

Cannabis Storefront Business Application Checklist

This checklist guides you through each step of the cannabis business permit process in Culver City. All steps must be completed in order. You may not begin operations until receiving all required local and state approvals.

Step 1: Initial Application & Background Checks

- ☐ Submit Live Scan background checks for all owners and managers to CA DOJ and FBI.
- ☐ Obtain Zoning Verification from City confirming location compliance.
- ☐ Submit Cannabis Business Application + pay Step 1 Fees.
- ☐ Receive notification of application and background approvals to proceed to Step 1(a).
- ☐ Pay Step 1(a) fee.

Step 1(a): Application Ranking Panel Review

- ☐ Application reviewed and ranked by 3-person City panel.
- ☐ Await selection – Top 3 to 6 applicants proceed to Step 1(b).
- ☐ If selected, receive notification and pay Step 1(b) fee.

Step 1(b): Interview and Review Committee

- ☐ Participate in panel interview (minimum 2 largest equity holders + lead local manager must attend).
- ☐ City contacts jurisdictions where you currently or previously operated.
- ☐ If feasible, allow site visit of another business you operate.
- ☐ Review committee scores your application (top 3 applicants move on).
- ☐ If selected, receive Step 1(c) Approval Letter.

Step 1(c): Conditional Use Permit & Public Engagement

- ☐ Apply for Conditional Use Permit (CUP).
- ☐ Apply for required LA County permits (e.g., Public Health Permit).
- ☐ Mail and post notice for required public meeting (within 2,500 ft of site, 10-day notice).
- ☐ Hold public meeting (at least 2 largest equity holders + lead local manager must attend).
- ☐ Complete CUP process with Planning Commission.
- ☐ Receive approval to proceed to Step 1(d).

Step 1(d): City Council Review

- ☐ Present at public City Council meeting.
- ☐ Await City Council vote – approval leads to Step 2 Approval Letter.

Step 2: City & County Permits

- ☐ Apply for Culver City Business Tax Certificate.

Cannabis Storefront Business Application Checklist

- ☐ Apply for any required City permits (e.g., building, signage).
- ☐ LACDPH notifies City of approval for build-out.
- ☐ Receive Step 3 Approval Letter.

Step 3: Facility Build-Out

- ☐ Pay required building permit fees.
- ☐ Begin and complete site build-out, with all required City/County inspections.
- ☐ Pass final LACDPH site inspection.
- ☐ Submit Step 3 Fees to City.
- ☐ City conducts final Cannabis Site Inspection.
- ☐ Pass City cannabis site inspection (must meet Municipal Code requirements).

Step 4: Final Permits & Operation

- ☐ Submit Annual Cannabis Business Permit Fee.
- ☐ Upload Certificate of Insurance on myCOI Website (link will be provided).
- ☐ Receive Cannabis Business Permit from City.
- ☐ Receive Business Tax Certificate.
- ☐ Notify LACDPH and receive final Public Health Permit and other County approvals.
- ☐ Obtain California State Cannabis License.
- ☐ Open for business.

Important Notes for Applicants

- You may not begin operation until the Cannabis Business Permit, City Tax Certificate, County Public Health Permit, and State License are all received.
- Fees are due at each step and must be paid in full to proceed.
- City may limit permits and use a lottery or selection process if applications exceed available slots.



Cannabis Business Permit Fee List

Approved by Resolution of the City Council 4/28/2025

E-Mail: cannabis.permit@culvercity.org

Phone: (310) 253-5897

Website: [Culver City Cannabis](http://CulverCityCannabis.com)

Step 1 Fee	
First permit category applied for:	\$3,208.50
for Storefront Retail, add:	\$3,121.68
for Manufacturing, add:	\$1,655.46
for Cultivation, add:	\$517.09
for each additional permit category applied for simultaneously, add:	\$2,202.98
Background Check (per Responsible Person)	
Manufacturing, Cultivation, Delivery-only retail, Distribution, Laboratory Testing	\$317.30
Storefront Retail	\$317.30
Step 1(a) Fee: (Applicable to Storefront Retail only)	
	\$3,906.24
Step 1(b) Fee: (Applicable to Storefront Retail only)	
	\$5,374.01
Step 2 Fee (Not applicable to Storefront Retail)	
First permit category applied for:	\$317.03
for each additional permit category applied for simultaneously, add:	\$158.51
Step 3 Fee	
First permit category applied for:	\$1,743.78
Each additional permit category applied for simultaneously, add:	\$626.13
Annual Fee	
First permit category permitted:	\$10,013.07
For each additional permit category permitted, add:	\$1,617.68
Miscellaneous Fees	
Amendment and Reissuance of Permit for Change in Form of Ownership	\$317.03
Name Change	\$79.25
Large Cash Payment Surcharge (applied to any cash payment over \$1,000)	\$356.93

Notes:

- The above fees do not include development related fees regularly charged by the City, such as for a conditional use permit, sign permit, building permit, business license, Live Scan, etc.
- Fees are non-refundable.

Culver CITY

Cannabis Business Permit Application

Email: cannabis.permit@culvercity.org

Phone: (310) 253-5897

Website: Culver City Cannabis

1. Business Information

Primary Applicant Name: _____

(This should be the same as the legal business name. CCMC 11.17.160.B: "No Permittee shall operate, conduct, manage, engage in, or carry on the business of a commercial cannabis business under any name other than the name of the commercial cannabis business specified in the permit")

Fictitious Business Name/DBA: _____

Social Security Number or Federal Tax I.D. Number: _____

Mailing Address: _____

Phone Number: _____

Alternate Phone Number: _____

Email: _____

Website: _____

Type of Entity (check one):

☐ Sole Ownership/DBA

☐ Partnership

☐ Corporation

☐ LLC

☐ LLP

Other (Please Describe) _____

2. Primary Applicant Representative Information

If the applicant is a partnership, corporation, LLC, LLP, LP, or other, please designate a responsible person who is a managing officer and who is authorized to complete and submit this application and all necessary paperwork on behalf of the business.

First and Last Name: _____

Title: _____

Phone Number: _____

Email: _____

(This email address will be the primary method of communication regarding this application)

Address: _____

Social Security Number: _____

Cannabis Business Permit Application

3. Type of Application

Select the applicable Culver City permit category and type for which you are applying for. You may select multiple boxes. Cannabis events are not permitted in Culver City. Culver City does not have a “microbusiness” permit, but applicants may apply for and receive multiple permits if they fulfill the requirements of each permit type.

