSING 101

Part 4



CITY OF LOS ANGELES DEPARTMENT OF
CANNABIS
REGULATION

DEPARTMENT OF CANNABIS REGULATION

Welcome!



CITY OF LOS ANGELES DEPARTMENT OF
CANNABIS
REGULATION

A man wearing a grey flat cap and a light blue short-sleeved button-down shirt is seated in a crowd. He is looking back over his right shoulder towards the camera. In the foreground, the back of a person with long dreadlocks is visible. The background is filled with other people, some looking in different directions. The scene is dimly lit, suggesting an indoor event at night.

Annual License

AGENDA - 6:00 - 7:00 PM

1. Annual License Process
2. CEQA
3. Form 4013
4. Using Zimas
5. Equity Share Review
6. Fees
7. SEP Resources
8. State and DCR Deadlines
9. Q&A



Retail



Delivery



Volatile
Manufacturing



Non-Volatile
Manufacturing



Distribution



Cultivation



Testing Lab

- Accepting applications
- Limited to SEIAs, accepting applications
- Limited to SEIAs, not accepting applications
- Limited to select SEIAs
- Not accepting applications

License Types



Annual Licensing

Who is affected by this annual licensing process change?

- Current license holders
- Operators applying for an additional license
- Those selected in the Retail License Lottery
- Legacy operators in noncompliant locations



****Please note, the Annual Licensing process is not available yet****

Annual Licensing



The DCR will be releasing additional information about the local annual license process in May 2023.

2023
may

mo tu we th fr sa su

22 23 24 25 26 27 28

29 30 31

A blurred background image showing two women in a retail or office environment. One woman with curly hair is smiling and looking at a laptop screen, while the other woman with long hair is looking down at something in her hands. The image has a dark blue overlay.

Retail Storefront and Microbusiness with Onsite Sales

Equity for all. 

Annual Licensing

Type 10 Licenses shall be limited to only
Social Equity Applicants and until
January 1, 2025.



DCR Social Equity Program

Annual Licensing

For applications for an Annual License for Storefront Retailer or Microbusiness Commercial Cannabis Activity with on-site sales, DCR shall either:

deny the issuance of the Annual License with no hearing at any time during application processing

OR

within 90 days of the date that DCR sends a “Notice of Complete Application,” DCR will make a recommendation to the Commission to issue the Annual License.



Annual Licensing

DCR will accept an Annual License Application following:

1. the issuance of Temporary Approval **or**
2. a determination that the Pre-Application review is eligible for further processing



Annual Licensing

The applicable Annual Application Fee(s) is due within **30 days** from the date of the invoice.

The Annual Application shall be deemed abandoned if requested information or documents are not submitted, or fees are not paid, within the allotted time.



Annual Licensing

Operating Permit

Unless the Licensee holds an active Temporary Approval, the issuance of an Annual License **does not** allow the Licensee to conduct Commercial Cannabis Activity unless an Operating Permit is issued.





Operating Permit

To obtain an Operating Permit, the Licensee shall:

1. pass a Final Inspection at the Business Premises;
2. submit to the DCR Licensing Portal all necessary permits, licenses, or other authorizations required by law from the City, State or other public agencies, including:
 - a. a Certificate of Occupancy, which may include clearance from the Los Angeles Fire Department and the Department of Water and Power,
 - b. a permit from the Los Angeles County Department of Public Health, and
 - c. a license from the State.

A photograph of a group of people at what appears to be a public meeting or community engagement event. In the foreground, a man with short dark hair is speaking into a microphone, gesturing with his hands. He is wearing a dark jacket with a green logo and the word "SOVERDE" on it. To his right, another man with long hair tied back is looking towards the speaker. In the background, several other people are visible, some looking towards the speaker. The image has a blue tint and a semi-transparent dark overlay.

California Environmental Quality Act - CEQA

A group of people are gathered at what appears to be a conference or meeting. In the foreground, a man with short dark hair is speaking into a microphone. He is wearing a dark jacket with a green logo on the chest that says "SOVERDE". To his right, another man with long hair tied back is wearing a light blue vest over a white shirt and has a "STAFF" lanyard around his neck. Other people are visible in the background, some looking towards the speaker. The image has a blue tint.

