

**Cannabis Business Operating Permit
RENEWAL Application Step-by-Step Checklist**

This step-by-step checklist provides guidance for the renewal application process to assist in renewing a cannabis business operating permit (BOP) through the Office of Cannabis Management (OCM). The BOP renewal application is required to be submitted *at least* 30 days before the expiration of the permit to be processed in a timely manner and renewed before the expiration date.

How to Renew a Cannabis Business Operating Permit

1. **Apply for Business Operating Permit Renewal**

Apply for the permit renewal through [OCM's online permitting portal](#) and click on the "Renew" link next to the operating permit number. The link will be available 90 days prior to the permit expiration date. Please ensure that the individual applying for the renewal permit has access to the account and/or is listed on the account as a contact.

2. **Upload Required Documentation**

Below is a descriptive list of the documentation required for the permit renewal (**See page 3 for a summary of required documentation based on the permit type**)

Interested Parties List form – link [here](#)

A breakdown of the 100% ownership of the business. This includes the name(s), address(es), telephone number(s), title(s), and/or function(s) of the ownership.

Business Structure Documentation

• **Limited Partnership**

_____ 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
(Signed)

_____ DBA Filing (if applicable)

• **Corporations (Inc.)**

_____ Statement of Information*

_____ Articles of Incorporation

_____ Bylaws/Operating Agreement
(Signed)

_____ DBA Filing (if applicable)

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

_____ **State License – Department of Cannabis Control**

A copy of a valid State license for the permitted activity.

_____ **Security and Lighting Plan**

A detailed security plan (*dated after October 1, 2022*) 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#).

_____ **UL Certificate**

A copy of the Underwriters Laboratories (UL) certification for the burglary alarm system.

_____ **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 cultivation facilities, manufacturing facilities, testing laboratories, storefront dispensaries, delivery-only dispensaries, and microbusinesses (without a distribution activity) the minimum coverage is \$1,000,000. For distributions or microbusinesses with a distribution activity the minimum coverage is \$2,000,000 plus \$1,000,000 for each loss.

_____ **Labor Peace Agreement**

A copy of the signed agreement submitted with the State license or a signed notice that the business has less than 20 full-time employees. As of July 1, 2024, this will be required for businesses with more than 10 full-time employees.

_____ **Driver and Vehicle Verification Form** – link [here](#)

A completed and signed form certifying that all **delivery** or **distribution** drivers have valid driver's licenses and insurance coverage, and all vehicles have the proper registration and insurance.

_____ **Vehicle Registration**

A copy of the current vehicle registration(s) listing applicant as owner or lessee for **distribution** drivers.

_____ **Vehicle Insurance**

A copy of the current vehicle insurance coverage for vehicles(s) not covered under the business's general commercial liability insurance for **distribution** drivers.

Business Operating Tax Certification (BOTC)

Ensure that the BOTC is current with the Revenue Division

Waste Management Plan

Ensure the compliance with local waste management requirements by reaching out to the City of Sacramento’s Recycling and Solid Waste Division at wastecompliance@cityofsacramento.org and submitting the Waste Management Plan that was submitted with the Department of Cannabis Control license application, along with the current Cannabis Waste Hauler information the business utilizes.

Required Documents	Storefront Dispensary	Cultivation	Nursery	Manufacturing	Distribution	Delivery Only Dispensary	Testing Lab	Microbusiness
Interested Parties List Form	X	X	X	X	X	X	X	X
Business Structure Documentation	X	X	X	X	X	X	X	X
State License	X	X	X	X	X	X	X	X
Security And Lighting Plan	X	X	X	X	X	X	X	X
UL Certificate	X	X	X	X	X	X	X	X
Certificate of Liability Insurance	X	X	X	X	X	X	X	X
Driver and Vehicle Verification Form	X*				X	X		X**
Vehicle Registration					X			X***
Vehicle Insurance					X			X***
Labor Peace Agreement	X	X	X	X	X	X	X	X
Business Operating Tax Certificate	X	X	X	X	X	X	X	X
<i>*If storefront has an add-on delivery</i>								
<i>**If delivery/distribution is one of the activities of the microbusiness</i>								
<i>***If distribution is one of the activities of the microbusiness</i>								

3. _____ Renewal Application Fee Payment

In order for OCM to begin reviewing the renewal application, the application must be **both** submitted and paid for. The renewal application fee is waived for CORE businesses (Classifications 1, 2, 3, and 5) and Veterans.

Permit Type	BOP Fee Renewal
Cultivation up to 5,000 sq. ft	\$ 8,570
Cultivation up to 10,000 sq. ft	\$ 17,840
Cultivation up to 22,000 sq. ft	\$ 25,300
Nursery	\$ 8,570
Dispensary	\$ 20,800
Dispensary - Delivery Only	\$ 20,800
Dispensary - Delivery Only - Less than \$500k	\$ 8,580
Distribution Center up to \$5 million	\$ 8,100
Distribution Center up to \$20 million	\$ 17,300
Distribution Center over \$20 million	\$ 30,400
Distribution Service - Transport Only	\$ 4,850
Manufacture Type 1 - (Class A) - up to \$100k	\$ 3,700
Manufacture Type 1 - (Class B) - up to \$1 million	\$ 8,400
Manufacture Type 1 - (Class C) - up to \$3 million	\$ 15,500
Manufacture Type 1 - (Class D) - over \$3 million	\$ 25,625
Manufacture N or P (Class A) - up to \$100k	\$ 2,290
Manufacture N or P (Class B) - up to \$1 million	\$ 6,750
Manufacture N or P (Class C) - up to \$3 million	\$ 14,875
Manufacture N or P (Class D) - over \$3 million	\$ 23,400
Microbusiness - (3) Manufacturing, Retail, Distribution, Cultivation	\$ 35,100
Testing Lab	\$ 12,570
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

Business Operating Permit (BOP) *Renewal Process Flow*

