

# 2024 LICENSE RENEWAL



SEPTEMBER 20, 2023



# 2024 License Renewal Period

- The 2024 license renewal application period is now open.
- The 2024 renewal application must be submitted AND all renewal fees must be paid on or before **November 1, 2023**.
- Who is affected: Those with Local Compliance Underway and/or Temporary Approval.

All persons who have allowed their Temporary Approval(s) to expire and who continue to engage in Commercial Cannabis Activity are subject to an enforcement action and/or criminal penalties for unlicensed Commercial Cannabis Activity. (Los Angeles Municipal (“LAMC”) section 104.15.)

# Brief Outline of License Renewal Process



SEPTEMBER 20, 2023



# 2024 License Renewal

**The 2024 renewal process consists of two steps:**

- (1) submission of a 2024 renewal application and necessary ***updated*** documentation via DCR's Licensing Portal (Accela); and
- (2) payment of required renewal fees to the Office of Finance.



# 2024 License Renewal

1. Submit a renewal application and documents to the DCR Licensing Portal.

You must submit a renewal application including **updated application documents** to keep your information current:

- Indemnification Agreement ([LIC-4005-FORM](#)),
- Project-Specific Information ([LIC-4013-FORM](#)),
- a current Business Premises Diagram,
- and evidence of **site control covering all or a portion of calendar year 2024**, such as an executed lease or property deed.



# 2024 License Renewal Period - Renewal Fees

## Pay Renewal Fees

- For records with the status of Local Compliance Underway, the renewal fee is \$646 per Commercial Cannabis Activity.
- For records with Temporary Approval, the renewal fees are: \$646 per Commercial Cannabis Activity for renewal fees; **and**, \$2,468 per record for compliance inspection fee.

## DCR - 2024 Renewal Fees (Per Record)



**\$646**  
Renewal  
Fee

**\$646**  
+  
**\$2,468**  
Compliance  
Inspection  
Fee



# 2024 License Renewal - Step-by-Step Instructions

**The revised renewal fees are less for all Applicants and Licensees; the revised renewal fees are significantly less for businesses with multiple activities.**

Previously, DCR charged \$4,233 per activity and NOW DCR charges \$646.

# License Renewal Process Step-by-Step Guide



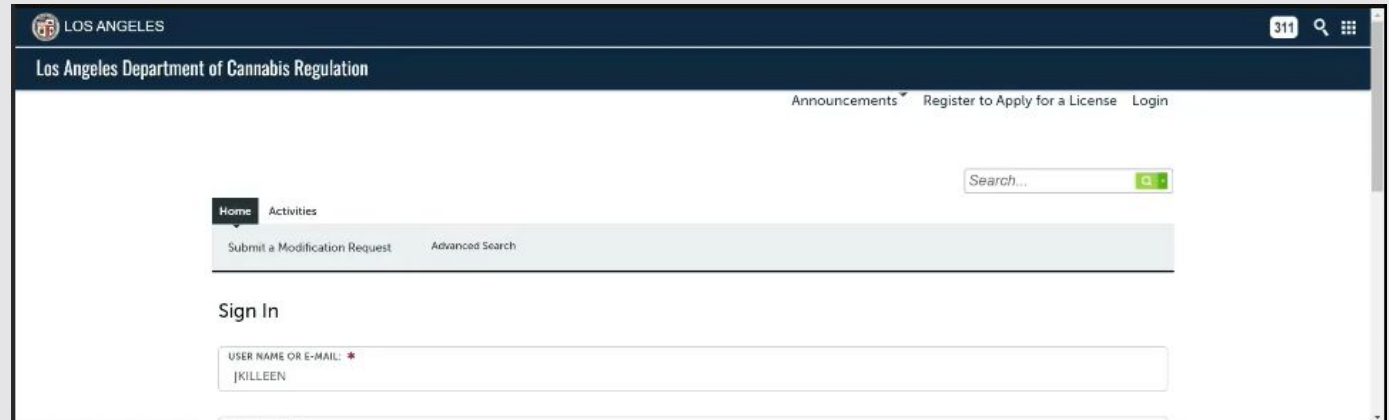
SEPTEMBER 20, 2023



# 2024 License Renewal - Step-by-Step Instructions

## Step-by-step instructions to renew your Annual License Application record(s):

1. Log into the [DCR Licensing Portal](#).



The screenshot displays the Los Angeles Department of Cannabis Regulation website. The header includes the city logo and name, a 311 emergency number, and navigation links for 'Announcements', 'Register to Apply for a License', and 'Login'. A search bar is located in the top right. Below the header, there are navigation tabs for 'Home' and 'Activities'. Under 'Home', there are links for 'Submit a Modification Request' and 'Advanced Search'. A 'Sign In' section is visible, featuring a text input field labeled 'USER NAME OR E-MAIL: \*' with the text 'JKILLEEN' entered.



