

2026 License Renewal Webinar - Part 2

August 27, 2025



CITY OF LOS ANGELES DEPARTMENT OF™

**CANNABIS
REGULATION**



AGENDA

1. Where To Renew
2. Renewal Submission
3. Invoicing & Payment
4. Curing Deficiencies
5. Final Determinations
6. Reminders





Where To Renew

Where To Renew



- Login to the [Accela Portal](#)
- Under “Activities” locate your DCR Record No.
- For Annual License records (-LIC)
 - In the “Action” column click on “Renew License”
- For Annual License Application/Temporary records (-ANN/-TMP)
 - In the “Action” column click on “Action Required”

Where To Renew

<input type="checkbox"/>	LA-C-25-000030-ANN	Cannabis Annual Application	DCR TEST RECORD - LEGAL - 2023.09.01	\$59157	Eligible for Renewal	04/21/2025	Action Required
<input type="checkbox"/>	LA-C-23-404524-ANN-02	Cannabis Annual Application	TEST - Standard Group Ventures	\$46146	Waiting for Payment	04/17/2025	
<input type="checkbox"/>	LA-R-123456-LIC	Cannabis Business License	TEST - Beach Enlightenment and Compassionate Healing Corporation	\$0	Refile Expired License	04/10/2025	
<input type="checkbox"/>	LA-C-404524-LIC	Cannabis Business License	TEST - Standard Group Ventures	\$0	Active	04/09/2025	Renew License





Renewal Submission



Renewal Submission (Step 1)

Selecting the commercial cannabis activity(ies) you want to renew for 2026.

- The approved activities on your record will automatically populate with check marks.
 - If you wish to remove an activity, deselect it.
 - Note: **Activities deselected will expire after 11:59 p.m. on 12/31/2025.** Continued operation of these activities from 1/1/2026 and beyond may result in enforcement against illegal commercial cannabis activity.
 - Press “Continue” to move to Step 2.
- 
- 

Renewal Submission (Step 1)

Commercial Cannabis Activities to be Renewed

ACA BUSINESS ACTIVITIES

- Retail Storefront:
- Microbusiness:
- Delivery Only - Type 9:
- Delivery Only - Microbusiness:
- Distributor:
- Manufacturer Level 1 - Type 6:
- Manufacturer Level 1 - Type N:
- Manufacturer Level 1 - Type P:
- Manufacturer Level 1 - Type S:
- Cultivation Small Indoor (currently unavailable):
- Cultivation Medium Indoor (currently unavailable):
- Cultivation Specialty Indoor (currently unavailable):
- Cultivation Processor:
- Nursery:
- Testing:
- Distributor Transport Only:



Save and resume later

Continue »

Renewal Submission (Step 2)



Reviewing information on the record to confirm accuracy.

- Step 2 requires applicants/licensees to review information on their record. To locate documents on the record:
 - 1) Login to the [Accela Portal](#)
 - 2) Under “Activities” locate your DCR Record No.
 - 3) Click on the DCR Record No.
 - 4) Under the “Record Info” drop down menu, select “Attachments”



Renewal Submission (Step 2)

Reviewing information on the record to confirm accuracy.

- Ownership Information: Confirm the owners, primary personnel, financial interest holders, and other contacts on the record.
 - Site Control: Confirm the record has an executed lease or property deed that is valid through 12/31/2026.
 - Business Premises Diagram (BPD): Confirm the BPD is current and in compliance with LIC-4024-FORM.
- 
- 



Renewal Submission (Step 2)

* Confirm that the above Ownership and Primary Personnel Information from your Legal Business Entity Record Disclosure Form (LIC-4008-FORM; rev. 09.01.2023) on the record is current and does not require any updates (to Individuals and Entities—and their respective ownership percentages—and to other non-owner Primary Personnel). Check YES to confirm this is correct. Check NO if this information needs to be updated. Please be advised: additional documents will be required to update this information on the record:

Yes No



* Confirm your Business Premises Diagram on the record is (a) current and (b) in compliance with the Business Premises Diagram Checklist (LIC-4024-FORM). Check YES to confirm this is correct. Check NO if this information needs to be updated. Please be advised: additional documents will be required to update this information on the record:

Yes No



Renewal Submission (Step 2)

Reviewing information on the record to confirm accuracy.