Permit Category

☐ A-License (Adult Use)

☐ M-License (Medicinal)

A. Permit Type (See CCMC 11.17.025)

☐ **Distributor:** A commercial cannabis business engaging in the procurement, sale, and transport of cannabis and cannabis products between licensees. Also, complete Supplemental Application: Distribution.

☐ **Testing Laboratory:** A commercial cannabis business performing test of cannabis or cannabis products. Also, complete Supplemental Application: Testing.

☐ **Delivery Only Retailer:** A commercial cannabis business facility where cannabis, cannabis products, or devices for the use of cannabis or cannabis products are offered, either individually or in any combination, for retail sale to customers, where the premises are closed to the public and sales are conducted exclusively by delivery, where a vehicle is used to convey the cannabis or cannabis products to the customer from a fixed location. Also, complete Supplemental Application: Delivery

☐ **Retailer-Storefront:** A commercial cannabis business facility where cannabis, cannabis products, or devices for the use of cannabis or cannabis products are offered, either individually or in any combination, for retail sale to customers at an on-site fixed location, including an establishment that also offers delivery of cannabis and cannabis products as part of a retail sale, in addition to on-site sales, and where the permittee holds a valid Commercial Cannabis Business Permit authorizing the operation of a retailer, and a valid state license as required by state law to operate a retailer.

B. State License Type:

List the state license(s) for which you will apply after obtaining a Culver City Cannabis Permit: _____

Cannabis Business Permit Application

4. Location Information

Proposed Business Address: _____

Proposed Location APN: _____

Proposed Mailing Address: _____

Is the business location owned, leased, or optioned by the applicant?

☐ Leased ☐ Owned ☐ Option to Lease ☐ Option to Purchase

If leased or optioned, please provide information for **Property Owner**:

Legal Property Owner Name: _____

First and Last Name of Authorized Property Owner Representative:

Phone Number: _____

Email Address: _____

Mailing Address: _____

Culver City Business License #: _____

If leased or optioned, please provide applicant's signatory of lease/option information:

First and Last Name: _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

Relationship to the applicant: _____

Please note that the Applicant's signatory of lease/option is considered a responsible person and must complete the Responsible Person Information Form and the Live Scan Background check.

If owned, please provide for any person(s) named on the Title or Deed:

First and Last Name: _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

Relationship to the applicant: _____

Please note that any person(s) named on the Title or Deed are considered responsible persons and must complete the Responsible Person Information Form and the Live Scan Background check.

Cannabis Business Permit Application

5. Onsite Contact

Please provide the following for an onsite Manager or Owner to whom emergency notice may be provided 24 hours a day, seven days a week:

First and Last Name: _____

Mobile Phone Number: _____

Alternate Phone Number: _____

Email Address: _____

Title: _____

6. Attachments

After submitting this form, we will email a link to upload the required Application Attachments. Please see "[Attachment Instructions](#)" for more information about required documents.

7. Signed Statement

Applicant is required to sign below under penalty of perjury.

I am authorized to act on behalf of the proposed commercial cannabis business, and have read and understand all City laws, and intend to abide by all City laws. The City is authorized to verify all information, and I will notify the City if there is any change in any information submitted. I understand that falsification or misrepresentation of any information may result in denial. I understand that filing of an application does not guarantee the City will issue a permit. I understand that a permit may be revoked at any time for reasons specified in CCMC 11.17. I understand that the permits expire after one year unless renewed by the City of Culver City, and the City of Culver City may not renew the permit after it expires if the permittee does not adhere to all requirements of state and local law. Application fees are non-refundable even if an application is denied. I declare under Penalty of Perjury that the information provided on this application is true and correct.

Signature: _____

First and Last Name (please print): _____

Title: _____

Primary Applicant Name (Legal Business Name): _____

Date: _____



E-Mail: cannabis.permit@culvercity.org
Phone: (310) 253-5897
Website: Culver City Cannabis

Cannabis Business Permit Storefront Retail Application Attachment Instructions – Page 1 of 9

Please prepare the list of documents below and email the completed documents to cannabis.permit@culvercity.org.

- Unless otherwise specified, all documents must be in PDF file format.
- Upload only one document per requirement indicated by each check box ("☐"). This may require you to combine multiple documents into one single PDF document.
- Use the file naming conventions specified.

☐ A. Fictitious Business Name Statement

File Name: "A_PrimaryApplicantName_FBNS"

Certified copy of the Primary Applicant's [Fictitious Business Name Statement](#).

☐ B. Articles of Incorporation

File Name: "B_PrimaryApplicantName_AOI"

Certified Copy of Articles of incorporation/organization. (If you are a Sole Ownership, Partnership, or LLP, this document is not required. Please upload a document stating that this is the reason why you do not have Articles of Incorporation.)

☐ C. Statement of Information

File Name: "C_PrimaryApplicantName_SOI"

Certified Copy of Statement of Information. (If you are a Sole Ownership, Partnership, or LLP, this document is not required. Please upload a document stating that this is the reason why you do not have a Statement of Information.)

☐ D. Equity Ownership Information Description Document

File Name: "D_PrimaryApplicantName_EQUITY"

Describe the equity ownership of the Primary Applicant back to the individual level, for all individuals/entities owning 10% or greater equity. Use the below example as a model. Equity for each entity must add to 100%. Individuals/entities owning <10% equity may be grouped together as "Other Equity Holders". You must trace back ownership of all entities listed until owners of each entity are shown as either individuals or "other equity holders".

Example:

Applicant	
% Ownership	Name
35	Person A
25	Person B
25	LLC A
15	Other Equity Holders
LLC A	
% Ownership	Name
70	Person C
17	Corporation A
13	Other Equity Holders
Corporation A	
% Ownership	Name
88	Other Equity Holders
12	Person D

☐ **E. Zoning and Parking Form**

File Name: "E_PrimaryApplicantName_ZONEPARK"

[Zoning & Parking Form](#), including all required attachments specified on the form. This form is not reviewed or signed by City Staff before it is submitted. It will be reviewed along with the other application materials after submission during Step 1.

☐ **F. Property Owner Consent Form**

File Name: "F_PrimaryApplicantName_OWNERCONSENT"

[Property Owner Consent Form](#), signed and notarized by the owner of the property. This document is only required if the Primary Applicant leases or options the proposed business location. It is not required if the Primary Applicant owns the proposed business location. If the Primary Applicant owns the proposed location, please upload a document stating that this is the reason why you do not have a Property Owner Consent Form.

