

Notification of Business Operation

Instructions:

Complete this form on the **first day** of your business operations and submit by email to: cannabis@cityofsacramento.org.

Business Name (as written on BOP): _____

Operating Permit Number: _____ **Date of Issuance:** _____

First Date of Operations: _____

Certifications:

(initial the section below)

_____ I certify that the date I provided as the first day of operations is true and correct and will serve as the official record for information related to the Business Operating Permit (BOP) regulatory inspections and the Business Operations Tax (BOT).

Name: _____ **Title:** _____

Signature: _____ **Date:** _____

Things to remember as you open your cannabis business!

1. Review your Business Operating Permit (BOP) for any outstanding conditions that require approval the Sacramento Police Department or the Office of Cannabis Management (OCM).
2. Start reporting income to the Revenue Division (even if it's zero) as soon as you are issued a BOP. Once the business starts generating income, start remitting Business Operating Tax (BOT) and stay current on payment schedules. Failure to make timely payments is a violation of your BOP.
3. Maintain proper security systems and insurance coverage throughout your permit cycle, regardless of whether you are operating or not.
4. Keep all your documents current and accessible.
5. Should there be any criminal activity, alarm activations, security breach in your premises, notify OCM within 24 hours by submitting a [Security Incident Form](#).
6. If you need to cease operations for 30-89 days, complete a [Temporary Business Closure Form](#).
7. Look out for a renewal letter 90 days prior to the expiration date on your BOP and immediately start the renewal process. OCM sends out 90, 60, 30, 7, and 1 day renewal reminder prior to expirations.
8. If you have any questions regarding the business regulations for cannabis businesses, refer to [Chapter 5.150](#) of the Sacramento City Code or our [website](#) or email us at canabis@cityofsacramento.org.