



**City of Coalinga**  
**Community Development Department**

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## **Commercial Cannabis Permit Application Checklist**

Applications for a Commercial Cannabis Permit is a dual submittal process with application documents being filed with both the Police Chief and Community Development Department and to include the applicable information set forth herein.

A mandatory pre-application meeting shall be scheduled and completed prior to the submission of an official application package. A pre-application meeting may be scheduled by calling the Community Development Department at 559-935-1533 x150. The purpose of the pre-application meeting is to ensure that the applicant understands the expectations and requirements of the City when submitting an application for a commercial cannabis permit.

Payment of an application fee and employee fee(s) are required when submitting an official application for a commercial cannabis. For partnerships, limited liability companies, and corporations, the applicant shall be deemed the managing partners, president, and other persons with primary responsibility for operation of the Cannabis Operation and 20% or more vested interest. Upon receipt of payment and verification of a complete application package the Police Chief will review the entire application package and issue a recommendation to the City Council to approve/deny the regulatory permit in accordance with Section 9-5.128. The Police Chief may request such information he or she deems necessary to seek verification of the information contained within the application including but not limited to background checks. The applicant shall certify under penalty of perjury that all of the information contained in the application is true and correct.

If the applicant has completed the application improperly, or if the application is incomplete, the Police Chief shall, within thirty (30) days of receipt of the original application, notify the applicant of such fact. The fact that an applicant possesses other types of State or City permits or licenses does not exempt the applicant from the requirement of completing the City of Coalinga's Commercial Cannabis Regulatory Permit Application.

### **Regulatory Permit Application Packet Requirements:**

- Completed Commercial Cannabis Regulatory Permit Application Form & Acknowledgement
- Completed Employee Permit Application Form and Live Scan Form
- Completed Indemnification Agreement Form
- Proof of General Liability and Auto Insurance
- Copy of Property Deed/Title (if owner), rental/lease agreement (if tenant)
- Copy of Sellers Permit from BOE (Board of Equalization)
- \$25,000 Surety Bond
- Payment of all Applicable Fees and Taxes
- Completed City of Coalinga Business License Application Form
- Site Diagram and Floor Plan, and Security Plan

### **Planning Department Submittal Requirements:**

- Site Plan Review Application and Fee
- Conditional Use Permit Application
- Environmental Review Application