



**BUREAU OF
CANNABIS
CONTROL**
CALIFORNIA

Licensing Workshop

Temporary Licenses

- No fee
- Valid for 120 days
- May be extended for an additional 90 days upon submission of a complete annual license application
- Will no longer be issued or extended after December 31, 2018
- Temporary licenses with an expiration date after December 31, 2018 are valid until the listed expiration date

License Types

- Retail
- Retail (Non-Storefront)
- Distributor
- Distributor (Transport Only)
- Testing Laboratory
- Microbusiness
- Event Organizer
- Temporary Cannabis Event

Retail

Retailers (Type 10):

- Sells cannabis goods to customers at its premises or by delivery
- A retailer must have a licensed physical location (premises) where commercial cannabis activities are conducted

Retail Non-Storefront (Type 9):

- Sells cannabis goods to customers by delivery
- A non-storefront retailer must have a licensed premises, but it is not open to the public

Distribution

Distributor (Type 11):

- Transports cannabis goods between all license types
- Arranges for laboratory testing of cannabis goods
- Quality assurance review of cannabis goods to ensure compliance with all packaging and labeling requirements
- Storage of cannabis goods

Distribution

Distributor - Transport Only (Type 13):

- Transports cannabis goods between the following license types:
 - Cultivators
 - Manufacturers
 - Distributors
- May not transport cannabis goods to retailers (except for immature live plants and seeds from a licensed nursery)
- Does not engage in any other distributor activities

Testing Laboratory (Type 8)

- Collects samples of cannabis goods from distributors and performs laboratory testing
- Testing laboratories must obtain and maintain ISO/IEC 17025 accreditation
- Testing laboratories may be issued a provisional license allowing them to operate while they obtain ISO/IEC accreditation (provided they meet all other licensure requirements)
- May not hold any other license types

Microbusiness (Type 12)

- Allows the licensee to engage in the following commercial cannabis activities (at least three):
 - Cultivation (<10,000 sqft)
 - Manufacturing (Type 6: Non-Volatile Manufacturing)
 - Distribution (Type 11 or 13)
 - Retail (Type 9 or 10)
- Microbusiness licensees must comply with all rules and regulations adopted by the California Department of Food and Agriculture (CalCannabis) and/or California Department of Public Health (MCSB)

Event Organizer (Type 14)

- Allows the licensee to hold cannabis events
- A **Temporary Cannabis Event License** is required for each event
 - Must be held on the grounds of a county fair or district agricultural association
 - Single day or up to 4 consecutive days
 - Allows on-site sale and consumption of cannabis goods
 - No alcohol consumption within the event premises

Temporary License Requirements

- ✓ **Local approval**
- ✓ **Right to occupy**
 1. Rental agreement or deed
 2. Landowner approval document
- ✓ **Premises diagram**

Annual License

- Annual licensing fee
 - *The annual licensing fee for each license shall be paid by an applicant or licensee after the Bureau has approved the application. The Bureau shall not issue the license until the annual licensing fee has been paid.*
 - License fees range from \$500- \$200K
- Valid for 1 year from the issuance date.

Apply for an Annual License

- Submit a paper application
- Apply online at www.bcc.ca.gov
- Transition from temporary to annual application

Transition from Temporary to Annual Application Video Tutorial

- Can be found at www.bcc.ca.gov
- Under the Video Tutorial Tab
- Applying for License



E-Learning

- ▶ [Navigating the BCC Website - Video](#)
[Click here for the PDF Quick Reference Guide](#)
- ▶ [Overview of the BCC Website](#)
[Click here for the PDF Quick Reference Guide](#)
- ▶ [Registration & Account Management - Video](#)
[Click here for the PDF Quick Reference Guide](#)
- ▶ [Applying for License](#)
 - [Temporary License Application Video](#)
 - [Annual License Application Video](#)
 - [Temporary to Annual Application Transition Video](#)
[Click here for the PDF Quick Reference Guide](#)
- ▶ [Paying for Fees - Video](#)
[Click here for the PDF Quick Reference Guide](#)
- ▶ [File a Complaint - Video](#)
[Click here for the PDF Quick Reference Guide](#)

Annual License Requirements

✓ Additional Annual Application Info:

- ✓ Business
- ✓ Individual Owners
- ✓ Financial Interest Holders
- ✓ Premises
- ✓ Business Operating Procedures

Business Information

- Name, DBA, all fictitious business names
- Organizational Structure
- Contact Information
- Declarations
- CEQA
- Seller's Permit Number
- Licensing Fee Determination
- Labor Peace Agreement

Individual Owners

- Identifiable Information
- Ownership Percentage
- Government-Issued Identification
- Fingerprints
- List of Convictions (if applicable) and a Statement of Rehabilitation

Financial Interest Holders

-
- “Persons with a financial interest” means an investment into a cannabis business, a loan provided to a cannabis business, or any other equity in a cannabis business that is not qualified as an owner. It does not include persons whose only interest in a licensee is an interest in a diversified mutual fund, blind trust, or similar instrument.
 - The applicant must provide the following information for all non-owners with a financial interest:
 - Name,
 - Date of Birth,
 - Government-Issued Identification and Identification Number.