# 2024 License Renewal - Step-by-Step Instructions

## 2. Navigate to “My Records.”

The screenshot displays the Los Angeles Department of Cannabis Regulation website. The header includes the city logo and the text "LOS ANGELES" and "Los Angeles Department of Cannabis Regulation". The user is logged in as "Jason Killeen". A navigation menu is visible with the following items: Home, Act, My Records (circled in red), My Account, and Submit a Modification request. A search bar is located on the right side of the page. Below the navigation menu, the user is greeted with "Hello, Jason Killeen" and a section for "My Collection (0)" with a "View Collections" button.

LOS ANGELES  
Los Angeles Department of Cannabis Regulation

Announcements(29) Logged in as: Jason Killeen Account Management Logout

DCR Record No. LA-P-23-404576-01-01-PREAPP  
- Notice of Fees Due: DCR Record No. LA-P-23-404576-01-01-PREAPP Legal Business Entity Name: DCR TEST RECORD - LEGAL - 2023.08.15 Doing Business As (DBA)... [more](#)

Search...

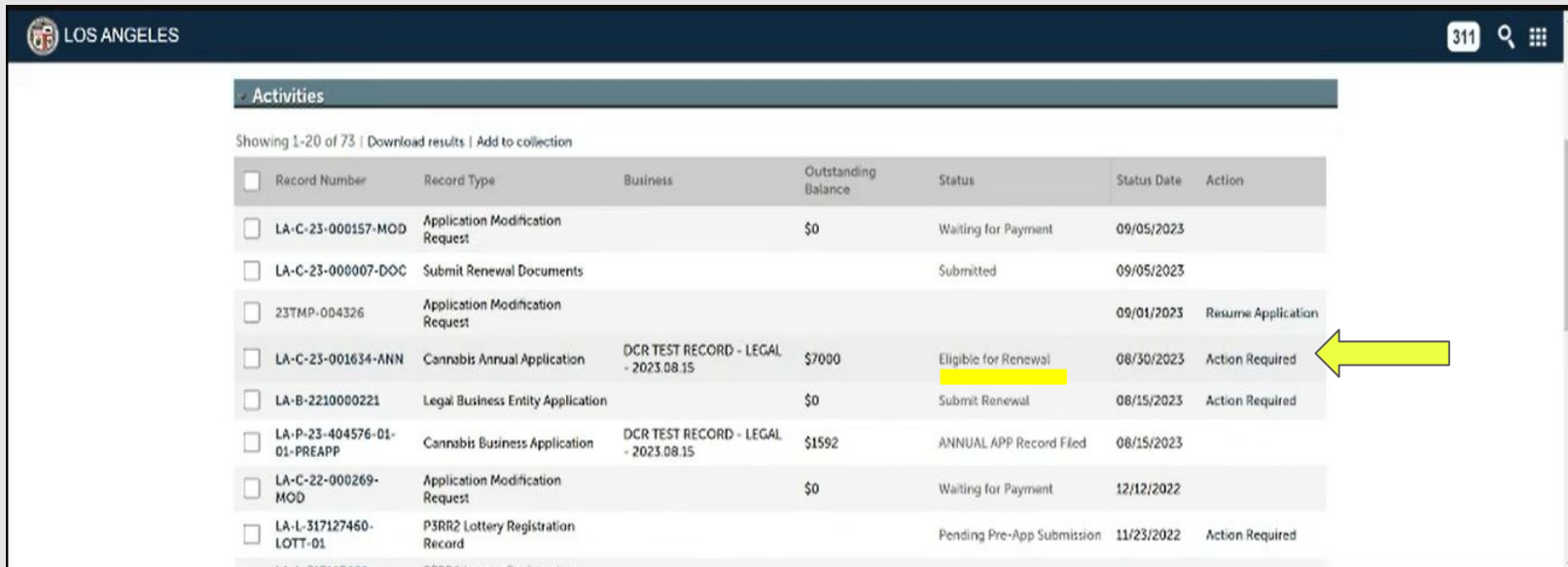
Home Act **My Records** My Account Submit a Modification request Mark as Read

Hello, Jason Killeen

My Collection (0) [View Collections](#)

# 2024 License Renewal - Step-by-Step Instructions

3. A 2024 renewal application must be submitted for all records with the "Eligible for Renewal" status.
4. Click on "**Action Required**" to begin your 2024 renewal application.



LOS ANGELES 311

Activities

Showing 1-20 of 73 | Download results | Add to collection

<input type="checkbox"/>	Record Number	Record Type	Business	Outstanding Balance	Status	Status Date	Action
<input type="checkbox"/>	LA-C-23-000157-MOD	Application Modification Request		\$0	Waiting for Payment	09/05/2023	
<input type="checkbox"/>	LA-C-23-000007-DOC	Submit Renewal Documents			Submitted	09/05/2023	
<input type="checkbox"/>	23TMP-004326	Application Modification Request				09/01/2023	Resume Application
<input type="checkbox"/>	LA-C-23-001634-ANN	Cannabis Annual Application	DCR TEST RECORD - LEGAL - 2023.08.15	\$7000	Eligible for Renewal	08/30/2023	Action Required
<input type="checkbox"/>	LA-B-2210000221	Legal Business Entity Application		\$0	Submit Renewal	08/15/2023	Action Required
<input type="checkbox"/>	LA-P-23-404576-01-01-PREAPP	Cannabis Business Application	DCR TEST RECORD - LEGAL - 2023.08.15	\$1592	ANNUAL APP Record Filed	08/15/2023	
<input type="checkbox"/>	LA-C-22-000269-MOD	Application Modification Request		\$0	Waiting for Payment	12/12/2022	
<input type="checkbox"/>	LA-L-317127460-LOTT-01	P3RR2 Lottery Registration Record			Pending Pre-App Submission	11/23/2022	Action Required