- Indemnification Agreement: Confirm the document on the record is current and is the most recent version of LIC-4005-FORM.
 - Successor In Interest (SEIAs Only): Confirm the document on the record is current and is the most recent version of LIC-4018-FORM.
- 
- 

Renewal Submission (Step 2)

* Confirm your Indemnification Agreement (LIC-4005-FORM; rev. 07.01.2023) on the record is (a) current and (b) reflects the most recent version available. Check YES to confirm this is correct. Check NO if this information needs to be updated. Please be advised: additional documents will be required to update this information on the record.:

Yes No

* Confirm your Successor In Interest Form (LIC-4018-FORM; 09.05.2023) on the record is (a) current and (b) reflects the most recent version available. Check YES to confirm this is correct. Check NO if this information needs to be updated. Please be advised: additional documents will be required to update this information on the record. Check NOT APPLICABLE if your business is not a Social Equity business:

Yes No

Renewal Submission (Step 2)

Complete and submit an attestation form.

- Attestation: Public Health, Building & Operating Permits:
 - Complete and upload the LIC-4025-FORM.
 - Must complete Attestations No 1 and 2 according to the renewal year.
 - Must be signed by at least 51% of Level 1 Owners on Page 4.
 - Refer to the INT-4001-FORM on your record for submitting plans to LADBS.

Renewal Submission (Step 2)

ATTESTATION NO. 1



- **Renewal cycle beginning in September 2025:** *you must attest to all statements and check all the boxes.*
 - I understand and acknowledge that, prior to the next renewal period beginning in September 2026, I must submit plans to LADBS for plan check. The process of obtaining a building permit from LADBS will require hiring a professional licensed architect or engineer, and may take several months to prepare and submit plans to LADBS. I understand and acknowledge that I will need the LADBS Permit Application Number in order to file next year's renewal application.
 - I understand and acknowledge that I must obtain a Public Health Permit for each of the Commercial Cannabis Activities identified in the Application or License by **September 1, 2026.**
 - I understand and acknowledge that I must obtain all other clearances required by the LADBS Clearance Summary Worksheet by **September 1, 2026.**

Renewal Submission (Step 2)

ATTESTATION NO. 2:



Please check all boxes and complete this section.

- I understand that if the information I have provided in this form is false, incorrect, or insufficient to meet the required milestones by the specific deadlines in Regulation Nos. 5(A)(8) and (9), DCR may deny renewal of the license and/or may issue a Notice of Violation or Suspension.
- I understand that, after receiving an Annual License from DCR, a Public Health Permit from the Los Angeles County Department of Public Health, and a Certificate of Occupancy from LADBS, I may request a Final Inspection from DCR.
- I understand that I am not eligible for an Operating Permit until I have passed a Final Inspection by DCR.



Renewal Submission (Step 2)

Reviewing information on the record to confirm accuracy.

- Any Additional Updates: Confirm any other information, forms, documents on the record are current and accurate.
 - Social Equity Status: Indicate if the record being renewed is associated with a verified SEIA from 2019, 2022, and/or 2025.
 - DCR staff will review the accuracy of this selection.
 - An incorrect indication of SEIA status will result in processing delays.
- 
- 

Renewal Submission (Step 2)

Confirm all other information, forms, and documents provided to DCR to-date are current and accurate. Check YES to confirm this is correct. Check NO if additional information needs to be updated, and include details in “Additional Updates” field below. Please be advised: additional information and/or documents may be required to update this information on the record:

Yes No

Additional Updates:

*Are you a verified SEIA?:





Yes No



Renewal Submission (Step 3)

Providing any/all corrected information.