Annual licenses and pursuing a renewal

Renewing for an Annual License

Annual Licensing

- The DCR will receive a list of every Applicants renewal date from the DCC.
- You will need to demonstrate progress toward CEQA compliance
- File form 4013, *immediately*



LIC-4013-FORM

Annual Licensing



CITY OF LOS ANGELES DEPARTMENT OF
**CANNABIS
REGULATION**

PROJECT-SPECIFIC INFORMATION FORM

LIC-4013-FORM

Instructions: If a previously certified or adopted environmental document is not available or does not exist, you must submit a completed Project-Specific Information Form to request that the Department of Cannabis Regulation (DCR) consider whether the project is exempt from further California Environmental Quality Act (CEQA) review or to determine whether the project has the potential to generate "significant adverse environmental impacts" that may require preparation of a CEQA document or the need for additional information. (Cal. Code Regs., tit. 14, § 15060(a) [CEQA Guidelines].).

To facilitate the processing of your Application, please provide detailed responses to the items below. If more space is needed, additional pages may be added. Missing, incomplete, or inconsistent information may delay the processing of your Application.

DCR Record No.: _____
Applicant Entity Name: _____
License Type(s): _____
Business Premises Location: _____
County: _____ Assessor's Parcel Number (APN): _____
Council District: _____ Neighborhood Council: _____
Community Plan Area: _____
Zoning: _____ Specific Plan Area: _____
General Plan Land Use: _____ Redevelopment Project Area: _____
Business Improvement District: _____ Promise Zone: _____
State Enterprise Zone: _____ Historic Preservation Review: _____
LAPD Division/Station: _____ LAPD Reporting District: _____
LAFD Bureau: _____ LAFD District/Fire Station: _____

Applicants seeking DCR to consider whether the project is exempt from further CEQA review may provide justification for a categorical exemption (a partial list of categorical exemptions is provided at the end of this document).

CEQA Exemption Petition

Class: _____ Category: _____ Explanation of how the project fits the CEQA exemption indicated above: _____

LIC-4013-FORM (detail)

DCR Record No.:		
Applicant Entity Name:		
License Type(s):		
Business Premises Location:		
County:	Assessor's Parcel Number (APN):	
Council District:	Neighborhood Council:	
Community Plan Area:		
Zoning:	Specific Plan Area:	
General Plan Land Use:	Redevelopment Project Area:	
Business Improvement District:	Promise Zone:	
State Enterprise Zone:	Historic Preservation Review:	
LAPD Division/Station:	LAPD Reporting District:	
LAFD Bureau:	LAFD District/Fire Station:	

Applicants seeking DCR to consider whether the project is exempt from further CEQA review may provide justification for a categorical exemption (a partial list of categorical exemptions is provided at the end of this document).

