

POLICY MEMORANDUM

Date: July 1, 2024

From: Davina Smith, Cannabis Program Manager

Re: Office of Cannabis Management – Contact Authorization Policy

The Office of Cannabis Management (OCM) allows for applicants and permittees to add individuals to their application and/or permit that are authorized to make decisions, communicate information, and upload documentation. This allows for streamlined communication with the applicants and/or permittees. OCM has experienced occurrences where an applicant and/or permittee email address authorized for use on the Accela permitting portal is being utilized by an individual not authorized by OCM to communicate information. To prevent unauthorized individuals from gaining access to application and permit information, the following policies have been enacted:

1. A owner listed on the application and/or permit must fill out and sign the OCM Contact Authorization form located on our website and submit a copy of the form, and a copy of valid photo identification (e.g. drivers license or State issued identification) to cannabis@cityofsacramento.org.
2. Any revocation of this authorization must be in writing and accompanied by a copy of valid photo identification (e.g. drivers license or State issued identification) emailed to cannabis@cityofsacramento.org.