- Any questions from Step 2 marked “No” will require documentation to be submitted as part of Step 3.
 - Upload the requested documents to continue to Step 4.
 - Please thoroughly review each document to ensure all information requested is provided, required fields are filled out, and signature requirements are met.
- 
- 

Renewal Submission (Step 3)

Example with various “NO’s” selected



An error has occurred.

The following documents are required based on the information you have provided:

1. Evidence of site control (executed lease or property deed): Evidence of site control (executed lease or property deed)

2. LIC-4025-FORM - Public Health, Building and Operating Permits:

LIC-4025-FORM - Public Health, Building and Operating Permits

3. LIC-4005-FORM - Indemnification Agreement:

Indemnification Agreement

4. Business Premises Diagram:

Business Premises Diagram Checklist

5. LIC-4018-FORM - Successor In Interest Form:

LIC-4018-FORM - Successor In Interest

6. LIC-4008-FORM - Legal Business Entity Record Disclosure Form:

LIC-4008-FORM - Legal Business Entity Record Disclosure Form

7. Application Modification Request - Ownership Structure:

Application Modification Request - Ownership Structure

8. SEP-6001-FORM - Social Equity Program - Owner Compliance Attestation:

SEP-6001-FORM - Social Equity Program - Owner Compliance Attestation

9. Other: Other

Renewal Submission (Step 3)

Example with various “NO’s” selected

* Required Documents	
1. Licensing - Application Modification Request - Ownership Structure	<input type="text"/> <input type="button" value="Add"/>
2. Licensing - Business Premises Diagram	<input type="text"/> <input type="button" value="Add"/>
3. Licensing - Evidence of site control (executed lease or property deed)	<input type="text"/> <input type="button" value="Add"/>
4. Licensing - Executed Lease, Property Deed, or Other Evidence of Legal Right to Occupy	<input type="text"/> <input type="button" value="Add"/>
5. Licensing - LIC-4005-FORM - Indemnification Agreement	<input type="text"/> <input type="button" value="Add"/>
6. Licensing - LIC-4008-FORM - Legal Business Entity Record Disclosure Form	<input type="text"/> <input type="button" value="Add"/>
7. Licensing - LIC-4018-FORM - Successor In Interest Form	<input type="text"/> <input type="button" value="Add"/>
8. Licensing - LIC-4025-FORM - Public Health, Building and Operating Permits	<input type="text"/> <input type="button" value="Add"/>
9. Licensing - Other	<input type="text"/> <input type="button" value="Add"/>

Renewal Submission (Step 3)

Example with only ONE “YES” selected (update evidence of site control):



An error has occurred.

The following documents are required based on the information you have provided:

1. Evidence of site control (executed lease or property deed): Evidence of site control (executed lease or property deed)
2. LIC-4025-FORM - Public Health, Building and Operating Permits:



LIC-4025-FORM - Public Health, Building and Operating Permits

Renewal Submission (Step 3)

Example with only ONE “YES” selected (update evidence of site control):



*** Required Documents**

1. Licensing - Evidence of site control (executed lease or property deed)	<input type="text"/>	<input type="button" value="Add"/>
2. Licensing - LIC-4025-FORM - Public Health, Building and Operating Permits	<input type="text"/>	<input type="button" value="Add"/>



Renewal Submission (Step 4)

Review of all information provided for the 2026 renewal.

- Please carefully review all the responses, documents, etc. which are shown in a summary page.
 - If any changes need to be made, click “Edit” on the relevant section.
 - Read the certification at the bottom of the page and check the box to agree.
 - Pressing “Continue” officially submits your 2026 renewal application.
- 
- 

Renewal Submission (Step 4)