☐ **G. Lease/Option/Title/Deed**

File Name: "G_PrimaryApplicantName_LEASEOPTDEED"

If the Primary Applicant leases or options the proposed location, include a copy of the lease or option to lease/purchase with related lease or sale agreement. If the Primary Applicant owns the proposed location, include a copy of the title or deed as proof of ownership.

□ H. Indemnification Agreement

File Name: "H_PrimaryApplicantName_INDEMN"

"[Cannabis Business Permit Indemnification Agreement](#)", signed and completed by the Primary Applicant Representative.

□ I. Insurance Requirements

File Name: "I_PrimaryApplicantName_INSUR"

Duly executed certificate(s) of insurance that meets the [Culver City Cannabis Business Insurance Requirements](#). If you do not currently have such insurance, provide evidence that you will be able to meet the requirements, such as a quote for the required insurance, or a letter from an insurance agency. If you are selected to proceed in the permitting process, you will be required to submit certificates of insurance demonstrating that you meet the City's requirements before you will be issued your final permit and allowed to operate.

□ J. Location & Neighborhood Compatibility Plan

File Name: "J_PrimaryApplicantName_LOCNEIGHPLAN"

One searchable PDF document containing responses to each of the below requirements. Please label each Location & Neighborhood Compatibility Plan section with a title indicating which of the below requirements that section is responding to:

1. Accurate, dimensioned and to-scale (minimum scale of ¼") plans, prepared by a licensed California architect or engineer, marked with his or her stamp, including a site plan showing the location of the business (if occupying only a portion of the building), approximate square footage, parking areas (indicate and number all parking spaces), loading/delivery areas, and exterior lighting; and, a floor plan showing existing conditions and changes that are part of the proposed project.
2. Photos of the existing site and building.
3. Renderings of what each side of the building's exterior and each interior space will look like after build-out.
4. A signage plan.
5. The name, title, phone, and email address of a 24/7 contact for neighborhood complaints, questions, and concerns.
6. Please answer the following questions:
 - a) How will your business fit within the context of the surrounding neighborhood?
 - b) How will you meet the parking requirements of 1 space for every 350 square feet?
 - c) What synergies will it create?

d) How might it detract from neighborhood and how will you prevent or mitigate those impacts?

e) How do you intend to provide the local community with community benefits? Provide a detailed description of your plans to participate in community service within the City of Culver City. These plans may include, but are not limited to, involvement with non-profit associations, neighborhood associations, and community groups.

f) How will you revitalize the building/site, provide neighborhood improvements, and be a beneficial/positive neighbor to the neighborhood?

7. In one page or less, explain if and how you meet the below standards. (These are the mandatory findings for approval that area required to be met during the Conditional Use Permit process.):

a) The proposed use is allowed within the subject zoning district with the approval of an Administrative Use Permit or Conditional Use Permit, and complies with all other applicable provisions of this Title and the CCMC.

b) The proposed use is consistent with the General Plan and any applicable Specific Plan.

c) The design, location, size, and operating characteristics of the proposed use are compatible with the existing and future land uses in the vicinity of the subject site.

d) The subject site is physically suitable for the type and intensity of use being proposed, including access, compatibility with adjoining land uses, shape, size, provision of utilities, and the absence of physical constraints.

e) The establishment, maintenance or operation of the proposed use will not be detrimental to the public interest, health, safety, or general welfare, or injurious to persons, property, or improvements in the vicinity and zoning district in which the property is located.

□ K. Business Plan

File Name: "K_PrimaryApplicantName_BIZPLAN"

One searchable PDF document containing responses to each of the below requirements. Please label each Business Plan section with a header indicating which of the below requirements that section is responding to.

1. Introduce us to your brand. How would your storefront retail business standout from its competitors for potential customers? What are the types of products that you plan to sell? Describe your target customers. How does your proposed location in Culver City fit into your business plan?

2. Describe the day-to-day operations and how they meet industry best practices and state law for the specific type of permit.

3. Proposed days and hours of operation

4. Attach a current balance sheet, prepared and signed by a Certified Public Accountant, showing all company assets and liabilities.

- a) Must demonstrate sufficient capital in place to pay startup costs and at least three months of operating costs, using the pro forma required in (4), below.
 - b) Attached proof of capitalization, in the form of documentation of cash or other liquid assets on hand, letters of credit or other equivalent assets. Describe the source of all funds.
5. Attach a three year pro forma of revenue and expenses, including:
 - a) Expenses for construction, operations, maintenance, employee compensation, equipment, and utilities.
6. Describe the electronic record keeping system to be used, including how the business will maintain accurate records of revenues, expenses, assets, and liabilities. Describe how cash will be tracked and monitored.
7. Are you a cash-only business? If not, please describe forms of payment accepted.
8. Describe your annual audit plan.
9. Describe your inventory control and reporting system, including how tracking and monitoring will occur to prevent diversion.
10. Describe your pay and benefits standards and practices, and any training and education opportunities provided to employees.
11. For Each Responsible Person, please provide:
 - a) Description of his or her qualifications and experience to operate the proposed business.
 - b) Resume, including the complete business and employment history for the previous ten (10) years. List each job with the following listed for each job: Employer Name, Job Title, Job Responsibilities and Achievements, Start Date, End Date, Business Address, Business Phone Number, Supervisor Name, Supervisor Title, Supervisor Phone Number, Supervisor Email
 - c) Copies of any special business or professional qualifications (such as diplomas, licenses, etc.)
 - d) Home address for the previous ten (10) years, including residence start date and end date.
12. For all other business locations operated by applicant business, list:
 - a) Description of facility
 - b) Address and phone number of facility
 - c) Name, title, phone number, and email address of local government contact with knowledge about the facility.
13. Please provide the name, title, organization, email address, and phone number, for five (5) references of city or county officials from cities or counties in which your organization currently or previously operated a cannabis storefront-retail business. Indicate if you do not currently operate or have not operated a cannabis storefront-retail business in the past.

14. If Primary Applicant is Minority-Owned or Women-Owned or Veteran-Owned, please provide evidence of qualification(s).

□ L. Safety Plan

File Name: "L_PrimaryApplicantName_SAFEPLAN"

One searchable PDF document containing responses to each of the below requirements. Please label each Safety Plan section with a header indicating which of the below requirements that section is responding to.

