



Planning and Building Agency
 Planning Division
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2024



Commercial Cannabis Business Renewal Application Binder Checklist Requirements

Circle all that apply: Retail, Distribution, Manufacturing, Cultivation, Testing Laboratory	
Circle all that apply: New/Renewal/Ownership Change	
Business Name: _____	Business Address: _____
<i>Document</i>	<i>Complete/Pending</i>
Binder Section 1	
Regulatory Safety Permit (RSP)*	
Approval Letter*	
Copy of State License(s) **	
Binder Section 2	
RSP Renewal Application Checklist (Application Pages 1 to 4)	
RSP Renewal Application (Application Pages 5 to 7)	
Fictitious Business Name (DBA), if applicable.	
Issued Certificate of Occupancy (COO) Copy*	
Binder Section 3	
Site and Floor Plans – New business unless changes on renewal	
Exterior and Interior Photos	
Binder Section 4	
Site Control Documentation (Lease or Title)	
Property Owner/Landlord Use Disclosure Affidavit and Notary Statement (Application Pages 7 and 8)	
Commercial Cannabis Operating Standards Acknowledgement Form (Application Page 9)	
Binder Section 5	
Articles of Incorporation or Organization	
Bylaws/Operating Agreement	
California Statement of Information	
California Department of Tax and Fee Administration Seller's Permit	
Binder Section 6	
Live Scan for Owners	
Current Employee List and Contact Information	
Binder Section 7	
Security Guard Copy of Current Business License.	
Current Alarm Company Copy of Current Business License.	
Labor Peace Agreement (LPA) Copy- Not required on renewals	
Filtration Maintenance Schedule (when systems will be cleaned)	
Santa Ana Business License Copy	
Binder 8	
Community Benefits, Sustainable Business practices, and Social Equity Plan.	
*Provided by the City ** Applies to renewal RSP applications	

Note: This is not a Regulatory Safety Permit (RSP) to legally operate a Commercial Cannabis Business. DO NOT OPERATE unless a valid Permit is issued. All application materials are public record.