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

Cannabis Business License Renewal

Commercial Cannabis Activities to be Renewed

ACA BUSINESS ACTIVITIES

Edit

Retail Storefront:	Yes
Microbusiness:	No
Delivery Only - Type 9:	Yes
Delivery Only - Microbusiness:	No
Distributor:	Yes
Manufacturer Level 1 - Type 6:	Yes
Manufacturer Level 1 - Type N:	No
Manufacturer Level 1 - Type P:	No
Manufacturer Level 1 - Type S:	No
Cultivation Small Indoor (currently unavailable):	No
Cultivation Medium Indoor (currently unavailable):	Yes
Cultivation Specialty Indoor (currently unavailable):	No
Cultivation Processor:	No
Nursery:	Yes
Testing:	Yes
Distributor Transport Only:	No

Renewal Submission (Step 4)

RENEWAL

Edit

Confirm that the above Ownership and Primary Personnel Information from your Legal Business Entity Record Disclosure Form (LIC-4008-FORM; rev. 09.01.2023) on the record is current and does not require any updates (to Individuals and Entities—and their respective ownership percentages—and to other non-owner Primary Personnel). Check YES to confirm this is correct. Check NO if this information needs to be updated. Please be advised: additional documents will be required to update this information on the record: Yes

Confirm your Business Premises Diagram on the record is (a) current and (b) in compliance with the Business Premises Diagram Checklist (LIC-4024-FORM). Check YES to confirm this is correct. Check NO if this information needs to be updated. Please be advised: additional documents will be required to update this information on the record: Yes

Confirm your Indemnification Agreement (LIC-4005-FORM; rev. 07.01.2023) on the record is (a) current and (b) reflects the most recent version available. Check YES to confirm this is correct. Check NO if this information needs to be updated. Please be advised: additional documents will be required to update this information on the record.: Yes

Confirm your Successor In Interest Form (LIC-4018-FORM; 09.05.2023) on the record is (a) current and (b) reflects the most recent version available. Check YES to confirm this is correct. Check NO if this information needs to be updated. Please be advised: additional documents will be required to update this information on the record. Check NOT APPLICABLE if your business is not a Social Equity business: Yes

Confirm all other information, forms, and documents provided to DCR to-date are current and accurate. Check YES to confirm this is correct. Check NO if additional information needs to be updated, and include details in "Additional Updates" field below. Please be advised: additional information and/or documents may be required to update this information on the record: Yes

Additional Updates:

Are you a verified SEIA?: Yes

Renewal Submission (Step 4)

Renewal Documents

Edit

The maximum file size allowed is 50 MB.

.7z;.html;.piz;.zip;.zpi;.zst;ade;adp;app;asp;bas;bat;cer;chm;cla;class;cmd;cnt;com;cpl;crt;cs;der;exe;fxp;gadget;grp;hlp;hpj;hta;htm;inf;ins;isp;it are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
DCR PLACEHOLDER DOCUMENT.pdf	Evidence of site control (executed lease or property deed)	14.55 KB	08/25/2025	Actions ▾
DCR PLACEHOLDER DOCUMENT.pdf	LIC-4025-FORM - Public Health, Building and Operating Permits	14.55 KB	08/25/2025	Actions ▾
DCR PLACEHOLDER DOCUMENT.pdf	SEP-6001-FORM - Social Equity Program - Owner Compliance Attestation	14.55 KB	08/25/2025	Actions ▾

Renewal Submission (Step 4)

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:

Save and resume later

Continue »

Renewal Submission (Step 5)

Confirmation of renewal application submitted.

- The final screen will provide you with a confirmation message that your 2026 renewal application has been successfully submitted.
- Please note your renewal number.
 - LA-X-XX-XXXXXX-REN (For annual license records, suffix -LIC)
 - LA-X-XX-XXXXXX-DOC (For annual license application records, suffix -ANN)
- Once your renewal has been submitted, the “Renew License” or “Action Required” button will no longer be available in Accela.

Renewal Submission (Step 5)



Your application has been successfully submitted for review.
Please print and retain a copy of this page for your records.

Thank you for using our online services.

Your renewal number is LA-C-26-000046-REN.



This record was locked by REQUIREMENT on 08/25/2025.
Condition: LIC-4025-FORM - Public Health, Building and Operating Permits Severity: Required
Total Conditions: 4 (Required: 4)

[View additional details](#)

Your application for the renewal of this license has been successfully submitted. The license will be issued after the application is processed.
You will be notified if any additional information is required.