1. Basic building data

- a) California Building Code Occupancy Classification of both prior/existing and proposed use.
- b) Building square footage.
- c) 8.5" x 11" floor plan showing location of visible address numbers, fire extinguishers, and knock box.

2. Storefront Retail With Delivery Only: Accurate, dimensioned and to-scale (minimum scale of ¼") floor plan, prepared by a licensed California architect or engineer, and including his or her stamp showing designated product storage area and actual square footage proposed for storage.

- a) Indicate how product will be stored (ie. racks, pallets, storage shelves, etc.).
- b) Indicate maximum storage height.
- c) Provide a description of product packaging.

3. M. Security Plan

File Name: "M_PrimaryApplicantName_SECURPLAN"

One searchable PDF document containing responses to each of the below requirements. Please label each Security Plan section with a header indicating which of the below requirements that section is responding to.

1. Designated security representative/liaison. CCMC 11.17.240(B): "Each Permittee shall identify a designated security representative/liaison to the City, who shall be reasonably available to meet with the Chief of Police regarding any security related measures or any operational issues."

- a) First and Last Name
- b) Title
- c) Mobile Phone Number

d) Landline Phone Number

e) Email address

2 Describe your security policies for the facility, including:

a) Employee specific policies, including employee security training

b) Transactional security

c) Visitor security

d) Third party contractor security

e) Storage security (24/7) (including product and currency)

f) Delivery security (including product and currency)

g) **Storefront retail with delivery only:** Vehicle security and the protection of Employees and product during loading and transit

h) Ingress and egress access

i) Perimeter security

j) Internal security measures for access (area specific),

k) Types of security alarms

l) Types of security cameras. *Must be of HD quality.*

m) Number, hours, and training/qualifications of security personnel to be employed. *Security personnel may not be armed.*

3. Accurate, dimensioned and to-scale (minimum scale of ¼") floor plan, prepared by a licensed California architect or engineer, and including his or her stamp, showing the security alarm system, panic button(s), and security camera placement showing coverage of ingress, egress, register, areas where cannabis is handled, and parking areas.

4. A list of all Responsible Persons (those subject to Live Scan background checks during this Cannabis Permit Application process).

☐ **N. Odor Management Plan**

File Name: "N_PrimaryApplicantName_ODOR"

Upload as one searchable PDF document the Odor Management Plan described in the Los Angeles County Code 11.37.070 "Odor Management Plan".

☐ **O. Waste Management Plan**

File Name: "O_PrimaryApplicantName_WASTE"

Upload as one searchable PDF document the Waste Management Plan described in the Los Angeles County Code 11.37.080 "Waste Management Plan". Under no circumstances is the cannabis waste to be commingled with any refuse, recycling or organics material collected by the City. The applicant must contract for cannabis hauling services with a private hauler. Please review the additional "[Cannabis Waste Plan](#)" information provided by the City's Environmental Programs and Operations Division. The "Cannabis Waste Collection" form is not required to be submitted at this time.

☐ **P. Signed Statement**

File Name: "P_PrimaryApplicantName_SIGNATURE"

[Signed Statement Form](#) completed and signed by the Primary Applicant Representative.

Required Documents for Each Responsible Person

The following documents are required to be uploaded by each Responsible Person (including entities that qualify as a Responsible Person) during his or her individual registration through the online portal:

☐ **RP1. Signed Statement**

File Name: "RP1_PrimaryApplicantName_RPLastName_SIGNATURE"

[Responsible Person Information Form](#), signed and completed. If the Responsible Person answers "yes" to "Background Questions" 2(a) or 2(b) or 2(c) on the "Responsible Person Information Form", attach to the form documentation listing each offense and further explanation, including evidence of rehabilitation/mitigating circumstances. Please see the document, "[Culver City Cannabis Business Permit Criminal Background Check Guidelines](#)" for more information on what information to include.

☐ **RP2. Driver's License (copy)**

File Name: "RP2_PrimaryApplicantName_RPLastName_DL"

Photocopy of California driver's license, California identification card, passport or military ID card.

☐ **RP3. Social Security Card (copy)**

File Name: "RP3_PrimaryApplicantName_RPLastName_SS"

Photocopy of Social Security card. If you do not have a social security card, please provide a written explanation.

☐ **RP4. Request for Live Scan Service Form Submitted to Live Scan Provider (copy)**

File Name: "RP4_PrimaryApplicantName_RPLastName_LIVESCANFORM"

Photocopy of the completed "[Request for Live Scan Service](#)" form which was submitted to the Live Scan provider.

☐ **RP5. Receipt from Live Scan Provider (copy)**

File Name: "RP5_PrimaryApplicantName_RPLastName_LIVESCANRCT"

A receipt for the submitted Live Scan from the Live Scan provider. If the receipt was not provided please upload a written explanation.



Cannabis Business Zoning & Parking Form – Page 1 of 3

For Storefront Retail (Dispensary) Businesses Only

Applicant Instructions: Complete steps 1-9. Compile this form and all required attachments into a single, searchable PDF document. Submit the document with your Cannabis Business Permit application. If you have questions regarding the form, contact the Culver City Current Planning Division at (310) 253-5725.

1. Primary Applicant Name: _____
2. Address of Proposed Business Location: _____
3. APN(s) of Proposed Business Location: _____
4. Primary Applicant Representative First and Last Name: _____
5. Primary Applicant Representative Email Address: _____
6. Primary Applicant Representative Phone: _____
7. **Business Type/Zoning Compatibility:** Check all that apply in the “Business Type” column:

Table 1		City Staff Use Only							
Business Type		Land Use Category	MU-N	MU-1	MU-2	MU-DT	MU-MD	MU-HD	MU-I
Storefront Retail	☐	General Retail Stores							
Storefront Retail with Ancillary Delivery Service	☐								

Cannabis Business Zoning & Parking Form – Page 2 of 3

For Storefront Retail (Dispensary) Businesses Only

7. **Sensitive Receptors.** Attach a to-scale radius map, prepared by a professional firm, showing all properties within a 600-foot radius* from the exterior parcel boundaries of the subject property. This map shall include streets, street names, lot lines, and address numbers. Locate and crosshatch or shade subject property. Show a north arrow, scale bar and Culver City boundary. Identify on the map for all parcels touching or within the radius line: a) Zoning, b) Business name(s) and specific land use category, c) All sensitive receptors**. See definitions on Page 3. The subject location must be greater than 600 feet from all sensitive receptors. Please note that City Staff will confirm the submitted information with actual on-the-ground conditions.

