



Request To Submit For Commercial Cannabis Activity License Application

Prior to a Commercial Cannabis Activity License Application submittal, you must complete and submit this form to the Planning and Building Department (Department). Cannabis License applications are submitted electronically.

The purpose of this form is to identify an individual (applicant or applicant's agent) who has all their documents prepared and is ready to submit a completed application. The individual will be granted permission to electronically upload the required Commercial Cannabis Activity License Application forms, required plans and documents for application submittal. Due to the large file size of the required application plans, electronic submittal will require that you upload all documents into the Department's secured Microsoft OneDrive.

Prepare and Complete the Following Prior to Submitting this Form:

1. Complete and sign all required Commercial Cannabis Activity License Application forms:

*Application Form
Business Owner Details*

Other Licensing Information

2. Complete all the required Additional Requirements stated in the Application Form, including: Fire Prevention Plan, Lighting Plans, Waste Management Plan, Energy Plan, Pest Management Plan, Security Plan, Property Improvement Plan, Proposed Signage, Staffing Plan, Local Hiring Plan, Labor Peace Agreement, Indemnification Agreement, Licensed Retailer of Alcoholic Beverages or Tobacco Products Confirmation, Insurance Declaration, Surety Bond.
3. Complete *this* form: *Request to Submit for Commercial Cannabis Activity License Application*. Submit only this form via email to CannabisInfo@smcgov.org.
Once you have submitted this form, you will be assigned a temporary application number and "invite" by email to upload all documents into OneDrive.
You must have a Microsoft account to upload documents to OneDrive. You may use an existing personal or corporate account. If you do not have an account you will be given the opportunity to create one once the Department sends the upload link.
4. Once your documents have been uploaded to the satisfaction of the Department, you will be assigned a license application number and the Department will begin processing your application.
You will have 14 calendar days to submit all completed documents listed in 1 and 2, above. If you fail to upload all documents, your application will not be accepted and you must again complete a new Request to Submit for Commercial Cannabis Activity License Application.



COUNTY OF SAN MATEO
PLANNING AND BUILDING

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

Request To Submit For Commercial Cannabis Activity License Application

Submit this form to CannabisInfo@smcgov.org

I have completed all application forms and plan requirements and am requesting permission to upload all documents relating to the submittal of a Commercial Cannabis Activity License (license) Application within the unincorporated San Mateo County. I understand that upon submittal of this request, that I will be assigned a temporary license application number and that I will have 14 calendar days to upload the required application forms and plan requirements. I understand that an incomplete submittal will not be accepted as an application for license. I further state that I have permission from the landowner to submit an application for said license.

Applicant Name (requesting access): _____

APN(s) for License: _____

Address of License: _____

Email Address for Upload Access: _____

Signature: _____

Date: _____

STAFF USE ONLY

Received by: _____ Date: _____

Referred to: _____ Date: _____

Temporary License Number: _____

Applicant contacted by: _____ Date: _____

Application License Number: _____ Date: _____