

MANUFACTURING
Cannabis Business Operating Permit
NEW Application Step-by-Step Checklist

The City of Sacramento currently allows cannabis manufacturing in specific zones, subject to the Sacramento City Code (SCC) under [Title 5](#) and [Title 17](#). This step-by-step checklist provides guidance for submitting a new application for a cannabis manufacturing business operating permit (BOP).

1. **Find a Location***

Zoned for cannabis manufacturing. Zones include:

- General Commercial (C2) – under 6,400 sq.ft (non-volatile extraction activities only)
- Light Industrial (M-1 and M-1S)
- Manufacturing Industrial Park (MIP)
- Manufacturing Research and Development (MRD)
- Heavy Industrial (M-2 and M-2S)
- Heavy Commercial (C4)

To check a property address and view the zones located within the City, please utilize this link [here](#).

***Note:** Under State law, cannabis businesses are required to have 600-foot radius buffer zone from schools. In addition, SCC section [17.228.900](#) requires a 600-foot buffer from neighborhood and community parks. Applications with proposed sites that are within 600 feet of a neighborhood and community parks will be reviewed by the Planning and Design Commission.

2. **Apply for a Conditional Use Permit (CUP) – Planning Division**

Obtain a Conditional Use Permit (CUP) for production/manufacturing by submitting an application through the Planning Division’s [online portal](#). *Small manufacturers with a gross receipts less than \$100,000 are exempt from this requirement.* To check if a property already has an approved CUP, please utilize this link [here](#).

Once a complete CUP application has been submitted, the application will receive a file number (Z file or P file) that can be used to submit the Business Operating Permit.

3. **Apply for Building Permits – Building Department**

- Obtain a Certificate of Occupancy specific to the cannabis activity
- All Building Department applications must be submitted online via the Building Department’s [online portal](#). The Building Department’s public counters are open by [appointment only](#).

4. **Apply for a Business Operating Permit (BOP) – Office of Cannabis Management**

The City of Sacramento offers three types of manufacturing permits:

- **Type 1** – Extraction: Volatile or non-volatile
- **Type N** – Infusion
- **Type P** – Packaging

Each permit type is also tiered according to the annual gross receipts:

- **Class A** – Up to \$100,000
- **Class B** – Up to \$1,000,000
- **Class C** – Up to \$3,000,000
- **Class D** – Over \$3,000,000

A BOP application may be submitted with the Z file or P file number and the required documentation through the [OCM's online permitting portal](#).

The application is only valid for 180 days. It will be deemed “Abandoned” if the application is not approved and the extension fee of \$500 and form is not submitted before 180 days.

Documentation *required* for the BOP application includes:

_____ **Z or P Number (CUP Application #) or Record of Decision (ROD)**

_____ **Cannabis Business Owner & Interested Parties List** – form link [here](#)

A breakdown of the 100% ownership of the business. This includes the name(s), title(s) address(es), phone number(s), email address, and number of ownership interest of ALL owners.

_____ **Live Scan (Background Check)** – link [here](#)

Live scan (background) is required for individuals with aggregate ownership interest of 20% or more and/or officers, members of the board of directors, limited liability company managers, and other persons with similar responsibilities.

_____ **Business Structure Documentation**

A description of the statutory entity or business form that will serve as the legal structure for the applicant and a copy of its formation and organizing documents, including, but not limited to, articles of incorporation, certificate of amendment, statement of information, articles of association, bylaws, partnership agreement, operating agreement, and fictitious business name statement.

• **Limited Partnership (LP)**

_____ Statement of Information*

_____ Articles of Association

_____ Partnership Agreement
(Signed)

_____ DBA Filing (if applicable)

- **Limited Liability Company (LLC)**

_____ Statement of Information* _____ Articles of Organization
_____ Bylaws/Operating Agreement _____ DBA Filing (if applicable)
(Signed)

- **Corporations (Inc.)**

_____ Statement of Information* _____ Articles of Incorporation
_____ Bylaws/Operating Agreement _____ DBA Filing (if applicable)
(Signed)

***Note:** Statement of Information (SOI) must be the most current SOI and less than two years old.

_____ **Business Plan**

A detailed plan describing how the cannabis business will operate in accordance with SCC, state law, and other applicable regulations. The plan must include standard operating procedures along with cash handling, transportation of cannabis and cannabis products to and from the premises, product inventory controls, financial management, and California Cannabis Track and Trace system procedures that are specific to the business.

