



County of Santa Barbara

Cannabis Business License Application Check-list

All applicants for Santa Barbara County Cannabis Business Licenses will be required to provide the following prior to consideration of the application:

Business Information:

- Names, mailing addresses, phone numbers, and email addresses for all applicants' and agent's.
- If the operation is in the form of a legal entity (rather than sole proprietorship), provide the name and address of the entity, entity's legal status, and proof of registration with, or a certificate of good standing from, the California Secretary of State.
- Name, address, and telephone number for all business owners, managers, supervisors, employees, and persons having a 10% or more financial interest in the commercial cannabis activity.
- A 24-hour contact phone number.
- Copy of government-issued identification (i.e., California driver's license, California identification card, or certified birth certificate) that all applicants, business owners, supervisors, and employees are 18 years of age or older for State medical licenses, and 21 years of age or older for State non-medical licenses.
- The names, addresses and license numbers of any and all other commercial cannabis operations currently being operated by the applicant.

Operations and Premises Information:

- A full description of the proposed activities and products of the commercial cannabis operation, including proposed hours of operation and the number of employees.
- The physical address and Assessor's parcel number(s) (APN) of the parcel(s) that constitute the lot upon which the proposed commercial cannabis operation will be located.
- Copy of the land use entitlement for the proposed commercial cannabis operation.
- Proof of ownership of premises, or if the premises on which the commercial cannabis operation is to occur is rented or leased, written permission from the property owner containing the property owner(s)' notarized signature that authorizes the tenant or lessee to engage in commercial cannabis activities at the site.
- Diagrams of the property and the cannabis operation premises, drawn to scale, with sufficient detail to enable ready determination of the bounds of each of the State licensed premises, or proposed State license premises, showing without limitation, the boundaries of the lot on which the premises will be located; if the proposed premises consists of only a portion of a property, the diagram shall be labeled indicating which part of the property is the proposed premises and what the remaining property is/will be used for. All roads and

water crossings on the property, sources of water used, including the location of waterbody diversions, pump locations and distribution system, and location, type and capacity of each storage unit to be used for cultivation, the APN, location of pesticide storage facility and hazardous material storage; site plan and, if applicable, floor plan of all buildings and structures that illustrate all entry ways and exits to the building and/or structure, loading zones and all areas in which commercial cannabis activities are proposed to occur.

- Cultivation Plan including total canopy size and production setting for nurseries, cultivation, and microbusinesses with cultivation, if applying for a cultivation license.
- Copy of Business Operating Procedure Manual.
- Quality Control Plan including procedures sufficient to demonstrate how the applicant will comply with state standards for non-contamination.
- Energy Conservation Plan in compliance with Section 50-10 of the County Code.
- Site Security Plan including perimeter security system, lighting, 24-hour video monitoring that cover all areas of the licensed operation, IID cards, employee training program on company policies.
- Evidence of live scan background checks for all business owners, supervisors, employees, and any other persons having at least a 20% financial interest, unless the interest is solely a security, lien or encumbrance. The background check should disclose no felonies in accordance with California Business and Professions Code section 26057, as may be amended.
- Inventory Control Plan that demonstrates the capacity for tracking the location of all cannabis or cannabis products and the ability to reconcile on-hand inventory with the records in the track and trace database.
- Waste Management Plan meeting the standards in state regulations.
- Signed Indemnification Agreement.

State information:

- A copy of the applicant's State cannabis licenses or applications.
- State seller's permit number issued pursuant to Part 1 (commencing with Section 6001) of Division 2 of the California Revenue and Taxation Code, as may be amended, or indicate that the applicant is currently applying for a seller's permit, if applicable.
- Information on the source of water and power for the cannabis operation, including enrollment with the Regional Water Quality Control Board, agreement or waiver for a lake and streambed alteration agreement from the California Department of Fish and Wildlife and the source of power for cannabis operations.

Cannabis Application Fee is a deposit of \$3,250. Actual fees will be charged based on actual staff hours spent evaluating the application. If the applicant is approved, the Cannabis Licensing & Compliance Fee is a deposit of \$2,500. Actual fees will be charged based on actual staff hours spent evaluating the application.