



Marijuana License Renewal Application

Updated April 20, 2021

Application Requirements

Please complete this form to apply for renewal of your Denver retail or medical marijuana business license. A single application form may be used to renew multiple licenses that share an expiration window at a single address and under a single entity name. For licenses at different addresses and/or under different entity names, please submit separate application forms. Please note:

- You may renew a license up to 90 days before its expiration date.
- You may renew a license up to 90 days after its expiration date. However, all licensees must cease operations upon the date of expiration recorded on the face of the license, and late fees will apply to all late renewals. Licenses that have been expired for more than 90 days cannot be renewed.

Applications must be complete and include all required documents. Legal documents included as part of this application must be properly signed and executed. All materials must be legible. **Incomplete applications will be rejected.**

Required Fees

- Annual License Fee for Medical Marijuana Businesses
 - Social Equity Licensees - \$1,500
 - Non-Social Equity Licensees - \$3,000
- Annual License Fee for Retail Marijuana Businesses
 - Social Equity Licensees - \$2,500
 - Non-Social Equity Licensees - \$5,000

Late Renewal Fees: If your license has been expired for 90 days or less, you may submit a late renewal application upon the payment of a late renewal fee. Late renewal fees increase over time as follows:

- If the application for renewal is submitted within 30 days after the expiration date on the face of the license, the late renewal fee is 20% of the license fee.
- If the application for renewal is submitted 31-90 days after the expiration date on the face of the license, the late renewal fee is 50% of the license fee.

License Information

Business File Number	State License Number	License Type	State License Expiration Date

Applicant Information

Entity Name					
Trade Name (DBA)					
Physical Address of the Marijuana Facility					
Street			City	State	Zip Code
Mailing Address (If Different from the Physical Address)					
Street			City	State	Zip Code
Alarm Permit Number		City Sales Tax License Number (Stores Only)		State Sales Tax License Number (Stores Only)	
All License Types: Have any of the licenses being renewed received any of the following from the Marijuana Enforcement Division within the last 12 months?			Order to Show Cause Yes No	Summary Suspension Yes No	Administrative Hold Yes No
Marijuana Infused Product Manufacturers: What type(s) of extraction do you perform?	Butane (C4H10) Acetone (C3H6O) Ethanol (C2H6O) Other _____		Propane (C3H8) Carbon dioxide (CO2) Pentane	Isopropanol (C3H8O) Heptane (C7H16) None	
Cultivations: Do you perform cold water extraction?	Yes		No		

Contact Information

You must provide contact information for:

- **A main contact:** The main contact is someone who can address questions or issues related to your license applications or business license. The main contact will receive application status updates, license notifications, and copies of your business license at the email provided.
- **An onsite manager:** The onsite manager must have the authority to make decisions regarding the licensed premises and must have access to and control over the licensed premises at all times. The onsite manager may also be the person who has authority over the licensed premises and may receive official correspondences, including enforcement correspondences, from the City.

Main Contact	
Name	Phone Number
Email Address	
Onsite Manager	
Name	Phone Number
Email Address	

Ownership Information

You must provide the following information for any individual or entity with 10% or greater ownership of the license, either directly or through another entity. Individual information and ownership percentages should match the ownership structure you provide to the state Marijuana Enforcement Division. You may submit additional copies of this page if needed.

Full Name (First and Last)					Date of Birth			
Street Address (Home)			City			State		
Position (Title)				Ownership Percentage				
Email Address					Phone Number			
Full Name (First and Last)					Date of Birth			
Street Address (Home)			City			State		
Position (Title)				Ownership Percentage				
Email Address					Phone Number			
Full Name (First and Last)					Date of Birth			
Street Address (Home)			City			State		
Position (Title)				Ownership Percentage				
Email Address					Phone Number			
Full Name (First and Last)					Date of Birth			
Street Address (Home)			City			State		
Position (Title)				Ownership Percentage				
Email Address					Phone Number			
Full Name (First and Last)					Date of Birth			
Street Address (Home)			City			State		
Position (Title)				Ownership Percentage				
Email Address					Phone Number			

Statements of Understanding

The Statements of Understanding must be signed by the person signing the Oath of Application. When applicable, copies of this document must be signed by the person or entity purchasing or otherwise acquiring the license, as well as the license owner. Representative parties with authority granted by the parties above may also sign. In the case of a publicly traded company or a change in controlling beneficial owner - for example, the addition of a controlling beneficial owner to the entity that holds the license - a representative party with authority granted by the entity or entities may sign.