# 2024 License Renewal - Step-by-Step Instructions

5. You must submit updated application documents to your Annual Application (-ANN suffix) to keep your information current:

The screenshot shows the Los Angeles license renewal website. At the top, there is a navigation bar with the Los Angeles logo, the text "LOS ANGELES", and a "311" button. Below the navigation bar, there are tabs for "Home" and "Activities". Under "Activities", there are buttons for "Apply for a License" and "Search for a License". A "Mark as Read" button is also visible. A large orange error message box is displayed, stating: "An error has occurred. The following documents are required based on the information you have provided:". Below this message, a list of required documents is shown: 1. LIC-4005-FORM - Indemnification Agreement; 2. LIC-4013-FORM - Project-Specific Information; 3. Business Premises Diagram (DCC); 4. Executed Lease/Purchase Agreement/Property Deed. At the bottom, there is a progress bar with four steps: 1. Required Documents (highlighted in yellow), 2. Review, 3. Pay Fees, and 4. Record Issuance. A small note at the bottom right indicates that an asterisk (\*) indicates a required field.





# 2024 License Renewal - Step-by-Step Instructions

These documents are:




- a current [Business Premises Diagram](#);
- evidence of **site control covering all or a portion of calendar year 2024**, such as an executed lease or property deed;
- Indemnification Agreement ([LIC-4005-FORM](#)); and,
- Project-Specific Information ([LIC-4013-FORM](#)).

6. Click "Continue" to proceed to the next page.




# 2024 License Renewal - Step-by-Step Instructions



 LOS ANGELES 311  

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.

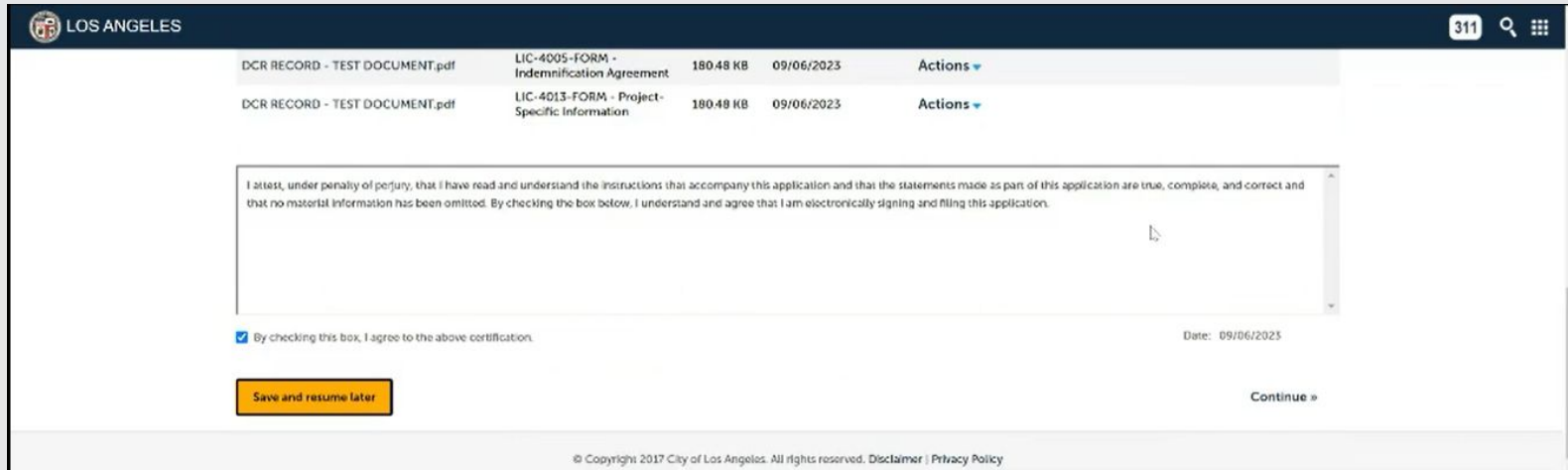
\* Required Documents

1. Licensing - Business Premises Diagram (DCC)	DCR RECORD - TEST DOCUMENT.pdf	<a href="#">Add</a>
2. Licensing - Executed Lease/Purchase Agreement/Property Deed	DCR RECORD - TEST DOCUMENT.pdf	<a href="#">Add</a>
3. Licensing - LIC-4005-FORM - Indemnification Agreement	DCR RECORD - TEST DOCUMENT.pdf	<a href="#">Add</a>
4. Licensing - LIC-4013-FORM - Project-Specific Information	DCR RECORD - TEST DOCUMENT.pdf	<a href="#">Add</a>

[Save and return later](#) Continue »

# 2024 License Renewal - Step-by-Step Instructions

7. Attest the documents submitted with the renewal application are true, complete, and correct and that no material information has been omitted by checking the box, then click "Continue" to proceed to the next page.



