



Planning and Building Agency
 Planning Division
 20 Civic Center Plaza
 P.O. Box 1988 (M-20)
 Santa Ana, CA 92702
 (714) 647-5804
 www.santa-ana.org



Commercial Cannabis **Non-Retail** Business Phase 1 & Phase 2 Application Information

Thank you for your interest in submitting an application to operate a non-retail commercial cannabis in Santa Ana.

What applications do I need to submit?

All commercial cannabis businesses are required to submit a Phase 1/Registration Application and a Phase 2/Regulatory Safety Permit (RSP) Application.

How much are the application processing fees?

The Phase 1 processing fee is \$1,813.00. The Phase 2/RSP processing fee is \$12,968.00. Please note that the Phase 2 permit and fee must be renewed annually.

Are there any other fees?

All commercial cannabis businesses are required to execute an operating agreement. The operating agreement preparation fee is \$2,500.00, payable within 30 days if the Phase 2/RSP is approved.

Commercial cannabis businesses in Santa Ana are also subject to following taxes following the passage of Measure Y, approved by Santa Ana voters in November 2018.

Commercial Cannabis Business Type	Tax
Adult-Use Retail	8% of gross receipts or \$25 per square foot (annually), whichever is higher.
Testing Laboratory	1% of gross receipts or \$1.50 per square foot (annually), whichever is higher.
Cultivation and Manufacturing	6% of gross receipts or \$10 per square foot (annually), whichever is higher.
Distribution	6% of gross receipts or \$4 per square foot (annually), whichever is higher.
Medicinal Retail (subject to separate tax approved in 2014)	6% of gross receipts

Is there a cap or limit on the number of permits?

There is limit of 30 adult-use retailer RSPs and 20 medicinal retailer RSPs. The application period for adult-use retailers ended March 1, 2018, and no new applications are being accepted. There is no limit on the number of RSPs for “non-retail” commercial cannabis businesses (testing laboratory, cultivation, manufacturing, and distribution).

When and how can I submit an application?

Applications for “non-retail” commercial cannabis businesses (testing laboratory, cultivation, manufacturing, and distribution) are accepted year-round. Applications are only accepted in digital format. Additional information is provided in each application.



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Can I submit Phase 1 and Phase 2 applications together?

Yes. Applicants are encouraged to submit Phase 1 and Phase 2 applications concurrently, which can save up to 30 days of processing time.

Do I need a submittal appointment?

Phase 1 submittals do not require an appointment. Phase 1 applications can be submitted during regular Planning Division counter hours. If submitting both Phase 1 and Phase 2 applications together, please contact cannabis@santa-ana.org for a submittal appointment. Phase 2 submittals require an appointment.

How long is the review period?

Phase 1 applications require up to 30 days to process, after which the applicant is informed of the outcome. Phase 2 includes the full background checks of all business owners, managers, employees, and volunteers, as well as plan-check, construction, buildout, and inspections. Because each site will have different plan-check and buildout requirements, the Phase 2 timeframe is more difficult to estimate. The City offers expedited plan-check and overtime inspections if requested by an applicant.

Is there a reason my applications would be denied?

There is no limit for non-retail commercial cannabis businesses and there no selection process (evaluation, lottery, etc.). Non-retail applications must meet all zoning and buffer requirements, and all owners, managers, employees, and volunteers must meet the Santa Ana Municipal Code (SAMC) requirements for background checks listed in Chapters 18 and 40 [SAMC Sec. 18-613 (n) and 40-8 (3) (x)], as well as any other applicable sections of the SAMC.

Is there a flowchart explaining Santa Ana's permit process?

Yes. A flowchart explaining the entire application review and permitting process is available online at: <https://www.santa-ana.org/commercial-cannabis/> .

Is Santa Ana's RSP the same as a State license?

No. The City of Santa Ana issues RSPs, which are local permits. The State issues licenses to conduct commercial cannabis business activity. For information on State licenses and the application process, please visit <http://bcc.ca.gov/> .

Where can I find additional details or information?

Additional information on application requirements are contained in the Phase 1 and Phase 2 applications, as well as in the commercial cannabis ordinances available online at <https://www.santa-ana.org/departments/cannabis/> . For additional information, please contact cannabis@santa-ana.org.