



Cannabis Business License Process Flow Chart

Step 1 Cannabis Business Application:

When a *Cannabis Business Application* has been submitted:

- **Within One Week**—the application will be reviewed for completeness by the *Cannabis Business Licensing Coordinator*. When the application is deemed complete, the applicant will be notified, and the application will be distributed to the departments/divisions for review. However, if the submittal is deemed incomplete, the applicant will be emailed a list of incomplete items, and the application will sit until the applicant has provided the necessary information, except the *Premises Diagram* will be reviewed.
- **Within Two weeks**—A response to the *Premises Diagram* will be forthcoming within two weeks of initial application submittal. Do not submit construction drawings until the *Premises Diagram* has been approved. The *Premises Diagram* should consist of two parts: (1) the *Premises Site Plan* and (2), the *Premises Floor Plan*. Your architect or engineer may use the City of Redding’s *Cannabis Premises Diagram Checklist* to help ensure the *Premises Diagram* includes all of the code-required items. Also, make sure that:
 - a) The Site Plan and the Floor Plan match the approved *Premises Diagram* and that both parts of the *Premises Diagram* are included and made part of the construction plans.
 - b) IF the project includes cultivation, verify that the total size of all canopy areas matches what the State of California will approve.
 - c) At this point, you may begin Step 2.
- **Within Three Weeks:** The City of Redding processes and responds to the entire application within three weeks of the application being deemed complete by the *Cannabis Business Licensing Coordinator*. The application status will be one of the following:
 - **“Approved to Proceed, Not Licensed”* if there is sufficient information to allow the applicant to move forward with State licensing; or,
 - *“Pending Approval, Not Licensed”* while the City is processing the application. If any of the departments/divisions need additional information to complete their review (the process stops, and the ball is back in the applicant’s court until the required information has been provided); or,
 - *“Denied”* If the *Cannabis Business Application* cannot move forward due to reasons that cannot be remedied. If denied, you will be informed of the reason(s).

*You will receive a *Cannabis Business Permit* approval letter. This is not a City License to operate a cannabis business, but it will allow you to proceed to licensing with the State of California.



Step 2 Plan Submittal & Permits: (Initial, 2-Weeks; Resubmittal, 1-Week)

Submit your detailed plans keeping the following in mind:

- Submitting incomplete building or tenant improvement plans for plan review will likely add additional time to the whole plan review process. Thinking that getting plans submitted earlier into the process will get them through the process faster is not true. In fact, doing so makes the process even longer. If plans are vague and incomplete to begin with, the initial

response from the City staff will have to be generic and vague as well, because there was insufficient information to do a proper plan review to begin with. Only after receiving drawings that are thorough and complete will the City staff be able to conduct a thorough plan review and provide your designers a comprehensive corrections list based on detailed plans provided.

- An incomplete or vague initial plan submittal not only wastes City staff time, but it adds considerable time to the applicant's timeline as well. An Incomplete initial submittal adds an additional week to the City side of the plan review process: Tenant Improvements to an existing building (2-weeks for initial review, 1-week for 2nd review, and 1-week for 3rd review); 3 weeks becomes 4 weeks due to an incomplete initial submittal. The plan review process for a new building is typically four weeks, so add an additional week (five weeks total) for an incomplete initial submittal for a new building.
- To further expedite your plan review, make sure these normally uncommon items have also been addressed in the plans:
 - Make sure the floor plans and the *Premises Diagram* match, and do not conflict.
 - Make sure the *Odor Control methods* and the *Security* features submitted for plan review match the narratives that were included in your cannabis business license application.
 - Make sure your designer has addressed exterior design requirements such as equipment screening, painting or repairs due to building deterioration, if needed, and parking lot pavement resurfacing and striping, if needed.
- Mechanical, Electrical and Plumbing plans (MEP's) must be included with the building plans and may not be deferred submittals. Title 24 accessibility and energy are also required.
- After the plans have been approved, obtain permits and begin construction.



Step 3 **Notification of State cannabis license**

- After obtaining your cannabis license with the State of California, *immediately* send a copy of your State license to the *Cannabis Business Licensing Coordinator*.