The screenshot displays the Los Angeles City website interface for license renewal. At the top, the 'LOS ANGELES' logo is on the left, and a '311' service icon is on the right. Below the header is a table listing two documents:


DCR RECORD - TEST DOCUMENT.pdf	LIC-4005-FORM - Indemnification Agreement	180.48 KB	09/06/2023	Actions ▾
DCR RECORD - TEST DOCUMENT.pdf	LIC-4013-FORM - Project-Specific Information	180.48 KB	09/06/2023	Actions ▾

Below the table is a certification box with the following text: "I attest, under penalty of perjury, 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."

Below the certification box, there is a checked checkbox with the text "By checking this box, I agree to the above certification." and a date field showing "Date: 09/06/2023".

At the bottom of the form, there are two buttons: "Save and resume later" (highlighted in orange) and "Continue »".

At the very bottom of the page, the footer text reads: "© Copyright 2017 City of Los Angeles. All rights reserved. Disclaimer | Privacy Policy".

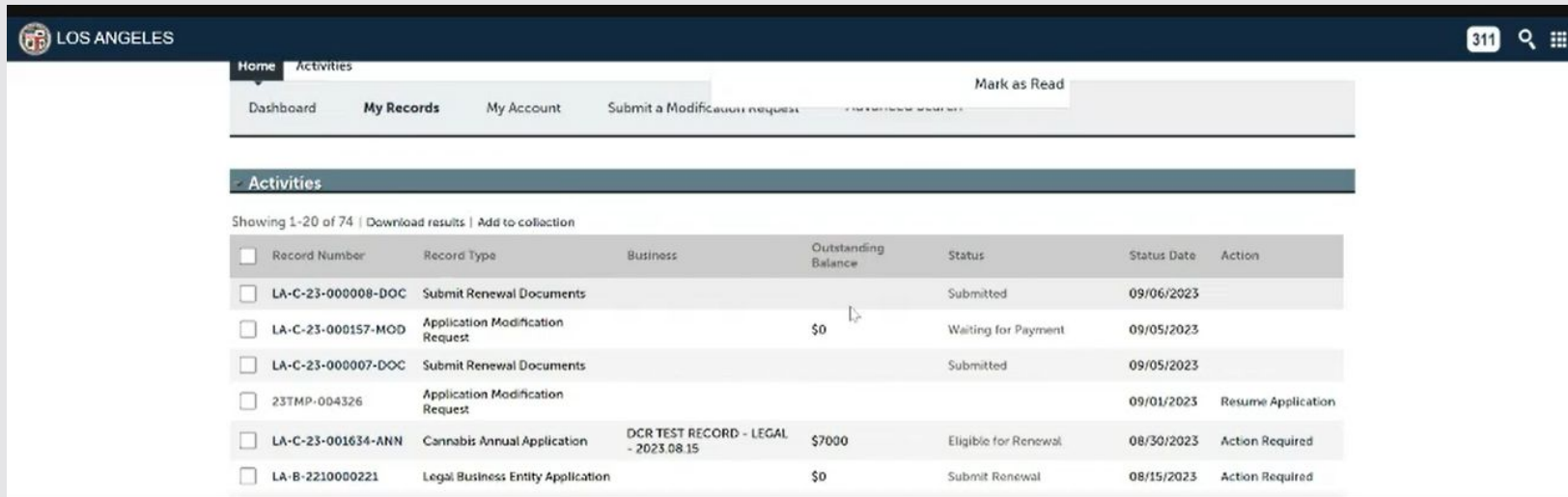


## 2024 License Renewal - Step-by-Step Instructions

8. Review the renewal fee amounts to ensure that all activities you seek to renew are accurately reflected, then click “Continue” to proceed to the next page.
  - For records with the status of Local Compliance Underway, the renewal fee is \$646 per Commercial Cannabis Activity.
  - For records with Temporary Approval, the renewal fees are: \$646 per Commercial Cannabis Activity for renewal fees; **and**, \$2,468 per record for compliance inspection fee.

# 2024 License Renewal - Step-by-Step Instructions

9. Complete the 2024 renewal application.
10. Upon submission, you will receive a message that “Your Application Document Amendment has been successfully submitted.”
11. Click on the record details to access your renewal application.