Premises

- Physical Address
- Premises Diagram
- Evidence of the right to occupy:
 - Provide a document from the landowner or the landowner's agent that states that the applicant has the right to occupy the property and acknowledges that the applicant may use the property for the commercial cannabis activity for which the applicant is applying for licensure.
 - Provide a copy of the rental agreement
 - If the applicant is the landowner of the real property upon which the premises is located, the applicant shall provide to the Bureau a copy of the title or deed to the property.

Business Operating Procedures

- All licensee applications shall include a detailed description of the applicant's operating procedures.
 - Transportation Procedures
 - Inventory Procedures
 - Non-Laboratory Quality Control Procedures
 - Security Procedures
 - Cannabis Waste Management Procedures
 - Delivery Procedures

Business Operating Procedures (Continued)

- Please see the following link to the Bureau's proposed procedure forms.
https://bcc.ca.gov/law_regs/cannabis_docs_forms.pdf
 - *These forms are not currently required, but may be used as a guide when evaluating/preparing your operating procedures.*
- For applicants applying for a microbusiness license, the application shall include a detailed description of the applicant's operating procedures required by this section **for each cannabis activity** the applicant intends to engage in.
- For applicants applying for a testing laboratory license, in addition to the operating procedures, the standard application shall include the operating procedures required by chapter 6 of the California Code of Regulations Title 16 Division 42. Bureau of Cannabis Control.

Licensing Tools

- Additional licensing tools can be found at www.bcc.ca.gov.
- Under the application forms tab.
- Select Additional Forms
- Additional Bureau Forms Available:
 - Premises Diagram Form
 - Owner Submittal Form
 - Financial Information Form
 - Licensee Bond Form



Application Forms

[Retailer](#) ▶

[Distributor](#) ▶

[Microbusiness](#) ▶

[Testing Laboratory](#) ▶

[Cannabis Event Organizer](#) ▶

[Additional Forms](#) ▼

- ▶ [Premises Diagram](#)
- ▶ [Instructions for Completing the Owner Submittal](#)
- ▶ [Owner Submittal](#)
- ▶ [Financial Information Form](#)
- ▶ [Licensee Bond Form](#)

Temporary License Expiration

- The Bureau shall not issue any temporary licenses after December 31, 2018. Any temporary license issued or extended with an expiration date after December 31, 2018 will be valid until it expires.
- Following expiration; a licensee shall immediately cease conducting all commercial cannabis activities until the annual license has been issued.
- Under the proposed regulations the Bureau shall not issue any temporary licenses or extensions after December 31, 2018.
- For fast and efficient licensure please submit requested items timely.

FAQs



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- **What are the Bureau's processing timeframes?**

- The Bureau is unable to provide timelines as our applications are dependent on many factors. All applications are reviewed in the order received, with priority processing being given to those applicants that are deemed eligible.

- **What happens if my business ownership changes?**

- Any changes in your business ownership will require the submission of a new application. All fees are non-transferable or refundable.

FAQs (Continued)

- **When can I register for Track and Trace?**
 - Upon submission of your annual application each owner will receive a notice that will include instructions on how to register for the Track and Trace-(Metrc) training.
- **How do I provide additional application information to the Bureau?**
 - If there are incomplete items associated with your application you will receive email correspondence from an Analyst in the Bureau's Licensing Unit. You can respond directly to the email and include any application attachments.
- **Do applicants need to submit the financial information form if the answers to everything are no?**
 - All fields of the Financial Information form need to be completed. If a specific question does not apply to you, please indicate "N/A" in the designated field.

FAQs (Continued)

- **There are several applicants and/or licensees operating from the same location as me. What information do I need to provide the Bureau regarding my premises diagram?**
 - If there are one or more businesses operating from the same location as you, your premises diagram should identify the surrounding businesses and any common/shared areas.
- **Do I have to submit a Surety Bond?**
 - All licenses must have an executed surety bond payable to the State of California in the amount of \$5,000. Each licensing authority has a designated form, and a bond must be provided for each license held.

We're Here to Help!

- The Bureau's email address bcc@dca.ca.gov
- The California Cannabis Portal: <https://cannabis.ca.gov/>
- The Bureau's Call Center: (833)768-5880
- Subscribe to receive our email alerts. (subscribe at www.bcc.ca.gov)
- Social Media
 - Facebook
 - Twitter
 - Instagram

Questions?