CEQA Exemption Petition

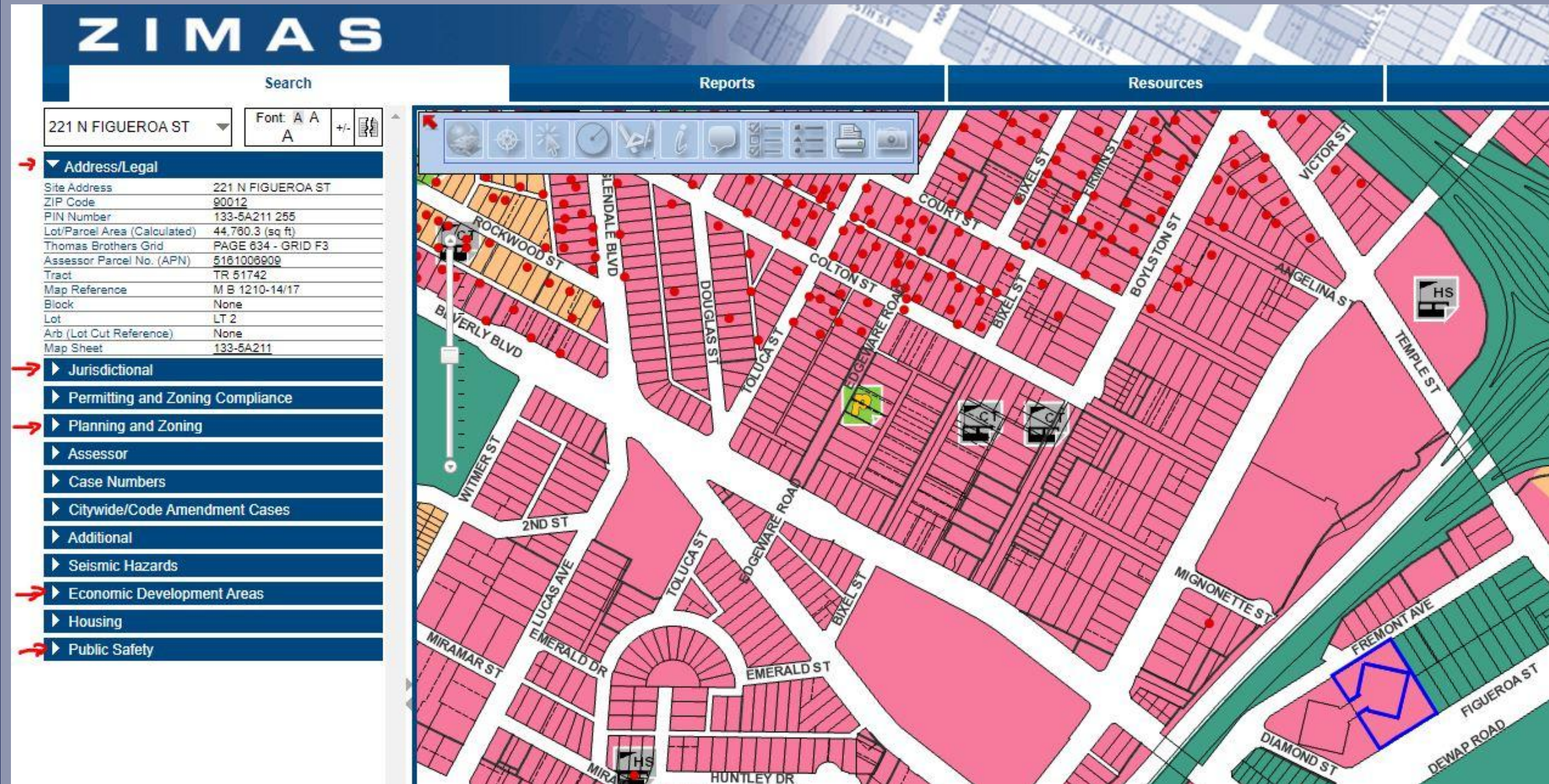
Class: _____ Category: _____ Explanation of how the project fits the CEQA exemption indicated above: _____

Annual Licensing



LA Department of Building and Safety - Zimas Zone Info Map Accessing System

Annual Licensing



LIC-4013-FORM

Annual Licensing

CEQA Exemption Petition

Class: _____ Category: _____ Explanation of how the project fits the CEQA exemption indicated above:



LIC-4013-FORM

Annual Licensing



1. **Source(s) of Information:** Identify Sources: Indicate the document(s) or other sources of information reviewed to complete this form.

2. **Project Location and Surrounding Land Use.**

- (a) **Describe Project Location:** Provide detailed information about the project location and any other physical description that clearly indicates the project site location.

- (b) **Existing General Plan/Land Uses/Zoning:** Describe the surrounding land uses and zoning designations within a one-half mile radius of the project and list all abutting land uses.

- (c) **Maps to be Included:** Provide a vicinity map and aerial image to show the project location. Include photographs, not larger than 8 1/2 by 11 inches, of existing visual conditions as observed from publicly accessible vantage point(s).

3. **Project Description.**

- (a) **Activities Occurring Onsite:** Describe the activities included in the project application and identify any other commercial cannabis activity or activities occurring at the proposed premises, including other proposed cannabis activities occurring on the property.

- (b) **Project Size:** Quantify the project size (total floor area of the project), and the lot size on which the project is located, in square feet.