Invoicing & Payment



Invoicing & Payment

(Fee Assessment)

For invoicing purposes, DCR will assess the per Activity renewal fees once the renewal record is submitted. Renewal records submitted on or after November 2, 2025 shall be subject to late fees.

Separately, DCR will assess the 2026 annual compliance inspection fees in January 2026. Payment for the annual compliance inspection will be due by **Monday, March 2, 2026**.



Invoicing & Payment (Invoicing)

For invoicing, there are two paths after renewal submission:

- 1) General Applicants (Selected “No” for Social Equity)
 - Will receive a communication with information on where to locate their renewal invoice in their Accela portal.
- 2) Social Equity Applicants (Selected “Yes” for Social Equity)
 - Will receive a communication that staff are reviewing their record to confirm the SEIA status and eligibility to receive a waiver.


Invoicing & Payment

(Email to General Applicant)

2026 Renewal Application Received - LA-R-100005-LIC inbox x

dcrlicensing@lacity.org dcrlicensing@lacity.org via sendgrid.net 11:04 PM (2 minutes ago) ☆ 😊 ↶ Reply ⋮

Department of Cannabis Regulation
221 N. Figueroa St., Suite 1245
Los Angeles, CA 90012



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

Dear Applicant/Licensee,

Thank you for submitting your 2026 renewal application! This email serves as confirmation that DCR has received your renewal application for .

The applicable renewal fees have been assessed and an invoice has been generated on your record. To locate the invoice, please follow the steps below:

- 1) Sign in to the [DCR Licensing Portal](#)
- 2) Click on "My Records"
- 3) Locate and Select DCR Record No. LA-R-100005-LIC
- 4) Hover over the "Record Info" drop down menu and click on "Attachments"
- 5) Look through the documents and click on the document titled "2026_Renewal_Invoice..."

Please Note: DCR staff will conduct an initial review of your record to determine if there are any other outstanding fees on your record. If non-renewal fees are identified as outstanding on the record, the Licensing Analyst will send a separate email and attach another invoice with the outstanding fees.

Before DCR reviews the renewal application for completion, you must pay all outstanding balances (renewal and non-renewal fees) on your record. Below are the different payment

Invoicing & Payment

(Email to Social Equity Applicant)

2026 Renewal Application Received - LA-C-000173-LIC ▷ Inbox x



dcrlicensing@lacity.org dcrlicensing@lacity.org via sendgrid.net
to me ▾

10:19 PM (14 minutes ago) ☆ 😊 ↩ Reply ⋮

Department of Cannabis Regulation
221 N. Figueroa St., Suite 1245
Los Angeles, CA 90012



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

Dear Applicant/Licensee,

Thank you for submitting your 2026 renewal application! This email serves as confirmation that DCR has received your renewal application for .

Since you marked yourself as a social equity business on the renewal application, DCR is conducting a review to confirm your status as an SEA. Therefore, no invoice has been generated yet. Please do not attempt to pay any 2026 renewals fees at this time pending application of waivers. Paying the 2026 renewal fees now will result in forfeiture of any waivers that would have been applied.

Please Note: DCR staff will conduct an initial review of your record to determine if there are any other outstanding fees on your record. If non-renewal fees are identified as outstanding on the record, the Licensing Analyst will send a separate email and attach another invoice with the outstanding fees.

- If you are confirmed as an SEA, you will receive an email confirming the applicable renewal fees have been waived.
- If you are not confirmed as an SEA, you will receive an email with an invoice(s) for the applicable renewal fees and any other outstanding balances on the record.



Invoicing & Payment (Invoicing)

- In addition to the 2026 renewal fees, all applicants are responsible for paying any other outstanding fees due on the record. All outstanding fees must be paid before DCR will review the renewal application.
- Upon submission of the renewal application, DCR staff will prepare updated invoices for any other outstanding fees.

