

# ANNUAL LICENSE CHECKLIST FOR CANNABIS MANUFACTURERS



Use this checklist to prepare the documents and information needed to complete the annual license application for cannabis manufacturing. The application is available at [www.cdph.ca.gov/mcsb/apply](http://www.cdph.ca.gov/mcsb/apply).

## MAKE SURE YOU HAVE:

- Registered Your Business**  
with the CA Secretary of State or Local Office
- A California Seller's Permit**  
issued by the CA Department of Tax & Fee Administration
- A Federal Employer ID Number (EIN), unless you are a sole proprietor**  
issued by the IRS
- Live Scans for each owner**

*\*The 'Request for Live Scan' form is not yet available. Applicants can bypass the Live Scan fields on the licensing system in order to complete the annual license application. Register for the MCSB email list to be notified when the form is available: [www.cdph.ca.gov/contactmcsb](http://www.cdph.ca.gov/contactmcsb)*

## GATHER THIS INFORMATION:

- Business Information:** legal business name and trade name (DBA), federal EIN (or SSN, if you're a sole proprietor), business structure, address, primary contact information, seller's permit number
- For Each Owner:** name, SSN, DOB, address, email address, phone number, criminal background disclosure, Live Scan (certificate, fingerprint date, and ATI number)
- For Each Financial Interest Holder:** name and driver's license number, or business name and federal EIN number
- For Each Premises:** address, phone number, number of employees at this location, date operations began (if currently operational), on site contact person, operational activities, gross annual revenue

## HAVE THESE DOCUMENTS READY TO UPLOAD:

- Written statement, signed by your landlord, allowing cannabis manufacturing on the property
- Diagram of the premises
- Closed loop system certification, signed by a licensed engineer (for manufacturers using volatile solvents or CO<sub>2</sub> extraction methods)
- Descriptions or SOPs for: inventory control, quality control, transportation, security, and waste disposal
- Proof of \$5000 surety bond

## TERMS TO KNOW

**Local Authorization:** Each premises you operate must be in compliance with the laws and ordinances of the city and/or county in which it is located.

**Owner:** Anyone with at least 20% ownership interest in the company, the CEO, the Board of Directors (for nonprofits), partners (for partnerships), members of an LLC, officers and directors (for corporations), or who is involved in the direction, control or management of the company.

**Financial Interest Holder:** Anyone who holds less than 20% ownership and does not participate in the day to day direction, operation and control of the company. This does not include financial institutions providing loans, entities holding liens on the property, etc.

**Live Scan:** A criminal background check process, administered by the California Department of Justice (DOJ). Sign up for the MCSB email list to be notified when the 'Request for Live Scan' form is available: [www.cdph.ca.gov/contactmcsb](http://www.cdph.ca.gov/contactmcsb).

**Premises:** The property where cannabis manufacturing will occur.

Owners must disclose all criminal convictions. If an owner was convicted of a substantially related crime, evidence of rehabilitation can be included with the application for consideration during the license review process.

The information submitted in the licensing system is subject to California Public Records Act requests. For operational procedures that must be included in the application, you can provide descriptions of the procedures to protect from disclosure of trade secrets, or clearly mark the documents as confidential in accordance with Civil Code section 3426.1(d).

## RESOURCES

**California Governor's Office of Business & Economic Development**

[www.businessportal.ca.gov](http://www.businessportal.ca.gov)

**California Department of Tax & Fee Administration (CDTFA)**

*formerly the CA Board of Equalization (BOE)*

[www.cdtfa.ca.gov](http://www.cdtfa.ca.gov)

Tax Guide for Cannabis Businesses:

[www.cdtfa.ca.gov/industry/cannabis.htm](http://www.cdtfa.ca.gov/industry/cannabis.htm)

**California Department of Justice (DOJ)**

[www.oag.ca.gov/fingerprints](http://www.oag.ca.gov/fingerprints)

[www.oag.ca.gov/fingerprints/locations](http://www.oag.ca.gov/fingerprints/locations)

California Department of Public Health  
Manufactured Cannabis Safety Branch

[www.cdph.ca.gov/mcsb](http://www.cdph.ca.gov/mcsb)

[mcsb@cdph.ca.gov](mailto:mcsb@cdph.ca.gov)

[www.cannabis.ca.gov](http://www.cannabis.ca.gov)