LOS ANGELES

Home Activities

Dashboard My Records My Account Submit a Modification Request

Mark as Read




Activities


Showing 1-20 of 74 | Download results | Add to collection


<input type="checkbox"/>	Record Number	Record Type	Business	Outstanding Balance	Status	Status Date	Action
<input type="checkbox"/>	LA-C-23-000008-DOC	Submit Renewal Documents			Submitted	09/06/2023	
<input type="checkbox"/>	LA-C-23-000157-MOD	Application Modification Request		\$0	Waiting for Payment	09/05/2023	
<input type="checkbox"/>	LA-C-23-000007-DOC	Submit Renewal Documents			Submitted	09/05/2023	
<input type="checkbox"/>	23TMP-004326	Application Modification Request				09/01/2023	Resume Application
<input type="checkbox"/>	LA-C-23-001634-ANN	Cannabis Annual Application	DCR TEST RECORD - LEGAL - 2023.08.15	\$7000	Eligible for Renewal	08/30/2023	Action Required
<input type="checkbox"/>	LA-B-2210000221	Legal Business Entity Application		\$0	Submit Renewal	08/15/2023	Action Required

# 2024 License Renewal - Step-by-Step Instructions



 LOS ANGELES 311  

 This record was locked by REQUIREMENT on 09/06/2023.  
Condition: LIC-4013-FORM - Project-Specific Information Severity: Required  
Total Conditions: 3 (Required: 3)

**Conditions of Approval**  

**Hide Those Met**  
Showing 1-3 of 3 | Download results


**Licensing - 3 Applied**

**License Required Documents**  
Executed Lease/Purchase Agreement/Property Deed  
Executed Lease/Purchase Agreement/Property Deed  
Applied | | 09/06/2023

**LIC-4005-FORM - Indemnification Agreement**  
LIC-4005-FORM - Indemnification Agreement  
Applied | | 09/06/2023

**LIC-4013-FORM - Project-Specific Information**  
LIC-4013-FORM - Project-Specific Information  
Applied | | 09/06/2023





# 2024 License Renewal - Step-by-Step Instructions

12. Click on "Record Info."
13. Click on "Attachments."
14. Click on the document beginning with "Fees\_and\_Payments\_Custom\_Invoice." This document is your 2024 Renewal Application Invoice.
15. Pay the renewal invoice by the "Void if not Paid Date."
16. **Your renewal application will not be deemed filed until the renewal application is submitted via the DCR Licensing Portal and all required payments are made. (LAMC Section 104.03(b).)**

# License Renewal Documents



SEPTEMBER 20, 2023



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 the Los Angeles Municipal Code the Rules and Regulations for Cannabis Procedures, \_\_\_\_\_ (Applicant Entity Name) agrees to indemnify the City of Los Angeles (City) from any liability as follows:

Applicant Entity shall defend, indemnify and hold harmless the City and any of its boards, officers, agents, employees, assigns, and successors in interest from and against all lawsuits, causes of action, claims, losses, demands and expenses, including, but not limited to, City fees (both in house and outside counsel) and cost of litigation (including all actual litigation costs incurred by City, including, but not limited to, court costs, attorney fees, and costs of experts and consultants), and payment of any judgments, awards, or settlement obligations (including an award of attorney's fees), for damages or liability of any nature whatsoever arising in any manner by reason of, or relating to:

1. An act, error, or omission by Applicant, its boards, officers, agents, employees, assigns, consultants, subcontractors, and/or successors; or
2. The City's processing of an application or issuance of Temporary Approval, Annual License, or Operating Permit, including, but not limited to, an action to challenge, void, revoke or otherwise modify the Temporary Approval, Annual License, or Operating Permit, the associated environmental (CEQA) review, or to claim personal property damage or any constitutional claim arising from or relating to the processing or approval of the Temporary Approval, Annual License, or Operating Permit.

Applicant Entity shall deposit with the City funds to pay for litigation costs within 10 days' notice of the City tendering defense to the Applicant. The initial and subsequent deposits shall be in an amount set by the City Attorney's Office based on the nature and scope of action. The City's failure to notice or collect the deposit does not relieve the Applicant Entity from responsibility to reimburse the City. The City shall have the sole right to choose its counsel, including the City Attorney's Office or outside counsel.

In the event the Applicant Entity fails to comply with this agreement, in whole or in part, the City may withdraw its defense of the action, revoke or modify its approval of the Temporary Approval, Annual License, and/or Operating Permit or take any other action. The City retains the right to make all decisions with respect to its representations in any legal proceeding, including, but not limited to, its inherent right to abandon or settle litigation. The rights and remedies of the City provided in this agreement shall not be exclusive and are in addition to any other rights and remedies provided by law.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability, and upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities



LIC-4013-FORM

**Instructions:** Before the Department of Cannabis Regulation (DCR) can grant an Annual License, DCR must independently evaluate the document prepared for the project in compliance with the California Environmental Quality Act (CEQA), or documentation provided by the Applicant or Licensee as evidence of exemption from CEQA. To conduct this evaluation, DCR must have a complete description of the proposed project that provides information about the project site, including existing conditions and facilities, proposed facilities and improvements, and the construction methods and operations practices of the proposed project.