LIC-4013-FORM

Annual Licensing



4. Operation and Maintenance Activities:

(a) Hours of Operation/Work Shifts: *Identify the hours of operation/work shifts for the project.*

(b) Number of employees (total and by shift): *Estimate the number of anticipated employees onsite and occupancy during operating hours.*

(c) Estimated Daily Trip Generation: *Estimate the frequency of deliveries or shipments originating from and/or arriving to the project site. Identify the approximate number of vehicle trips per day to be generated by the project and information regarding the days and times most trips are expected to occur.*

(d) Source(s) of Water: *Name all sources of water, and indicate whether a new or amended water right must be obtained from the State Water Resources Control Board.*

(e) Wastewater Treatment Facilities: *Describe the facilities for treatment of wastewater (e.g. leach field, City wastewater collection facilities).*

5. Environmental Setting:

(a) Describe natural characteristics on the project site:

LIC-4013-FORM

Annual Licensing



Project-Specific Information Form

DCR Record No. _____

(b) General Topographic Features (slopes and other features):

(c) Natural characteristics (general vegetation types, drainage, soil stability, habitat, etc):

(d) Identify whether there are any watercourses and riparian habitats within 150- feet of the proposed premises (e.g., drainage swales, stream courses, springs, ponds, lakes, creeks, tributary of creeks, wetlands):

(e) Identify whether the property contains natural features of scenic value of rare or unique characteristics (e.g., rock outcroppings, mature trees):

(f) Identify whether the property has any historic designations or archeological remains onsite:

(g) Identify whether the property contains habitat for special status species:

(h) Identify the location, type, and quantity of hazardous materials, as defined by Health and Safety Code section 25260, that are stored, used, or disposed of at the project site and a copy of the Hazardous Material Business Plan (HMBP) prepared for the proposed premises, if any:

(i) Discuss whether the project will increase the quantity and type of solid waste, as defined by Public Resources Code section 40191, or hazardous waste, as defined by Health and Safety Code section 25117, that is generated or stored onsite.

(j) Describe the project's anticipated operational energy needs, identify the source of energy supplied for the project and the anticipated amount of energy per day, and explain whether the project will require an increase in energy demand and the need for additional energy resources:

LIC-4013-FORM

Annual Licensing



Project-Specific Information Form

DCR Record No. _____

(b) General Topographic Features (slopes and other features):

(c) Natural characteristics (general vegetation types, drainage, soil stability, habitat, etc):

(d) Identify whether there are any watercourses and riparian habitats within 150- feet of the proposed premises (e.g., drainage swales, stream courses, springs, ponds, lakes, creeks, tributary of creeks, wetlands):

(e) Identify whether the property contains natural features of scenic value of rare or unique characteristics (e.g., rock outcroppings, mature trees):

(f) Identify whether the property has any historic designations or archeological remains onsite:

(g) Identify whether the property contains habitat for special status species:

(h) Identify the location, type, and quantity of hazardous materials, as defined by Health and Safety Code section 25260, that are stored, used, or disposed of at the project site and a copy of the Hazardous Material Business Plan (HMBP) prepared for the proposed premises, if any:

(i) Discuss whether the project will increase the quantity and type of solid waste, as defined by Public Resources Code section 40191, or hazardous waste, as defined by Health and Safety Code section 25117, that is generated or stored onsite.

(j) Describe the project's anticipated operational energy needs, identify the source of energy supplied for the project and the anticipated amount of energy per day, and explain whether the project will require an increase in energy demand and the need for additional energy resources:

LIC-4013-FORM

Annual Licensing



Project-Specific Information Form

DCR Record No.

6. Environmental Commitments:

List any environmental commitments agreed to by the applicant to the protection of biological or cultural resources, energy efficiency, water efficiency, noise abatement, lighting, or other aspects of the project that may reduce impacts on the environment.