_____ **Budget**

A copy of the applicant’s most recent annual budget for operations. This includes the business name and itemized expenses and projected income for the current year. This can also include projected years.

_____ **Owner’s Statement of Consent** – form link [here](#)

Written consent of the owner or landlord of the proposed site to operate a cannabis business, specifying the street address and parcel number. This document needs to be completed, signed, and notarized.

_____ **Conditional Use Permit**

A copy of the Record of Decision from the Planning Department

_____ **Security and Lighting Plan**

A detailed security plan outlining the measures taken to ensure the safety of persons and property at the business site with a detailed lighting plan showing the existing and proposed exterior and interior lights that will provide adequate security lighting. This document must be prepared by a qualified professional (PPO #, ACO#).

- _____ **Floor Plan**
A scaled floor plan for each level of each building that makes up the business site, including the entrances, exits, walls, and operating areas. The floor plan must be prepared by a licensed civil engineer or architect.

- _____ **Odor Control Plan**
A detailed plan describing the air treatment system or other methods that will be implemented to prevent cannabis odors from being detected outside the buildings on the business site.

- _____ **Energy Efficiency Plan**
Documentation that the applicant has contacted SMUD Strategic Accounts at cannabisoperations@smud.org or (916) 732-7682 for help finding the best way to provide reliable and efficient energy solutions for the business site. The applicant must provide an email with the date SMUD was contacted.

- _____ **Certificate of Liability Insurance**
A copy of the certificate of liability insurance listing the business name and premises address with the minimum coverage requirements. For manufacturing, the minimum coverage is \$1,000,000.

- _____ **Certificate of Occupancy**
A copy of the site's Certificate of Occupancy (CofO) specific to the business type applied for. If tenant improvements are in progress, provide the building permit number (#COM) and a timeline of when the CofO will be obtained.

Additional documentation *required* for the BOP application (if applicable) includes:

- _____ **Extraction Plan (Volatile and/or Non-Volatile) – Type 1 Permits Only**
A detailed plan of the volatile and/or non-volatile extraction processes including the types of extraction equipment and solvents used.

- _____ **Zoning Review (I&R) – Small Manufacturers Only**
Small manufacturers with gross receipts of less than \$100,000, are exempt from Conditional Use Permits (CUPs); however, this permit type remains subject to zoning review. When an application for a BOP is submitted for this permit type, the application will be routed to the Planning Division for a zoning review.

- _____ **Shared-Use Floor Plan – Shared-Use Facilities Only**
A scaled floor plan identifying the designated area where shared-use manufacturing occurs, as well as the common-use area, provided that the use of the common-use area is limited to one permit holder at a time.

_____ **Shared-Use Agreements(s) – Shared-Use Facilities Only**

An agreement between the primary permit holder and the shared-use permit holder. This agreement should include the days and hours in which the shared-use permit holder is assigned to use designated area and the common-use area, an acknowledgment that the shared-use permit holder has sole and exclusive use of the common-use area during the schedule time period, and any allocation of compliance responsibility.

_____ **Shared-Use Manufacturing Schedule – Shared-Use Facilities Only**

A proposed schedule that specifies the days and hours the common-use area will be available for the shared-use permit holder and when it will be used by the primary permit holder.

5. _____ **Pay BOP Application Fee – Office of Cannabis Management**

In order for OCM to begin reviewing the application, the application must be **both** submitted and paid for. The application fee is waived for CORE businesses (Classifications 1, 2, 3, and 5) and Veterans. The application fees are non-refundable and can be found on page 8 of this document.