Table 2 – City Staff Use Only

<i>Within a 600-foot radius are there any....</i>	<i>Parks</i>	<i>Playgrounds</i>	<i>K-12 Schools</i>	<i>Preschools or Day Care Centers</i>	<i>Youth Centers***</i>
Yes (disqualifying)					
No					

8. **Corner Distancing.** If the subject property is located on a corner parcel, and if the subject property is within 600 feet of a residential zone, show on the required radius map the horizontal distance measured in a straight line from the exterior wall of the structure on the premises, to the closest property line of the nearest property in a residential zoning district within the City. This measurement must be greater than 45 feet (see CCMC 11.17.115).

City Staff Use Only

- | | | |
|--|------------------------------|-----------------------------|
| 1. Correct Zoning Verified (Table 1)? | Yes ☐ | No ☐ |
| 2. Sensitive Receptors Verified (Table 2)? | Yes ☐ | No ☐ |
| 3. Corner Distancing Verified (#9)? | Yes ☐ | No ☐ |

Staff Name: _____

Staff Signature: _____ Date: _____

Cannabis Business Zoning & Parking Form – Page 3 of 3

For Storefront Retail (Dispensary) Businesses Only

***Radius Distance Measurement**

Distances are measured as defined in CCMC 11.17.115: “the horizontal distance measured in a straight line from the property line of the sensitive receptor to the closest property line of the lot on which the cannabis business is to be located without regard to intervening structures.”

****Sensitive Receptors**

Sensitive receptors include parks, playgrounds, K-12 schools, day care centers, and youth centers. Sensitive receptors outside of the jurisdictional boundaries of Culver City (for example, in Los Angeles) are included.

Day Care Centers are as defined in California Health & Safety Code Section 1596.76: Any child day care facility other than a family day care home, and includes infant centers, preschools, extended day care facilities, and school age child care centers.

Youth Centers are as defined in California Health & Safety Code Section 11353.1: Any public or private facility that is primarily used to host recreational or social activities for minors, including, but not limited to, private youth membership organizations or clubs, social service teenage club facilities, video arcades, or similar amusement park facilities. "Primarily used to host recreational or social activities for minors" means more than 50% of the onsite activities are oriented towards children under the age of 18. This could include, but is not limited to, martial arts studios, dance studios, gymnastics studios, indoor playgrounds, birthday party facilities, art studios, children's activity centers, tutoring centers, etc.



E-Mail: cannabis.permit@culvercity.org
Phone: (310) 253-5897
Website: Culver City Cannabis

Cannabis Business Permit Property Owner Consent Form – Page 1 of 1

Property Address: _____

APN(s): _____

Legal Property Owner Name: _____

I, _____, _____, have read
Authorized Person First and Last Name Title (owner, president, managing partner, managing member, trustee)

Culver City Municipal Code Chapter 11.17 and consent to the operation of _____,
Primary Applicant Business Name

a proposed commercial cannabis business, at the property referenced above.

Authorized Signature: _____

Date: _____

Cannabis Business Permit Primary Applicant Information:

Primary Applicant Representative First and Last Name: _____

Phone Number: _____ Email: _____

Check all that apply:

- ☐ Property is leased to the Primary Applicant. ☐ Property is optioned by the Primary Applicant.
☐ Property is optioned to more than one entity. (List others, below.) ☐ Other (explain below)

ACKNOWLEDGEMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of _____,

County of _____

On _____ (Date) before me, _____ (Notary Name)
personally appeared _____ (Property Owner Name), who
proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within
instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by
his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the
instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Notary Public)

(Seal)



E-Mail: cannabis.permit@culvercity.org
Phone: (310) 253-5897
Website: Culver City Cannabis

Cannabis Business Permit Indemnification Agreement – Page 1 of 1

The following statement must be signed by the Primary Applicant Representative.

To the fullest extent permitted by law, the Applicant, Permittee, and Owner, and their successors in interest, assigns, and heirs, agree to indemnify, defend (with legal counsel reasonably acceptable to the City), and hold harmless, at their sole expense, the City, any agency or instrumentality thereof, and the City's elected and appointed officials, officers, employees, and agents from and against any and all liabilities, claims, actions, causes of action, proceedings, suits, damages, judgments, liens, levies, costs, and expenses of whatever nature, including reasonable attorneys' fees, costs, and disbursements, arising from, related to, and/or associated with (i) the Applicant's, Permittee's, and/or Owner's operation of a commercial cannabis business and/or commercial cannabis activity, (ii) the issuance or denial of any license or permit, including a Commercial Cannabis Business Permit under Municipal Code Chapter 11.17 and any discretionary approvals granted (or the environmental review conducted) by the City under the California Environmental Quality Act (codified as Sections 21000, *et seq.*, of the California Public Resources Code), by the City, any agency or instrumentality thereof, and/or the City's elected and appointed officials, officers, employees, and agents, to the Applicant, Permittee, and Owner; (iii) the process by which the City, any agency or instrumentality thereof, and the City's elected and appointed officials, officers, employees, and agents review, evaluate, and/or render a decision on this application; or (iv) the alleged violation of any federal, state or local law by the Applicant, Permittee, and/or Owner, or any of their officers, Managers, Employees, agents, successors in interest, heirs, or assigns. The City may, in its absolute and sole discretion, participate at its own expense in the defense of any such action, but such participation shall not relieve the Applicant, Permittee, and/or Owner of their obligations under this Agreement.

Signature: _____

First and Last Name (please print): _____

Title: _____

Primary Applicant Name
(Legal Business Name): _____

Date: _____

Commercial Cannabis Business Insurance Requirements – Page 1 of 2

A. Policy Requirements.

Each cannabis business permittee shall submit duly executed certificates of insurance for the following:

1. An occurrence based Commercial General Liability ("CGL") policy, at least as broad as ISO Form CG 0001, in the minimum amount of Three Million Dollars (\$3,000,000) each occurrence, with not less than Six Million Dollars (\$6,000,000) in annual aggregate coverage.