Please provide detailed responses with as much information as possible. If more space is needed, additional pages may be added. Missing, incomplete, or inconsistent information may delay the processing of your Annual License Application.

Date (MM/DD/YYYY): \_\_\_\_\_

Lead Agency: City of Los Angeles - Department of Cannabis Regulation

DCR Record No.: \_\_\_\_\_

Applicant Entity Name: \_\_\_\_\_

License Type(s): \_\_\_\_\_

Business Premises Location: \_\_\_\_\_

County: Los Angeles 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: \_\_\_\_\_ LAFD District/Fire Station: \_\_\_\_\_

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability, and upon request, will provide reasonable accommodations to ensure equal access to its programs, services and activities.





### Categorical Exemption Evaluation Form

**Instructions:** Before the Department of Cannabis Regulation (DCR) can grant an Annual License, DCR must independently evaluate the document prepared for the project in compliance with the California Environmental Quality Act (CEQA), or documentation provided by the Applicant as evidence of exemption from CEQA. To conduct this evaluation, DCR must have a complete description of the proposed project that provides information about the project site, including existing conditions and facilities, proposed facilities and improvements, and the construction methods and operations practices of the proposed project. DCR can complete its review more quickly and efficiently when applicants provide as much of the information needed by DCR to complete an independent evaluation of the proposed project as is available.

Please provide detailed responses. If more space is needed, additional pages may be added. Missing, incomplete, or inconsistent information may delay the processing of your Annual License Application.

**Project Description:** *Insert project description information or reference where this information is located.*





**Categorical Exemption Evaluation Form**

**Class 1: Existing Facilities**

1. Is the project site currently operating as a cannabis activity site or a similar use, or has it recently operated for this purpose?  Yes  No

*Provide details of current or prior operation(s). Cite source(s) of information.*

2. Does the project involve an expansion of existing structures that would be considered negligible or no expansion of existing or former use? (If no, skip to [Question 6](#))  Yes  No

*Provide expansion details, if applicable. Cite source(s) of information.*

3. Project Expansion:  
Size of expansion in square feet:

*Cite source(s) of information.*

- a. Would the expansion be less than or equal to 2,500 square feet or 50 percent of the floor area before expansion? (If yes, skip to [Question 6](#))  Yes  No

*Cite source(s) of information.*



- b. Would the expansion be more than 2,500 square feet or 50 percent of the floor area before expansion? (If yes, skip to [Question 4](#).)  Yes  No

*Cite source(s) of information.*

- c. Would the expansion be greater than 10,000 square feet?  Yes  No

*Cite source(s) of information.*

4. Is the project site served by all public services sufficient to serve the project (e.g., water, sewer, electricity, gas)?  Yes  No

*Describe which public services serve the project site. Cite source(s) of information.*

5. Is there evidence that the project site is located in an environmentally sensitive area?  Yes  No

*Describe the environmentally sensitive area (if applicable). Cite source(s) of information, if available.*



6. Does the project require a water right permit or another environmental permit that could result in physical changes to the environment? (If yes, see instructions.)  Yes  No

*List permits required and any potential physical changes that could occur. Cite source(s) of information.*

7. Does the project require demolition and removal of individual small structures (e.g., one single-family residence, a duplex or similar multifamily structure, a store, motel or restaurant or accessory structures?)  Yes  No

*Describe size of structure to be demolished and location.*



**Categorical Exemption Evaluation Form**

**Class 2: Replacement or Reconstruction**

1. Does the project involve the replacement or reconstruction of an existing structure on the same site as the structure being replaced or reconstructed?  Yes  No

*Describe both the existing structure and replacement structure, including the location on the site. Cite source(s) of information.*

2. Would the new structure have substantially the same purpose and capacity as the existing structure?  Yes  No

*Provide information on the purpose of both the existing and replacement structures to ensure they are the same. Cite source(s) of information.*

3. Does the project require a water right permit or another environmental permit that could result in physical changes to the environment? (If yes, see instructions.)  Yes  No

*List permits required and any potential physical changes that could occur. Cite source(s) of information.*



**Categorical Exemption Evaluation Form**

**Class 3: New Construction or Conversion of Small Structures**

1. Does the project involve the conversion of existing small structures including only minor modifications, or the installation of small equipment and facilities in small structures?  Yes  No

*Provide information regarding the nature of modifications to existing small structures, if applicable. Cite source(s) of information.*

2. Does the project involve the construction of new small structures?  Yes  No

*Provide information regarding the size and purpose of the proposed new structures, if applicable. Cite source(s) of information.*

**Please check instructions for directions on how to proceed, based on answers to Questions 1 and 2.**

3. Is the project within an urbanized area? (If no, skip to [Question 9.](#))  Yes  No

*Cite source(s) of information.*





**FOR SITES IN URBANIZED AREAS**

4. Does the project involve the construction of four or fewer structures totaling 10,000 square feet or less?  Yes  No

*Provide information regarding size of new structure(s), if applicable. Cite source(s) of information.*

