

Application Checklist – Apply for a New Marijuana Business License

Applications for new marijuana business licenses must be submitted through [Denver's Online Permitting and Licensing Center](#). 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:

	The name, position, 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 (required for <u>all</u> applicants)
	A Zoning Use Permit or Acknowledgement of Zoning Use Permit form ; an Acknowledgement of Zoning Use Permit form may be used to submit a new license application. However, a new license will not be issued until the applicant provides a valid Zoning Use Permit.
	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</u> possession of property certificate (recommended); or • A deed; or • A <u>complete, unredacted</u> lease, including all 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.
	A floor plan that meets the requirements for marijuana licensing (see Floor Plan Requirements below)
	A copy of Burglar Alarm Monitoring Contract
	A copy of Burglar Alarm Permit

For the [Entity Registration Record](#), every applicant must 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 must 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)
	An odor control plan (required only for hospitality and hospitality and sales businesses)
	A health and sanitation plan (required only for hospitality, hospitality and sales, and mobile hospitality businesses that provide shared consumption devices to consumers)
	Evidence of Need and Desire (required only for stores, hospitality, and hospitality and sales businesses. See Evidence of Need and Desire requirements below.)

Additional Information for Mobile Hospitality Business Licenses

If you are applying for a mobile hospitality business license, you must apply for separate licenses for each mobile premises (vehicle) and you must provide:

	The Vehicle Identification Number (VIN) for the vehicle
	The license plate number
	A copy of the vehicle registration
	Proof of insurance for the vehicle
	Route logs that show pickup and drop-off locations and all stops in between

Additional Information for Off-Premises Storage Facility Licenses

For a medical or retail marijuana off-premises storage facility application, you must provide:

	The related Denver marijuana Business File Number (BFN) associated with the new off-premises storage facility (e.g. the Business File Number for the store, cultivation, etc., associated with the off-premises storage facility)
	The related State of Colorado marijuana business license number associated with the new off-premises storage facility (e.g. the state business license number for the store, cultivation, etc., associated with the off-premises storage facility)

Additional Information for Transporters Applying for Delivery Permits

	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)

Floor Plan Requirements

Provide a floor plan, or multiple floor plans, drawn to scale on a standard 8 ½" x 11" piece of paper. It is preferred and strongly recommended that you submit plans that have been prepared digitally or plans prepared by a design professional. Separate floors must be shown on separate pieces of paper and clearly identified (i.e. Basement, First Floor, etc.) Your floor plan must be complete and accurate. The submission must include:

- The physical layout of the establishment with the legibly labeled principal uses of each room in the premises.
- The legible identification of all security cameras and DVR locations.
- The intended Licenses Premises must be contiguous and outlined in red.
- The intended Limited Access Areas must be contiguous and outlined in green.
- Centers only: Each room that is Restricted Access Area must be clearly labeled as such and must identify POS and sales counter locations.
- If you choose to submit multiple floor plans to satisfy all of the requirements outlined above, the physical layout and room uses must be identical for each floor plan showing the same section of the premises.

Evidence of Need and Desire

Applications will be required to submit evidence of need and desire with their application. This evidence will be reviewed by a Hearing Officer, either at a Needs and Desires Hearing (if requested), or in a simple review. Some common examples include:

- I. Petitions
- II. Neighborhood Witness Affidavits
- III. GNAs
- IV. Letters of support/non-opposition from RNOs; BIDs; or other entities
- V. Any other documents deemed appropriate by the Director

Definitions

- **Licensed Premises:** The premises in possession of the Licensee and within which the Licensee is authorized to cultivate, manufacture, distribute, sell, store, transport, or test marijuana.
- **Limited Access Area:** The contiguous area within the Licensed Premises where marijuana is grown, cultivated, stored, weighed, packaged, or processed.
- **Restricted Access Area:** The area within the Licensed Premises where marijuana is sold, possessed for sale, or displayed for sale.