

Application Checklist - Transition (Renew) a Marijuana Business License in the Online Permitting and Licensing Center

Effective Nov. 11, 2021, licensees are required to transition existing licenses to [Denver's Online Permitting and Licensing Center](#) during their annual renewal window, and they will be required to renew online every year thereafter. The following is a checklist of application requirements. Applicants can use this checklist to prepare an application.

	All materials are saved as a .pdf or .jpg file <u>only</u> .
	All legal documents are properly signed and executed.
	All materials are legible.
	Application is complete.

For the [Licensed Establishment Record](#), every applicant (with the exception of no-premises transporters and mobile hospitality businesses with no licensed premises in Denver) will provide:

	Any location name you may use to distinguish locations (if you have licenses at multiple locations)
	The name, date of birth, home address, phone number and email address for an onsite manager, who has the authority to make decisions regarding the licensed establishment and who has access to and control over the licensed establishment at all times
	Acknowledgement of Zoning Use Permit form ; do <u>not</u> submit a copy of a Zoning Use Permit. Copies of Zoning Use Permits will be rejected, and you will be required to submit an Acknowledgement of Zoning Use Permit form.
	Proof of legal possession of the premises, valid for at least 90 days from the date a complete application is submitted. Only one of the following must be submitted: <ul style="list-style-type: none"> • A <u>complete possession of property certificate</u> (recommended); or • A deed; or • A <u>complete, unredacted</u> lease, including <u>all amendments</u>. 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.
	An Acknowledgement of Floor Plan Requirement form . Do <u>not</u> submit a floor plan. Floor plans will be rejected, and you will be required to submit a Floor Plan Acknowledgement form.
	A copy of Burglar Alarm Monitoring Contract
	A copy of Burglar Alarm Permit

For the [Entity Registration Record](#), every applicant will provide:

	Any trade names under which the entity operates
	Information for <u>every</u> owner licensee (natural person <u>and</u> entity licensed by the Colorado Marijuana Enforcement Division) associated with the license; this includes the name, home address, date of birth (or the date of incorporation of the entity), position, phone number, email address, percentage owned, state owner license number, relevant social equity qualification information, and voluntary demographic information for every owner. <ul style="list-style-type: none"> • Please note: For owner-entities associated with the license, select “Holding Company” in the “Position” dropdown.
	A copy of a valid government-issued identification for each owner licensee (natural person) associated with the license, directly or through an entity
	A copy of organizational documents or corporate governance documents (articles of incorporation, by-laws, operating or partnership agreement)

For the Business File Number (license) Record, applicants will provide:

	A valid, related state business license number
	A Burglar Alarm Permit number (not required for no-premises transporters or mobile hospitality businesses with no licensed premises in Denver)
	A business employer identification number
	Proof of eligibility for any social equity licensee listed in the ownership structure (required only if social equity licensees are listed in the ownership structure)
	A complete Social Impact Plan (must be on the city's provided template); required for every license (every license type, medical and retail)
	A copy of the city sales tax license (required only for stores and hospitality and sales businesses)
	A copy of the state sales tax license (required only for stores and hospitality and sales businesses)
	Proof of an occupational privilege tax license (required only for transporters)

Transporters that have a current Denver delivery permit and are transferring their license to the Online Permitting and Licensing Center will also need to provide:

	The Vehicle Identification Number (VIN) for each delivery motor vehicle
	The license plate number for each delivery motor vehicle
	Proof of insurance for each delivery motor vehicle (combined and uploaded in a single .pdf)
	A copy of the business' state delivery permit
	A copy of the vehicle registration for each delivery motor vehicle (combined and uploaded in a single .pdf)

Stores that have a current Denver delivery permit and are transferring their license to the Online Permitting and Licensing Center will also need to provide:

	A copy of the current Denver business license
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Additionally, when completing a retail marijuana cultivation application, an applicant may also need to provide:

	Required documents for cultivation facilities in non-conforming zone use districts
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