6. _____ **Final Walk-through – Office of Cannabis Management**

After the Certificate of Occupancy (CofO) has been issued, contact OCM to schedule a BOP walk-through at cannabis@cityofsacramento.org. It is important to note that a walk-through will not be scheduled until the location has been issued a CofO and a complete application with all the required documents along with a fee payment. Walk-throughs are only scheduled on Wednesdays and are conducted by OCM, Sacramento Police Department, and Code Enforcement. To help you prepare, please review the BOP walk-through checklist found [here](#) to ensure the requirements are in place and ready for evaluation.

7. _____ **Business Operating Tax – Revenue Division**

When the business has completed the final walk-through, please apply online to submit the Business Operations Tax Online Application – link [here](#)

8. _____ **State License – Department of Cannabis Control – link [here](#)**

Applying for a State license from the Department of Cannabis Control may take place before Step 3. It is best to take your tenant improvement schedule into consideration during this process to ensure the business has a valid State license as the application goes through the BOP final review and/or to start operating your cannabis business.

Other Non-City Requirements

CEQA Compliance

If the City has determined that the project is exempt from CEQA review, applicants can obtain from their planner a completed Notice of Exemption (NOE). The NOE must be filed with these agencies: 1) Sacramento County Clerk, and 2) the State Office of Planning and Research (OPR). The 2024 fee for the County Clerk is \$50.00. There is no fee for filing with OPR. The applicant must file the NOE in order to obtain a date-stamped copy of the NOE required by the Department of Cannabis Control to apply for a State license.

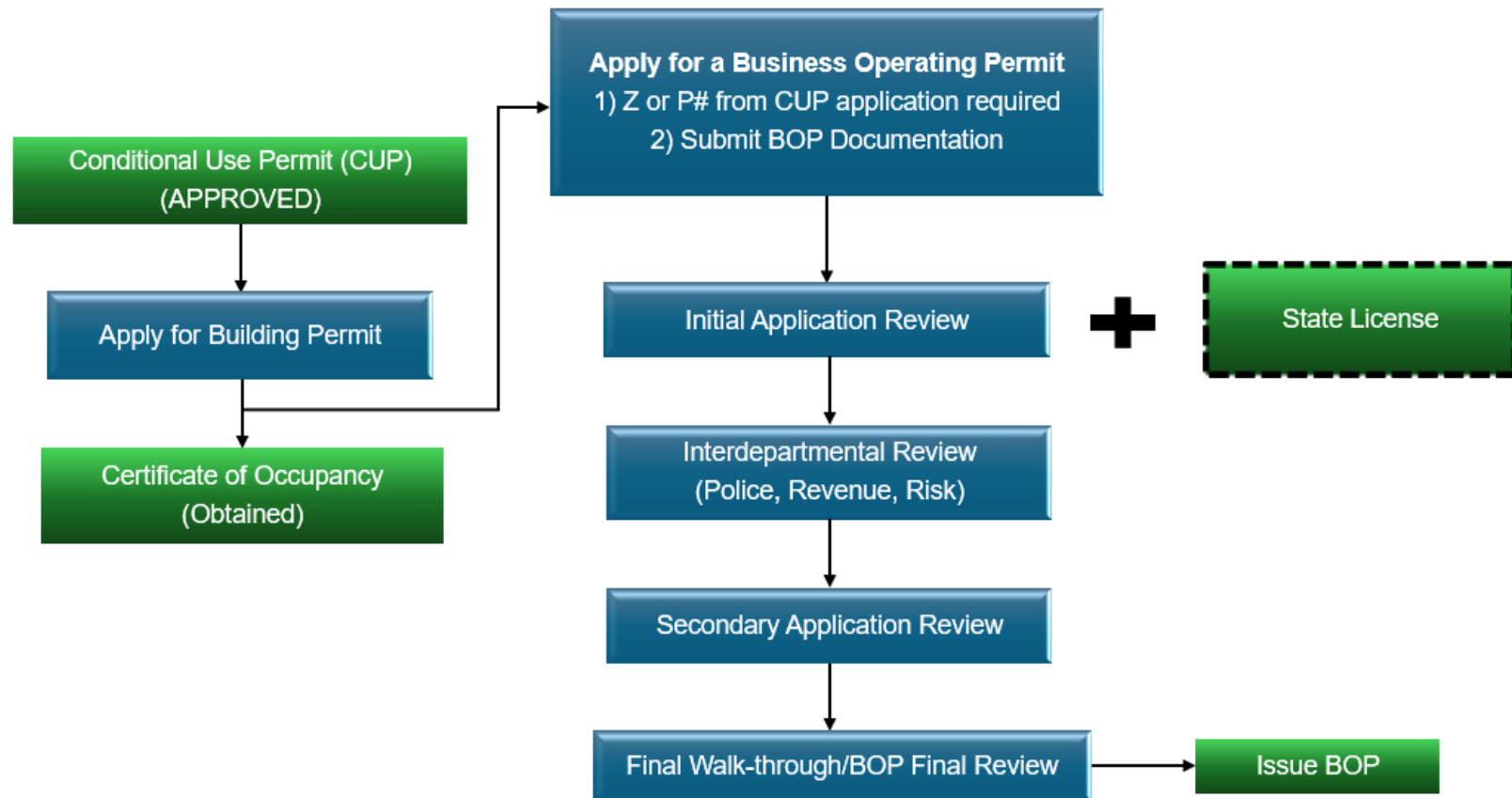
Sacramento County Environmental Department