7. Permits Required:

List all other required federal, state, and local permits required, including, but not limited to, all entitlements required for this project by a planning commission, local air district, or regional water board. Identify whether the commercial cannabis business(es) is licensed by or has applied for licensure from the Department, or one of the prior state cannabis licensing authorities:

☐ California Department of Cannabis Control

☐ Los Angeles Fire Department

☐ Los Angeles Department of Building and Safety

☐ California Department of Fish and Wildlife

☐ State Water Resources Control Board / Regional Water Quality Control Board

☐ County of Los Angeles Public Health Permit

☐ Local Air District

☐ Streambed Alteration Agreement

☐ Water quality protection program

☐ Los Angeles Department of Water and Power

☐ Los Angeles Department of Public Works, Bureau of Sanitation

LIC-4013-FORM (05.12.2022)

Page 5 of 6

Annual Licensing

LIC-4013-FORM



Partial List of Categorical Exemptions under CEQA

Certain commercial cannabis activities (projects) may be exempt from further environmental review pursuant to the California Environmental Quality Act (CEQA) because they fall within a class of projects determined not to have significant effect on the environment. (Cal. Code Regs., tit. 14, § 15300 et seq.) Common exemptions that may apply have been identified below.

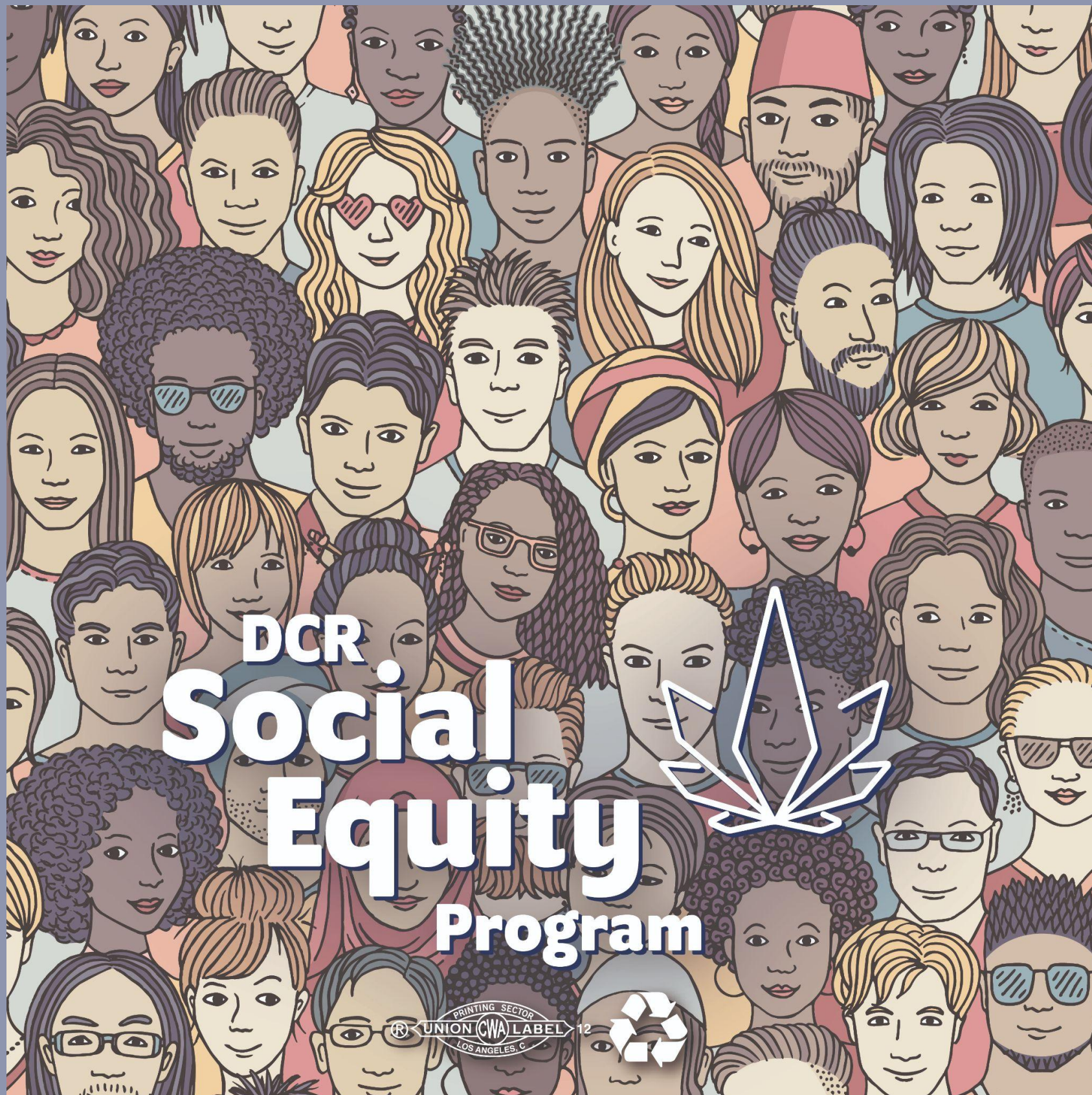
Class	Category	Description
Class 1	Existing Facilities	Consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination. (Cal. Code Regs., tit. 14, § 15301.)
Class 2	Replacement or Reconstruction	Consists of replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced with a new structure of substantially the same size, purpose, and capacity. (Cal. Code Regs., tit. 14, § 15302.)
Class 3	New Construction or Conversion of Small Structures	Consists of construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure. (Cal. Code Regs., tit. 14, § 15303.)
Class 4	Minor Alterations to Land	Consists of minor public or private alterations in the condition of land, water, and/or vegetation which do not involve removal of healthy, mature, scenic trees except for forestry and agricultural purposes. (Cal. Code Regs., tit. 14, § 15304.)
Class 5	Minor Alterations in Land Use Limitations	Consists of minor alterations in land use limitations in areas with an average slope of less than 20%, which do not result in any changes in land use or density. (Cal. Code Regs., tit. 14, § 15305.)
Class 15	Minor Land Divisions	Consists of the division of property in urbanized areas zoned for residential, commercial, or industrial use into four or fewer parcels when the division is in conformance with the General Plan and zoning, no variances or exceptions are required, all services and access to the proposed parcels to local standards are available, the parcel was not involved in a division of a larger parcel within the previous 2 years, and the parcel does not have an average slope greater than 20 percent. (Cal. Code Regs., tit. 14, § 15315.)
Class 32	In-Fill Development Projects	Consists of projects characterized as in-fill development meeting the conditions described in Cal. Code Regs., tit. 14, § 15332.