The CGL Policy shall have the following requirements:

a. The policy shall provide coverage for personal injury, products liability, bodily injury, death, accident and property damage and advertising injury, as those terms are understood in the context of a CGL policy. The coverage shall not be excess or contributing with respect to City's self-insurance or any pooled risk arrangements. If the coverage for products liability is written on a claims made form, a minimum three year tail is required.

b. The policy shall provide \$3,000,000 combined single limit coverage for owned, hired and non-owned automobile liability. If the permittee does not have coverage for owned vehicles, it must provide a signed statement that the company does not own any vehicles;

c. The policy shall include coverage for liability undertaken by contract covering, to the maximum extent permitted by law, the permittee's obligation to indemnify the City; and

d. **The City of Culver City, members of its City Council, its boards and commissions, officers, agents, and employees will be named as an additional insured** in an endorsement to the policy, which shall be provided to the City and approved by the City Attorney.

e. The CGL limits may be satisfied by a primary policy with \$3,000,000 occurrence/\$6,000,000 annual aggregate, OR, by a primary policy with lower limits of coverage plus an Excessor Umbrella policy which will satisfy the occurrence and aggregate limit requirement. If permittee's insurance coverage provides coverage in excess of these required limits, but is eroded by payment or claim reserves, then the permittee or its insurance carrier shall notify the City of Culver City within ten (10) days when the contractual coverage limits provided are below the required coverage limits.

2. Professional liability insurance in the minimum amount of One Million Dollars (\$1,000,000) per claim is required by any permittee who may recommend product or dosing requirements, and shall include coverage for separate "personal injury" alleged to have been committed, unless such coverage is provided by the CGL policy listed in subparagraph (a), above. If written on a claims made form, a minimum three year tail is

Commercial Cannabis Business Insurance Requirements – Page 2 of 2

required. The City considers any cannabis retailer (storefront or non-storefront) a provider of professional services. Testing Laboratory permit applicants must also have Professional Liability Insurance.

3. Workers' Compensation limits as required by the Labor Code of the State of California with Employers' Liability limits of One Million Dollars (\$1,000,000.00) per accident, if the permittee will have employees working within the City limits.

B. Waiver by City.

City may waive one or more of the coverages listed in Section A, above. This waiver must be express and in writing, and will only be made upon a showing by the permittee that its operations in and with respect to City are not such as to impose liability within the scope of that particular coverage.

C. Additional Insurance Requirements.

1. All insurance listed in Paragraph A shall be issued by companies licensed to do business in the State of California, with a claims paying ability rating of "BBB" or better by S&P (and the equivalent by any other Rating Agency) and a rating of A-:VII or better (for California admitted carriers) or A-:VIII or better (for [California approved, non-admitted carriers](#)) in the current Best's Insurance Reports;
2. The California State Compensation Insurance Fund an acceptable provider for workers compensation insurance, even though it does not participate in S&P or Best's ratings.
3. Permittees shall provide City with at least thirty (30) days prior written notice of any modification, reduction or cancellation of any of the Policies required in Paragraph A, or a minimum of ten (10) days' notice for cancellation due to non-payment.
4. The City may increase the scope or dollar amount of required coverage under any of the policies described above, or may require different or additional coverages, upon prior written notice to the permittee.



Yanni Demitri, P.E.
Public Works Director and
City Engineer



PUBLIC WORKS DEPARTMENT

9505 West Jefferson Boulevard, Culver City, California 90232



ENVIRONMENTAL PROGRAMS AND OPERATIONS DIVISION

Sean Singletary, P.E.
Environmental Programs & Operations Manager

January 2, 2024

RE: Cannabis Waste Plan

Dear Primary Applicant Representative,

This introductory letter provided by the Culver City Public Works Department serves as notice to Cannabis Business Permit applicants that all refuse, recycling and organic waste material will be collected by the City of Culver City, **excluding** cannabis waste, pursuant to CCMC 5.01.010: "Municipal Franchise Exclusive". **Under no circumstances is the cannabis waste to be commingled with any refuse, recycling or organics material collected by the City.** The applicant must contract for cannabis hauling services with a private hauler. The private hauler must have or obtain a Culver City business license to haul cannabis waste or hazardous waste.

- Applicants must purchase their own containers for exclusive use with cannabis waste. The City will provide all other containers.
- Applicants must provide the City with the name and contact representative of the private hauler collecting the cannabis waste and the name and contact for the private hauler collecting any hazardous waste (if applicable). Please see attached contact form.
- Applicants must provide the City with a monthly report including the weight of the cannabis waste at collection point, date of collection, name and location of facility processing the cannabis waste and a copy of the processing facility/landfill/transfer station weigh ticket. Please see attached reporting template.

Culver City staff thank you in advance for your cooperation and compliance with applicable Cannabis Waste Plan conditions pursuant to CCMC 5.01.010. Should you have questions or need additional information please contact Shetauna Smith at Environmental Programs & Operations (310) 253-6456 or shetauna.smith@culvercity.org.



PUBLIC WORKS DEPARTMENT

9505 West Jefferson Boulevard, Culver City, California 90232



Yanni Demitri, P.E.

Public Works Director and City Engineer

Cannabis Waste Collection

Cannabis waste **cannot** be commingled with any refuse, recycling or organic materials collected by the City of Culver City. Applicants **must** contract for cannabis waste hauling services with an approved private hauler. The applicant or its hauler must supply its own containers for cannabis waste only.

Cannabis Business Information

Business Name & Property Address (Culver City): _____

Business Contact Person: _____

Email: _____ Phone: _____

Cannabis Waste Hauler Information

Proposed Cannabis Waste Hauler Name: _____

Cannabis Waste Hauler Contact: _____

Cannabis Waste Hauler Email & Phone: _____

Applicant understands monthly reporting requirements that include weight of cannabis waste at collection point, date of collection, name and location of processing facility and copies of facility weight tickets. This information may be provided to the City directly by the hauler. Please use the attached template. Information should be emailed to shetauna.smith@culvercity.org. Should you require additional information, please contact Environmental Programs at (310-253-6456).

Culver City Employees take pride in effectively providing the highest levels of service to enrich the quality of life for the community by building on our tradition of more than seventy-five years of public service, by our present commitment, and by our dedication to meet the challenges of the future.



Cannabis Waste Report

<i>Collection Date</i>	<i>Weight (at pickup) (lbs)</i>	<i>Facility Name & Address</i>	<i>Facility Type (LF, IVG, TS or Compost) *</i>	<i>Facility Weight (per weight tickets)</i>

*LF = Landfill, IVG = In-Vessel Digestion, TS = Transfer Station

Business Name _____ Hauler Name _____

Name of Person Completing Form (please print) _____ Title _____

Signature _____ Date _____

- Please attach a copy of all facility weight tickets referencing data entered on this form.
- Form may be completed by a representative of the permitted cannabis business or its contracted hauler. Submit to shetauna.smith@culvercity.org



Email: cannabis.permit@culvercity.org
Phone: (310) 253-5897
Website: Culver City Cannabis

Cannabis Business Permit – Signed Statement Form

Form for all permit types. The terms used below are defined in CCMC 11.17.025

The **primary applicant representative** is required to sign the below statement under penalty of perjury.

