

Commercial Cannabis Activity License Application Checklist

COUNTY OF SAN MATEO Planning & Building Department

455 County Center, 2nd Floor | Mail Drop PLN 122
Redwood City, CA 94063
TEL (650) 363-4161 | FAX (650) 363-4849
www.planning.smcgov.org

This checklist should be used as a guide to ensure that an applicant has gathered all required documents and information prior to application submittal. You do not need to submit this form.

Application Forms:

- Commercial Cannabis Activity License Application Form
- Site Plan and Proposed Improvements Plan (see Site Plan Requirements handout for details)
- Business Owner Details Form
- Banking Information – Checking and Savings Form
- Banking Information – Investments Form
- Banking Information – Loans Form
- Banking Information – Gifts Form
- Other Licenses Information Form
- Acknowledgement Form
- Indemnification Agreement
- Application Fee

Evidence of Ownership & Authorization:

- Copy of current deed for the property where commercial activity will occur
- Copy of lease or similar instrument authorizing application for development/licenses (if you are not the owner).
- Written consent of owner (if you are not owner of record and do not have authority to apply for commercial cannabis licenses through lease or written agreement). Written consent may still be required if physical improvements are required to the premises in order to implement the cannabis license.

Additional Application Materials:

- Documentation demonstrating that a CA State License (associated with this County license application) has been applied for.
- Business formation documents (e.g., articles of incorporation, operating agreements, partnership agreements, articles of organization, certificates of stock, certificates of limited partnership, statements of partnership authority, fictitious business name statements).
- Odor control and ventilation plans
- Fire prevention plan
- Lighting plan
- Waste management plan
- Energy conservation plan
- Security plan
- Plan for relocation of existing agricultural production
- Signage plan
- Staffing plan
- Local hiring plan
- Labor peace agreement (if applicable)
- Evidence of compliance with all State insurance requirements
- Surety bond in an amount not less than \$35,000