Invoicing & Payment

(Payment Options)

1) LADBS Development Services Centers

- a) Payment Options: Check
 - i) May pay the full invoice OR the full amount of a single line item. Partial payments of line items will not be accepted.
- b) Receipt(s) must be provided to DCR through one of the methods below.
 - i) Physically at DCR's drop box (221 N. Figueroa St, Suite 1245)
 - ii) Electronically to DCR.Payments@lacity.org.

Invoicing & Payment

(Payment Options)

2) Office of Finance

- a) Payment Options: Cash, Check, Money Order, Credit Card.
 - i) May pay the full invoice OR the full amount of a single line item. Partial payments of a line item will not be accepted.
- b) In Person - Request an appointment via email at finance.csd.appt@lacity.org.
 - i) You must schedule and confirm a payment appointment with the Office of Finance by Monday, November 3, 2025. Payments will be considered timely only if you schedule and confirm a payment appointment with the Office of Finance by November 3 even if the appointment occurs after November 3. [LAMC section 104.03(e)]
- c) Mail - Mailed payments must be postmarked on or before Monday, November 3, 2025.

Invoicing & Payment

(Payment Options)

3) Online (Cannabis Billpay)

- a) Payment Options: Debit/Credit Card (subject to surcharge) or eCheck/Bank (no surcharge)
 - i) Must pay the full amount of a single line item. Partial payments of a line item will not be accepted.
- b) Invoices will be available for payment online one day after the invoice was generated.
- c) Online payment will NOT be an option after 11/3/2025.



Curing Deficiencies

Curing Deficiencies

- Should the renewal application contain any deficiencies in the documents or information provided, DCR will provide one 7-day cure period.
- An email will be sent by the Licensing Analyst detailing what corrections need to be made to the -REN or -DOC record.
- Applicants must correct all deficiencies within the time frame provided in the email by uploading the corrected documents / information to the -REN or -DOC record. Failure to do so will result in a “Failed to Cure” status on the renewal application and assessment of expedited services fees.



Final Determinations

Final Determinations

- A successful renewal application for 2026:
 - For -LIC Records, an email will be sent that includes instructions on how to locate your new Annual License Certificate for 2026.
 - For -ANN Records, an email will be sent that includes language that the application has been renewed for 2026.



Final Determinations

- An unsuccessful renewal application for 2026:
 - For both -LIC and -ANN Records, an email will be sent detailing why the renewal was not successful. The email will also state the license/application is not authorized to operate beginning 1/1/2026 and beyond.



Reminders



Reminders

If you are unsure if you have the latest version of a DCR form, please check our website [here](#).

Reminders

All 2025 Annual License Application (-ANN) and Annual License (-LIC) records expire after 11:59 p.m. on Wednesday, December 31, 2025. Annual License Application and Annual License records will **NOT** be renewed automatically.

Reminders

SEPTEMBER 1,
2026

LA COUNTY
PUBLIC
HEALTH
PERMIT &
CLEARANCES
REQUIRED BY
THE LADBS
CLEARANCE
SUMMARY
WORKSHEET

SEPTEMBER 1,
2027

LADBS
BUILDING
PERMIT

SEPTEMBER 1,
2029

LADBS
CERTIFICATE OF
OCCUPANCY

JANUARY 1,
2031

DCR
OPERATING
PERMIT



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

Reminders

Regular Renewal Period

September 2, 2025 - November 1*, 2025

* Renewal applications must be submitted by November 1, 2025 and paid by November 3, 2025 to avoid late fees.

Late Renewal Period

November 2, 2025 - December 31, 2025

* Late renewal applications are subject to late fees and must be submitted and paid by December 31, 2025.

2nd Late Renewal Period

January 1, 2026 - February 28, 2026

* 2nd Late renewal applications must be submitted and paid by February 28, 2026 to avoid being abandoned.

Thank you for attending!



CITY OF LOS ANGELES DEPARTMENT OF™

**CANNABIS
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