I am authorized to act on behalf of the proposed commercial cannabis business, and have read and understand all City laws, and intend to abide by all City laws. The City is authorized to verify all information, and I will notify the City if there is any change in any information submitted. I understand that falsification or misrepresentation of any information may result in denial. I understand that filing of an application does not guarantee the City will issue a permit. I understand that the permits expire after one year unless renewed by the City of Culver City, and the City may not renew the permit after it expires if the permittee does not adhere to all requirements of state and local law. Application fees are non-refundable even if an application is denied.

I declare under penalty of perjury that the above information, and all information I provided to the City of Culver City for the Culver City Cannabis Business Permit application, including the information submitted electronically through the online registration process, is true and correct.

Signature: _____

First and Last Name: _____

Title: _____

Legal Business Name: _____

Date: _____



Cannabis Business Permit

Responsible Person Information Form

Email: cannabis.permit@culvercity.org

Phone: (310) 253-5897

Website: [Culver City Cannabis](http://CulverCityCannabis.com)

This form must be completed and submitted by each Applicant, Owner, and Responsible Person, including any entity who is an “Applicant” or an “Owner”.

“Applicant” is defined in CCMC 11.17.025 as “any individual or entity applying for a Commercial Cannabis Business Permit under this Chapter, including any officer, director, partner, or other duly authorized representative applying on behalf of an entity.

“Responsible Person” is defined in CCMC 11.17.025 as “all owners and operators of a commercial cannabis business, including the Permittee and all officers, directors, managers, or partners, and all persons with authority, including apparent authority, over the premises of the commercial cannabis business.”

“Owner” is defined in CCMC 11.17.025 and includes “(1) An entity or individual with an aggregate ownership interest of 10 percent or more in the Applicant or Permittee, whether a partner, shareholder, member, or the like, unless the interest is solely a security, lien, or encumbrance. (2) The chief executive officer of a nonprofit or other entity. (3) A member of the board of directors of a nonprofit.”

Primary Applicant Name (Legal Business Name): _____

1. Applicant/Owner/Responsible Person Information:

Name (First and Last Name): _____

Date of Birth: _____

Home Address: _____

Phone Number: _____

Email Address: _____

Relationship to business (e.g. owner, officer, director, manager, etc.): _____

% of ownership for each individual/entity who is an owner: _____

Cannabis Business Permit

Responsible Person Information Form

2. Background Questions:

a) Have you ever been sanctioned or fined for, or enjoined from, operating a cannabis dispensary or retailer in the state without the necessary permits and approvals from the applicable state and/or local jurisdictions? All Entities qualifying as “Applicant” or “Owner” must answer this question.

☐ Yes ☐ No

b) Have you ever been convicted of any of the offenses listed in CCMC 11.17.115.C(4)?

☐ Yes ☐ No

c) Have you ever been convicted of a misdemeanor, or felony conviction that has since been reclassified as a misdemeanor, involving possession, possession for sale, sale, manufacture, transportation, or cultivation of a controlled substance, including cannabis?

☐ Yes ☐ No

If you answered yes to either 2(a) or 2(b) or 2(c), you will be required to submit additional documentation listing each offense and further explanation, including evidence of rehabilitation/mitigating circumstances. Please see the [“Attachment Instructions”](#) and [“Culver City Cannabis Business Permit Criminal Background Check Guidelines”](#) for more information on what information to include.

3. Signed Statement:

If this form is completed on behalf of an entity, this section must be signed by an authorized representative of the entity.

I declare under Penalty of Perjury that the information provided on this form is true and correct.

Signature: _____

First & Last Name (please print): _____

Title: _____

Date: _____

Cannabis Business Permit Criminal Background Check Administrative Guidelines — Page 1 of 2

Live Scan criminal background checks through the California Department of Justice and the FBI will be performed on each Responsible Person associated with a cannabis business permit applicant.

As stated in the Culver City Municipal Code, section 11.17.115(C)(2), “the City reserves the right to reject any or all applications if it determines it would be in the best interest of the City, taking into account the public health, safety and welfare.”

The Culver City Police Department will use the following administrative guidelines when determining if a Responsible Person is qualified for receipt of a commercial cannabis business permit based on his or her criminal background and the interest of public health, safety and welfare. All Responsible Persons associated with an application must be qualified for the permit to be approved.

Responsible Person Status	Criminal Background History
Disqualified.	1. <u>Any prior felony conviction</u>, excluding crimes that have since been reclassified as a misdemeanor. This includes, <u>but is not limited to</u>: a) Violent felony (See CPC 667.5(c)); b) Serious felony (see CPC 1192.7(c)); c) Felony involving fraud, deceit, or embezzlement; d) Felony involving minors and controlled substances—including cannabis; e) Felony for trafficking a controlled substance—including cannabis (See CHSD Section 11370.4 or 11379.8); f) Felony involving possession for sale, sale, manufacture, transportation, or cultivation of a controlled substance—including cannabis.
May be qualified.	1. Misdemeanor, or felony conviction that has since been reclassified as a misdemeanor, involving possession, possession for sale, sale, manufacture, transportation, or cultivation of a controlled substance—including cannabis—if more than 5 years ago, one time only, has completed sentence, and has statement of rehabilitation, mitigating circumstances, and supporting evidence. See additional information and factors that CCPD will take into consideration when determining qualification, below.
Not considered for qualification purposes.	1. Previous conviction of possession of cannabis that has since been reclassified as an infraction.

Fines, Sanctions, or Enjoinments

Although the following information will not appear in Live Scan background check results, since they are not criminal charges, they will be taken into consideration when staff reviews an application:

- Responsible Persons who have been issued a fine, sanctioned, or enjoined for operating a **cannabis** dispensary or retailer without the necessary permits within the last 3 years, will be disqualified.
- Responsible Persons who have been issued a fine, sanctioned, or enjoined for operating a **cannabis** dispensary or retailer without the necessary permits outside of the last 3 years, may be qualified with statement of rehabilitation, mitigating circumstances, and supporting evidence (see below).

