

**Notification of Business Operation**

**Instructions:**

Complete this form on the **first day** of your business operations and submit by email to: [cannabis@cityofsacramento.org](mailto: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. If you have a Temporary Certificate of Occupancy (TCO), continue your tenant improvements and inspections. When you receive your Certificate of Occupancy (CofO), submit a copy to OCM.
3. 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.
4. Maintain proper security systems and insurance coverage throughout your permit cycle, regardless of whether you are operating or not.
5. Keep all your documents current and accessible.
6. If there are any changes in ownership interest, business structure, etc. submit a [Business Information Change \(BIC\) form](#).
7. Should there be any criminal activity or security breach in your premises, notify OCM within 24 hours by submitting a [Security Breach form](#).
8. If you need to cease operations for 30-89 days, complete a [Business Operations Cessation form](#).
9. Look out for a renewal letter 90 days prior to the expiration date on your BOP and immediately start the renewal process.
10. 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](mailto:canabis@cityofsacramento.org).