

How to Submit a BOP Application

Follow these six steps to create a Cannabis Business Operating Permit (BOP) Application.

Before you begin

1	You must have an existing Public Permit Portal account
2	Have your username, password, security question, and answer ready.
3	Use the checklist for your permit type to help you complete the new BOP application process. Checklists are available on the How to Apply for Cannabis BOP webpage.

Complete each step below.

Step 1

City of
SACRAMENTO

PUBLIC PERMIT PORTAL

 Announcements  Register for an account  Login

Search...



Home

Building

Planning

Public Works

Operating Permit

General Property Info

Advanced Search ▼

SACRAMENTO PUBLIC PERMIT PORTAL

Welcome to Sacramento's Public Portal! This portal allows the public to check statuses, pay fees, and view details for permits.

If you would like to look up or pay fees for a specific record, select the search or pay fees link under the appropriate program heading. **Additional Payment instructions can be found [here](#).**

Some Portal functionality is only available after registering for an account.

APPLICATION INSTRUCTIONS

For instructions on preparing and submitting an application navigate to the program's web page below.

Planning Division: [e-Planning information and videos](#)
Building Division: [Electronic Plan Check \(EPC\)](#), [Production Permit](#), [Web Minor Permits](#), [Safety Inspection Requests](#), [Inspection Scheduling](#), [Online Payments](#)
Operating Permits: [Short-Term Rentals](#), [Mobile Food](#)

Sign In

USERNAME OR EMAIL:*

PASSWORD:*

[Forgot Password?](#)

SIGN IN

☐ Remember me on this device

Not Registered?

CREATE AN ACCOUNT

- Go to [Public Permit Portal](#)
- Enter Username or Email and Password, then select **Sign In**.

Step 2



- Select the tab Operating Permit for Business Operating Permits.
- Select Create Application.



Required fields

A red asterisk means the information is required.

Step 3

Home Building Planning Public Works **Operating Permit** General Property Info

Create Application

Search for Operating Permits

Online Application

Welcome to the City of Sacramento Revenue Division's Operating Permit Public Portal. This system will allow you to submit or renew an application, update information for your business(s), pay fees and track the status of your application from the convenience of your home or office, 24 hours a day.

Please note that due to the following requirements, your permit will not be approved until the following steps are completed at the Revenue Division, 915 I Street Rm 1201, Sacramento, CA 95814.

- Live Scan (fingerprinting/criminal history background check). Forms and instructions for Livescan fingerprinting can be found on our webpage here: <https://www.cityofsacramento.gov/content/dam/portal/finance/cannabis/documents-and-files/Livescan4-FINGERPRINTINGCUSTOMERINSTRUCTIONSALL.pdf>.
- Payment by Cash or Check (if not paid on-line with a credit card)
- Before applying for a Special Business Permit, you must have a valid Business Operation Tax Certificate (BOT) with the City of Sacramento.
- You can apply for a BOT here: [Business Operations Tax Certificate](#)
- You will need a valid BOT number to complete your Special Business Permit application.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

Notice

Importance of accuracy and completeness: Completion of the following on-line operating permit application fulfills California Code requirements. Outlined in this section is the requirement that all applications, identify and describe the activity to be covered by the permit for which the application is made. Selections made during the on-line application process produce a description of work statement. It is the applicant's responsibility to provide

☐ I have read and accepted the above terms.

[Continue Application »](#)

- Read thoroughly the instructions and **Notice** provided on the page.
- Check the box confirming, "I have read and accepted the above terms."
- Select Continue Application.

Step 4

Create Application

 Search for Operating Permits

Create this application as

☒ Myself

☐ Another person 

[Continue Application »](#)

Portal screenshot for guidance; the live portal may look slightly different.

- Select whether you are creating the application for **Myself** or **Another person**.
- Select **Continue Application**

Step 5

[Home](#) [Building](#) [Planning](#) [Public Works](#) [Operating Permit](#) [General Property Info](#)

[Create Application](#)

[Search for Operating Permits](#)

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

SPECIAL NOTES:

- A new Mobile Food Vending Driver's Permit will not be issued until fingerprinting is completed.
Fingerprinting is done at Business permits: 915 I Street, Room 1201, Sacramento, CA 95814
- Please allow two weeks for permit processing. If submitted information is incomplete, processing may be delayed.
- Questions on Special Business permits, please call 916-808-5852



Search

▶ **Cannabis**
▶ Special Business

[Continue Application »](#)

- ▼ **Cannabis**
- ☐ Cultivation Permit
 - ☐ Delivery Only Dispensary Permit
 - ☐ Distribution Permit
 - ☐ Manufacturing Permit
 - ☐ Microbusiness Permit
 - ☐ Nursery Permit
 - ☐ Processor Permit
 - ☐ Storefront Permit
 - ☐ Testing Laboratory Permit
- ▶ **Special Business**

[Continue Application »](#)

- Select the arrow next to **Cannabis**. A list of Cannabis Permit Types will appear.
- Choose the permit type you want to apply for to begin the BOP application.

Step 6

Create Application

Search for Operating Permits

Cultivation Permit

1 Site Information

2 Applicant Information

3 Other Information

4 Documents

5 Review

6

7

Step 1: Site Information > Location

* indicates a required field.

Detail Information

* Business Name

Neighborhood Characteristics



Address

* Street No.:

* Street Name:

Search

Clear

- Complete Steps 1 through 6 in order.



Save and resume later

At the bottom of each step, select **Save and Resume Later** if you need to pause and complete the application at another time.



Required fields

A red asterisk means the information is required.