5. Is the parcel zoned for the proposed use?  Yes  No

*Cite source(s) of information.*

6. Does the project involve the use of significant amounts of hazardous substances?  Yes  No

*Provide details of any hazardous substances used including amount of product(s), if applicable. Cite source(s) of information.*

7. Are all necessary public services and facilities available to the project?  Yes  No

*List all services and facilities provided. Cite source(s) of information.*

8. Do either the project site or the surrounding lands contain a sensitive environmental area? (If no, skip to [Question 11](#).)  Yes  No

*Provide information on the nature of any sensitive environmental areas. Cite source(s) of information, if available.*

**FOR SITES NOT IN URBANIZED AREAS**

9. Does the project involve the construction of a single structure totaling 2,500 square feet or less?  Yes  No

*Provide information regarding size of new structure, if applicable. Cite source(s) of information.*

10. Does the project involve the use of significant amounts of hazardous substances?  Yes  No

*Provide list of any hazardous substances used, including amount of product(s), if applicable and available. Cite source(s) of information.*

**FOR ALL SITES**

11. Does the project require a water right permit or another environmental permit that could result in physical changes to the environment? (If yes, see instructions.)  Yes  No

*List permits required and any potential physical changes that could occur. Cite source(s) of information.*



**Categorical Exemption Evaluation Form**

**Class 4: Minor Alterations to Land**

1. Does the project involve the removal of healthy, mature, scenic trees (except for forestry and agricultural purposes)?  Yes  No

2. Does the project involve alterations to land, water, or vegetation that would be considered minor?  Yes  No

*Provide details, if needed. Cite source(s) of information.*

3. Would the alterations consist of grading on lands of 10 percent slope or steeper?  Yes  No

*Provide details, if needed. Cite source(s) of information.*

4. Would the alterations consist of grading in an area determined to be a wetland?  Yes  No

*Cite source(s) of information.*

5. Would the alterations consist of grading in a scenic area officially designated by a federal, state, or local agency?  Yes  No

*Provide name of scenic area (if applicable). Cite source(s) of information.*



6. Would the alterations consist of grading in an officially mapped area of severe geologic hazard, such as an Alquist- Priolo Earthquake Fault Zone, or within an official Seismic Hazard Zone designated by the State Geologist?  Yes  No

*Provide the name of the zone (if applicable). Cite source(s) of information.*

7. Does the project require a water right permit or another environmental permit that could result in physical changes to the environment? (If yes, see instructions.)  Yes  No

*List permits required and any potential physical changes that could occur. Cite source(s) of information.*



**Categorical Exemption Evaluation Form**

**Class 11: Accessory Structures**

1. Does the project include the construction or placement of accessory structures?  Yes  No

*Describe new and/or replacement accessory structures. Cite source(s) of information.*

2. Does the project require a water right permit or another environmental permit that could result in physical changes to the environment? (If yes, see instructions.)  Yes  No

*List permits required and any potential physical changes that could occur. Cite source(s) of information.*





**Categorical Exemption Evaluation Form**

**Class 32: Infill Development Projects**

1. Is the project consistent with the general plan designation, all applicable general plan policies, and zoning designation and regulations for the site?  Yes  No

*Cite source(s) of information.*

2. Project Size and Location

- a. Is the project site 5 acres in size or less?  Yes  No

*Indicate the size of the project site, in acres. Cite source(s) of information.*

- b. Is the project site substantially surrounded by urban uses?  Yes  No

*Describe the uses of the surrounding properties. Cite source(s) of information.*

3. Does the project site have value as habitat for endangered, rare, or threatened species?  Yes  No

*Describe any habitat for endangered, rare, or threatened species identified on or near the project site (if applicable). Cite source(s) of information.*



4. Would the project have significant impacts related to traffic, noise, air quality, or water quality?  Yes  No

*Describe potential impact(s) and evidence (if applicable). Cite source(s) of information.*

5. Can the project site be adequately served by all required utilities and public services?  Yes  No

*Describe which utilities and public services serve the project site. Cite source(s) of information.*

6. Does the project require a water right permit or another environmental permit that could result in physical changes to the environment? (If yes, see instructions.)  Yes  No

*List permits required and any potential physical changes that could occur. Cite source(s) of information.*

**Exceptions to Exemptions****1. Scenic Highways**

- a. Is the project visible from an official State Scenic Highway?  Yes  No

*List State Scenic Highway(s) from which the project is visible (if applicable).  
Cite source(s) of information.*

- b. If yes, would the project result in damage to scenic resources?  Yes  No

*Describe scenic resources and potential damage (if applicable). Cite  
source(s) of information.*

**2. Is the project located on a site included on any list compiled pursuant to Government Code § 65962.5 (Cortese List)?** Yes  No

*Describe the type of hazardous site (if applicable). Cite source(s) of information.*

**3. Would the project result in a substantial adverse change in the significance of a historical resource?** Yes  No

*List the historic resource(s) potentially affected and describe the potential effects  
(if applicable). Cite source(s) of information.*



- (c) **Previous Use:** Describe the previous use of the Project site or facility, if known. Include an estimate of the time such previous operations ceased, if such information is available.