1. _____ I hereby represent and warrant that I am authorized to submit this application on behalf of the entity listed on the application because I meet one of the following conditions: I am an existing owner (in full or part) of the entity, I have authority granted by an owner of the entity to do so or I am a potential new owner (in full or part) of the entity.
2. _____ I hereby represent and warrant that all the documents that I am submitting with this application are true and accurate to the best of my knowledge and that all executed documents are valid and enforceable.
3. _____ I hereby represent and warrant that I have read and understand all the laws, rules and regulations, and policies and procedures associated with my application; and that I fully understand the nature, meaning, and content of such laws, rules, and policies. I warrant and represent that I will abide by such laws, rules, and policies during the application process and after my license is issued by the Department.
4. _____ I hereby represent and warrant that I have conducted my own research and investigation regarding the compliance of my proposed location with state and local laws, including but not limited to proximity restrictions, zoning regulations, and address requirements. I further warrant and represent that the proposed location of my marijuana business license fully complies with such state and local law.
5. _____ I understand that any promise, representation, or any other statement made to me by any agent or employee of the Department or the City that is not contained within this application is null, void, and unenforceable and that I am not relying on any such promise, representation, or statement.
6. _____ I understand that any license which I am purchasing, or to which I am being added as an owner, may be subject to existing agreements, actions, or restrictions, including suspended sentence associated with disciplinary action, good neighbor agreement or any other limitation imposed by the Department or third party and I voluntarily agree to be bound by any such limitation on the license.
7. _____ I understand that it is my responsibility to review any applicable license history and license file associated with this application, and I hereby represent and warrant that I have had the opportunity to do so and I am knowingly submitting my application with full knowledge of any licensing history. I warrant that the corresponding state license associated with this application is active, in good standing, and is not currently subject to disciplinary action by the State Licensing Authority.
8. _____ I understand that the Department will review the application for compliance with state and local laws, and that my application may be denied before or after a public hearing as required or allowed by laws, rules, or policies of the State and City.
9. _____ I understand that the Department may initiate disciplinary action on this license based upon any conduct associated with the license, including conduct by previous owners, manager or employees. I further understand that this license constitutes a revocable privilege and that I am liable for all actions associated with this license.
10. _____ I understand that this application is neither an entitlement nor a vested right, and I acknowledge that I must qualify for and obtain the license or license status that I am seeking prior to operating or otherwise claiming that I have any right to such.
11. _____ I understand that the Licensed Premises associated with my application is required to be continuously monitored by a security alarm system and that I am required to maintain up-to-date and current records and existing contracts on the Licensed Premises.
12. _____ I represent and warrant that I have read these statements of understanding, that I have had the opportunity to consult with legal counsel, and that I am knowingly and voluntarily submitting my application in compliance with this acknowledgment and advisement and all applicable laws.

Print Name

Date

Signature

Required Documents: A Checklist for Applicants

Applications must be complete and include all required documents. Legal documents included as part of this application must be properly signed and executed. All materials must be legible.

Incomplete applications will be rejected.

1. Copies of any Orders to Show Cause, Summary Suspensions, or Administrative Holds issued by the Marijuana Enforcement Division within the last 12 months.
2. Copies of valid State License(s) for each license being renewed.
3. Proof of Legal Possession of the Premises; only one of the following must be submitted:
 - a. A complete [Possession of Property Certificate](#); or
 - b. A deed; or
 - c. A complete, unredacted lease, including all lease amendments; if leased, the owner must provide written consent to lease the property to a marijuana facility, and the lease must be valid for at least 90 days from the date a complete application is submitted.
4. A complete [Social Impact Plan form](#); required for every licensee (every license type, medical and retail).

OATH OF APPLICATION

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Denver Revised Municipal Code and all Rules and Regulations which govern my Marijuana Establishment License Application.

Print Name

Date

Signature