Existing State statute requires any business in Sacramento County that handles or generates certain quantities of hazardous waste to register with and obtain a permit from the Sacramento County Environmental Department. More information can be found [here](#).

Sac Metro Air District

Certain cannabis related processes and equipment may also require a permit to operate from Sac Metro Air Quality Management District (SMAQMD). These may include power generation devices, cannabis extraction and equipment/surface cleaning processes, boilers, and air pollution control devices, used for cannabis grinding, milling, and cutting, and associated odors. Please contact [SMAQMD](#) directly for more information on regulations and permitting requirements.

Business Operating Permit (BOP) Process Flow



Business Operating Permit Fees

Permit Type	BOP Fee New	BOP Fee Renewal
Cultivation up to 5,000 sq. ft	\$ 9,700	\$ 8,570
Cultivation up to 10,000 sq. ft	\$ 20,210	\$ 17,840
Cultivation up to 22,000 sq. ft	\$ 28,910	\$ 25,300
Nursery	\$ 9,700	\$ 8,570
Dispensary	\$ 23,610	\$ 20,800
Dispensary - Delivery Only	\$ 23,610	\$ 20,800
Dispensary - Delivery Only - Less than \$500k	\$ 9,760	\$ 8,580
Distribution Center up to \$5 million	\$ 9,200	\$ 8,100
Distribution Center up to \$20 million	\$ 19,000	\$ 17,300
Distribution Center over \$20 million	\$ 33,600	\$ 30,400
Distribution Service - Transport Only *	\$ 5,530	\$ 4,850
Manufacture Type 1 - (Class A) - up to \$100k *	\$ 4,440	\$ 3,700
Manufacture Type 1 - (Class B) - up to \$1 million	\$ 8,880	\$ 8,400
Manufacture Type 1 - (Class C) - up to \$3 million	\$ 17,660	\$ 15,500
Manufacture Type 1 - (Class D) - over \$3 million	\$ 30,900	\$ 25,625
Manufacture N or P (Class A) - up to \$100k *	\$ 2,590	\$ 2,290
Manufacture N or P (Class B) - up to \$1 million	\$ 7,670	\$ 6,750
Manufacture N or P (Class C) - up to \$3 million	\$ 16,920	\$ 14,875
Manufacture N or P (Class D) - over \$3 million	\$ 28,410	\$ 23,400
Microbusiness - (3) Manufacturing, Retail, Distribution, Cultivation	\$ 36,800	\$ 35,100
Testing Lab *	\$ 14,270	\$ 12,570

***Note:** CUP Exempt

Other Fees	
BOP Modification Fee – Permitted Businesses ONLY	\$1,000
Relocation Fee – Permitted Businesses ONLY	\$1,000
BOP Application Modification – Changes in business structure, ownership, management	\$ 250
BOP Application Modification – Relocations	\$ 500
Zoning Review Fee – CUP-exempt applications	\$291.60
BOP Renewal Late Penalty Fee	10% of Renewal Fee