- (d) **Was the site previously used for a similar use?** The key consideration is whether the project involves negligible or no expansion of an existing use.

- (e) **Maps to be Included:** *Provide a vicinity map and aerial image to show the project location. Include photographs, not larger than 8½ by 11 inches, of existing visual conditions as observed from publicly accessible vantage point(s).*

- 3. Project Operations/Description.** Provide the following information about project operation and maintenance activities. If more than one type of cannabis activity is occurring on-site, provide a description of the project operations for each activity. This should include the following relevant information.

- (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. Describe the cannabis business operation methods and activities (e.g. cultivation methods, manufacturing and/or distribution operations).*



- (b) **Cannabis Operation Activities Owned by the Same or Different Businesses:** *Describe any additional cannabis operation activities existing or proposed either owned by the same or different businesses on the property.*

- (c) **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.*

- (d) **State License:** *Identify whether the applicant is licensed by, or has applied for licensure from, the California Department of Cannabis Control to engage in commercial cannabis activity at the proposed premises.*

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

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





- (g) **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.*

- (h) **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.*

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

**4. Environmental Setting:**

- (a) Describe natural characteristics on the project site:

- (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:



- ⓪ 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 resource:

5. Explain whether any of the project activities will expand the existing footprint of the proposed facility beyond the current structural or parcel boundaries, increase the amount of impervious surface, or reduce any natural habitat. If the project is part of a larger project, attach a separate sheet to briefly describe the larger project.

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. **Other Relevant CEQA Information:** *Submit any other relevant CEQA documentation or information that will assist the Department in determining CEQA compliance (e.g., any environmental impact analysis prepared by a consultant.*

**8. 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



**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.*

<b>Class</b>	<b>Category</b>	<b>Description</b>
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 11	Accessory Structures	Consists of construction, or placement of minor structures accessory to (appurtenant to) existing commercial, industrial, or institutional facilities. (Cal. Code Regs., tit. 14, § 15311.)
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.



# Business Premises Diagram

For guidance on creating a Business Premises Diagram, please refer to the Department of Cannabis Control's "[A Reference Guide for Creating a Premises Diagram](#)"

## Guidance

### A Reference Guide for Creating a Premises Diagram

Premises diagram requirements vary based on the type of commercial cannabis activity you are applying for. The requirements can be found in section [15006](#) of the Department of Cannabis Control's (DCC) [regulations](#). For temporary cannabis events, see section [15002.1](#) for specific requirements.

#### What the premises diagram must look like:

The diagram must be drawn to scale to clearly determine the bounds of the property and the proposed premises.

#### What the premises diagram must include for all license types:

Include all the information below on your premises diagram, plus any additional information required for specific license types. Note: Refer to the [Temporary Cannabis Events](#) section for temporary event requirements.

- Indicate the boundaries and interior and exterior dimensions for both the property and the proposed premises and structures, including all the following:
  - All entrances and exits.
  - All walls, rooms, interior partitions, windows, and doorways.
  - A brief description of the principal activity to be conducted in all areas of the premises mentioned above.
- Identify limited-access areas. A limited-access area includes any area:
  - Where cannabis or cannabis products are stored or held; and
  - That is only accessible to a licensee and authorized persons.
- Identify and label each area, room, and location(s) where all commercial cannabis

# License Renewal Fees Information



SEPTEMBER 20, 2023

A photograph of a trolley car on tracks, with a tall building and trees in the background.

# 2024 License Renewal - Renewal Fees

1. **Submit payment of renewal fees.**

A renewal invoice will be generated by DCR once a Licensee submits their 2024 renewal application(s) through the DCR Licensing Portal.



## 2024 License Renewal - Renewal Fees

- Payments may be made in-person to the Office of Finance with cash, check, money order, and/or credit card, or by mail. Requests for in-person payment appointments must be made by email to [finance.csd.appt@lacity.org](mailto:finance.csd.appt@lacity.org). You must schedule **and** confirm a payment appointment with the Office of Finance by November 1, 2023.
- Payments may be timely if you schedule and confirm a payment appointment by November 1 even if the appointment occurs after November 1. (LAMC section 104.03(g).) Mailed payments must be postmarked on or before November 1, 2023.

# Important Notes: Renewal Fees

Late renewal applications and/or late renewal payments may be submitted after November 1, but will be subject to Expedited Services Fees (Time and a Half Rate).







# Disclaimer

Submission of a renewal application and/or payment of the renewal fees does not guarantee renewal.

# 2024 Renewal Process Q&A



SEPTEMBER 20, 2023



# THANK YOU FOR ATTENDING DCR'S LICENSE RENEWAL WEBINAR!

You may email DCR with additional questions at [DCRLicensing@lacity.org](mailto:DCRLicensing@lacity.org)

Or call (213) 978-0738