Step 4 **Cannabis Business License**

- **Three weeks prior** (15 business days) to scheduling your *Certificate of Occupancy* inspection from the *Building Official*, contact the *Cannabis Business Licensing Coordinator*, who will conduct a final review of all the licensing-related documents. However, you must receive your *Certificate of Occupancy* PRIOR to licensure.
- After receiving your *Certificate of Occupancy*, and before coming to the office to pay for your cannabis business license, contact the *Cannabis Business Licensing Coordinator* and clarify how you will be paying for your license(s): Cash plus cashier checks, cash only, or cashier check(s) only. Make an appointment to come in and obtain your License:
 - Meet with the *Cannabis Business Licensing Coordinator* to:
 - Pay your regular *Business License* fee at the City Clerk's office
 - Pay your *Cannabis Business License* fee at the Development Services Office

Premises Address: _____



CITY OF REDDING
777 CYPRESS AVENUE, REDDING, CA 96001
P.O. Box 496071, REDDING, CA 96049-6071

Cannabis Premises Diagram Checklist

A *premises diagram* must be submitted meeting the requirements set forth in Section 5006 of Title 16 of the California Code of Regulations: [RMC Section 6.12.080(D)22]

- 1. Identify all property boundaries. [5006 (b)]
- 2. Identify the proposed premises to be licensed. [5006(b)]
 - Diagram to scale. [5006(e)]
 - Diagram does not contain any highlighting. [5006(f)]
 - Markings on the diagram are in black-and-white print. [5006(f)]

If Applicable:

- If the proposed premises consists of ONLY a portion of a property, the diagram is labeled indicating which part of the property is the proposed premises AND what the remaining property is used for. [5006(g)]
- If the proposed premises consists of ONLY a portion of a property with TWO OR MORE LICENSED PREMISES: [5006(h)]
 - The diagram clearly shows the designated entrances and walls under the exclusive control of the applicant for the premises.
 - The diagram clearly shows the designated entrances and walls for each additional premises.
 - The diagram shows ALL proposed common or shared areas of the property (such areas may include lobbies, bathrooms, hallways, and break rooms).
- If the proposed premises is a MICROBUSINESS that also INCLUDES CULTIVATION activities, the premises diagram shall also include ALL required information for a premises diagram under section 5501(d): [5006(i)]
 - Premises diagram shows all roads and water crossings on the property. [B&P Code 5501(d)]
 - If the applicant is proposing to use a diversion from a waterbody, groundwater well, or rain catchment system as a water source for cultivation, the following locations on the property diagram with locations also provided as coordinates in either latitude and longitude or the California Coordinate System:
 - ◇ Clarify SOURCES of water used, including the locations of the water body diversion(s), pump location(s), and distribution system. [5501(d)(2)(A)]

Premises Address: _____

- Location, type and capacity of each storage unit to be used for cultivation. [5501(d)(2)(B)]
- If a proposed premises is located on only a portion of a property that also INCLUDES A RESIDENCE, the diagram shall show the designated buildings for the premises and the residence. [5006(j)]

3. Show and identify commercial cannabis activities that will take place in EACH AREA of the premises. Show ALL of the following: [5006(b)&(c)]

- Identify Limited Access Areas.
- Boundaries
- Dimensions
- Entrances and exits
- Interior partitions
- Walls
- Rooms
- Windows
- Doorways

Also show the following areas, if applicable: [5006(c)]

- Storage
- Batch Sampling
- Loading or unloading of shipments
- Packaging and labeling
- Customer Sales
- Loading for deliveries
- Extraction
- Infusion
- Cultivation
- Processing

4. Show where ALL cameras are located. [5006(d)]

- A number has been assigned to each camera for identification purposes unless the premise is exempt from the video surveillance requirement pursuant to section 5315 (Distributor Transport Only license).

The *Premises Diagram* should consist of at least two parts: A *Premises Site Plan* and a *Premises Floor Plan*. The designer needs to determine which plan is appropriate for each item on this checklist.

Please instruct the designer to limit the size of the height-to-width ratio of the *Premises Diagram* plans so the contents may be reduced to 17" x 11" sheets and still be legible. A reduced version needs to be inserted and included with the license application file. Include an **architectural bar scale* so the *Premises Site Plan* and *Premises Floor Plan* will still be to scale when reduced.