Social Equity Program



DCR is committed to the mission of the Social Equity Program which is to promote equitable ownership and employment opportunities in the cannabis industry in order to decrease disparities in life outcomes for marginalized communities, and to address the disproportionate impacts of the War on Drugs in those communities.

Social
Equity
Program



One component of DCR's Social Equity Program is equity share review. The equity share review phase ensures that the applicant business, based on its business-related documents and/or agreements, complies with the Equity Share provisions described in Los Angeles Municipal Code (LAMC) section 104.20(a)(2) and/or 104.20(b)(2).

Equity
Share
Review



Prior to the issuance of a license, DCR may conduct an Equity Share review, that will include the review of certain major provisions in business documents:

- to ensure that the Social Equity Individual Applicant possesses at least 51% ownership in the business and receives a proportional share of profit distributions and voting rights, among other factors.
- Businesses must also comply with the “Additional Equity Share Requirements” outlined in LAMC section 104.20(a)(2)(iii).

The cost of Equity Share Review is **\$1,248.00**

Equity
Share
Review



Information about these and other fees can be found [here](#).

Application and License Filing Fees

Type	Fee
Pre-Application Review ^(a)	\$597
Temporary Approval Application ^(b)	\$5,720
Annual License Application ^(b)	\$7,691
EMMD Temporary Approval Application ^(b) (Section 104.07)	\$9,360
Sec. 104.08 Temporary Approval Application ^(b) (Section 104.08)	\$11,806
SEP ¹ Temporary Approval Application ^(b) (Section 104.06.1(b))	\$8,059
SEP ¹ Temporary Approval Application ^(b) (Section 104.06.1(c) – (f))	\$6,969
LAFD Inspection ^{(a)(d)}	Actual Cost
Annual Primary Personnel LiveScan Review ^{(c)(e)}	\$450
Primary Personnel Background Review ^(a)	\$614
SEIA ² Eligibility Verification (Section 104.06.1)	\$597

*Please note that other agencies such as LAFD or LADBS will have additional fees not subject to DCR waivers or deferrals.

Fees



Business, Licensing, Compliance Assistance Program (BLC)

All verified Social Equity Individual Applicants (SEIAs) have access to the online Learning Management System (LMS). The LMS currently contains 140 hours of self-paced educational content and live webinars. In order to access the LMS, please visit

<https://bit.ly/ladcrlms>

Pro Bono/Low Bono Legal Assistance

In partnership with the Los Angeles County Bar Association's (LACBA) Smart Law Referral Service, SEIAs are eligible to receive up to 10 hours of Pro Bono legal assistance and up to 30 hours of Low Bono legal assistance for \$35/hour. In order to sign up for Pro Bono/Low Bono Legal Assistance, please visit <https://bit.ly/probonolowbono>

One-on-One Coaching

DCR is offering free coaching to help social equity entrepreneurs launch and grow their businesses. Please visit <https://bit.ly/sepcoaching> to sign up for a 15 minute virtual assessment

SEP

Resources



Job Board

The Social Equity team is pleased to announce that a new version of the job board will be launching soon. Our goal is to provide a user-friendly platform for employers to promote job openings and connect with qualified candidates who are interested in working in the cannabis industry. The Job Board will be available on the BLC Website dcrsep.org

Workforce Development

The SEP team provides a full suite of Workforce Development training for employers & job seekers.

- Free coaching for job seekers includes: Interview training; Resume review; Resume writing assistance and Mock interviews with coaches
- Free coaching for employers includes: Recruitment and hiring training; Onboarding, training, retention, and offboarding training; Wanted skills and experience by license type

SEED Grant

The SEED Grant program has disbursed over \$11 million to over 200 verified SEIAs. When more funding is available, the SEP team will announce another round of SEED grants.

SEP
Resources



Upcoming State & DCR Deadlines



State and City UPCOMING LICENSING DEADLINES



Department of
Cannabis Control
CALIFORNIA



CITY OF LOS ANGELES DEPARTMENT OF™

**CANNABIS
REGULATION**

June 30, 2023

Last day for the California Department of Cannabis Control (DCC) to issue provisional licenses to local equity applicants.

June 30, 2023

DCR Applications abandoned after June 30, 2023, must be refiled as an Annual Application unless the Applicant has an active corresponding State provisional license.

July 1, 2023

DCC Provisional renewals become subject to additional requirements.

Last day for general applicants to file for new Temporary Approval (TA) application

July 31, 2023

Last day for SEIAs to file new TA applications.

January 1, 2024

Last day for provisional cultivation licenses that would result in an operation equivalent to a Type 5, 5A, or 5B license to be in effect.

January 1, 2025

Last day for DCC to renew provisional licenses.

January 1, 2025

Last day for storefront, microbusiness, and delivery with on-site sales SEIA limitations

Upcoming State & DCR Deadlines



January 1, 2026

Last day for any provisional license to be in effect.

February 28, 2027

Last day for any applicant to renew an existing TA

December 31, 2027

Phasing out any and all TA licenses. All applicants must have an Annual License to operate after December 31, 2027.

State Department of Cannabis Control Resources

How to apply for a state license

<https://cannabis.ca.gov/applicants/how-to-apply-renew/>

How to apply for a equity fee relief

<https://cannabis.ca.gov/applicants/apply-for-equity-fee-relief/>

Operating a business in California

<https://cannabis.ca.gov/resources/running-business/>



LICENSING 101

Five (5) Minute Break



CITY OF LOS ANGELES DEPARTMENT OFTM
CANNABIS
REGULATION

LICENSING 101

Question and Answer



CITY OF LOS ANGELES DEPARTMENT OFTM
CANNABIS
REGULATION

LICENSING 101

This presentation and additional materials
will be available online at
[Cannabis.lacity.org](https://cannabis.lacity.org) on Monday, April 17,

2023



CITY OF LOS ANGELES DEPARTMENT OF
CANNABIS
REGULATION

LICENSING 101

Thank you
for attending.



CITY OF LOS ANGELES DEPARTMENT OF
CANNABIS
REGULATION