Factors Taken Into Consideration for Certain Criminal Convictions/Fines/Sanctions/Enjoinments

Conviction for certain crimes, receipt of fines, etc. listed above as “May be qualified”, does not necessarily make a Responsible Person ineligible to receive a commercial cannabis business license. A Responsible Person disclosing a criminal conviction or prior fine in one of the “May be qualified” categories, above, or other penalty should submit any evidence of rehabilitation for consideration by the CCPD with the application. A statement of rehabilitation should be written by the Responsible Person and contain all the evidence that the Responsible Person would like the CCPD to consider that demonstrates the Responsible Person’s fitness for permitting. Supporting evidence may be attached to the statement of rehabilitation and may include, but is not limited to, evidence specified below, and dated letters of reference from employers, instructors, or counselors that contain valid contact information for the individual providing the reference.

Factors that will be taken into consideration by the CCPD when determining eligibility include:

1. Whether the Responsible Person originally included the applicable information from the background check on their application with the City.
2. The nature and severity of the act or offense, including the actual or potential harm to the public.
3. The Responsible Person’s criminal record as a whole.
4. Evidence of any act committed subsequent to the act or offense under consideration that could be considered grounds for denial, suspension, or revocation of a permit.
5. The time elapsed since commission of the act or offense.
6. The extent to which the Responsible Person has complied with any terms of parole, probation, restitution, or any other sanctions lawfully imposed against the Responsible Person.
7. If applicable, evidence of expungement proceedings under Penal Code section 1203.4 or a similar law in another state.
8. If applicable, a certificate of rehabilitation obtained under Penal Code section 4852.01 or a similar law in another state.
9. Other evidence of rehabilitation submitted by the Responsible Person.



E-Mail: cannabis.permit@culvercity.org
Phone: (310) 253-5897
Website: [Culver City Cannabis](http://www.culvercity.org/cannabis)

Cannabis Business Permit Live Scan Instructions – Page 1 of 1

A Live Scan background check through the California Department of Justice (DOJ) and the FBI is required to be requested for each Responsible Person associated with the Commercial Cannabis Business Permit application. A copy of the "Request for Live Scan Service" form for each Responsible Person must be uploaded as an attachment to the application. The Culver City Commercial Cannabis Business Permit specific "Request for Live Scan Service" form is available on the Culver City Cannabis webpage at <http://www.culvercity.org/cannabis>. The original copy of the "Request for Live Scan Service" form is submitted to the Live Scan provider at the time the Live Scan is performed.

Live Scans may be performed by the [Culver City Police Department](#) (CCPD) or at a third party Live Scan provider approved by the DOJ. Third party Live Scan providers can be found using the [DOJ website](#).

Applicants should complete all blank fields provided in the "Request for Live Scan Service" form under the "Applicant Information" section. Applicants should not alter the pre-completed sections of the "Request for Live Scan Service" form, as any modification may result in Live Scan rejection and/or delay by the DOJ or FBI. A separate form shall be filled out for each Responsible Person receiving a Live Scan. The bottom portion of the "Request for Live Scan" form must be filled out by the person conducting the Live Scan.

The Live Scan fee will be charged at the time of Live Scan by the CCPD or the third party Live Scan provider. Live Scan results will be sent directly to the CCPD.

If, at any point, the CCPD background investigation determines that one or more Responsible Persons is ineligible pursuant to CCMC Section 11.17.115 and/or the [Criminal Background Check Administrative Guidelines](#), the application will be deemed rejected and the applicant will be notified of the violation. If City staff determines that the Responsible Person is employed by the business after such notice is given, the City may proceed with any remedy available by law, including suspension and/or revocation of the cannabis business permit.

Remember to make a photocopy of your Live Scan form before leaving the original at the Live Scan provider. A photocopy of the "Request for Live Scan Service" form must be submitted for each Responsible Person as part of the application process.

Remember to obtain a receipt at the time the Live Scan services is provided. The receipt for Live Scan service for each Responsible Person must be submitted with the application, unless the receipt is included on the photocopy of the "Request for Live Scan Service".



REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

CA0191800

ORI (Code assigned by DOJ)

CANABISLC11105(B)(11)PC

Authorized Applicant Type

CPC11105(b)(11)RES2018-R005

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

Culver City Police Department

Agency Authorized to Receive Criminal Record Information

05075

Mail Code (five-digit code assigned by DOJ)

4040 Duquesne AVE

Street Address or P.O. Box

Lt. Manuel Cid

Contact Name (mandatory for all school submissions)

Culver City

City

CA

State

90232

ZIP Code

(310) 253-6208

Contact Telephone Number

Applicant Information:

Last Name

First Name

Middle

Initial

Suffix

Other Name

(AKA or Alias) Last

First

Suffix

Date of Birth

Sex

☐

Male

☐

Female

Driver's License Number

Height

Weight

Eye Color

Hair Color

Billing

Number

(Agency Billing Number)

Misc.

Number

(Other Identification Number)

Place of Birth (State or Country)

Social Security Number

Home

Address Street Address or P.O. Box

City

State

ZIP Code

Your Number:

OCA Number (Agency Identifying Number)

Level of Service:

☒

DOJ

☒

FBI

If re-submission, list original ATI number:

(Must provide proof of rejection)

Original ATI Number

Employer (Additional response for agencies specified by statute):

Employer Name

Mail Code (five digit code assigned by DOJ)

Street Address or P.O. Box

City

State

ZIP Code

Telephone Number (optional)

Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency

LSID

ATI Number

Amount Collected/Billed



E-Mail: cannabis.permit@culvercity.org
Phone: (310) 253-5897
Website: Culver City Cannabis

Cannabis Business Permit Supplemental Application: Distribution – Page 1 of 1

Applicants applying for a distribution permit must complete this form. The terms used below are defined in CCMC 11.17.025.

Please note the following additional operating requirements apply specifically to cannabis distributors under CCMC 11.17.225:

- From a public right-of-way, there should be no exterior evidence of cannabis distribution except for any authorized signage.
- The general public is not permitted on the cannabis distribution Premises. Only the Owners, Managers, Employees, agents and volunteers of the cannabis distribution Permittee and agents or employees of the City of Culver City, the County of Los Angeles or the state are permitted to be on-site.
- A cannabis distribution Permittee shall only procure, sell, or transport cannabis or cannabis products that are packaged and sealed in tamper-evident packaging that uses a unique identifier, such as a batch and lot number or bar code, to identify and track the cannabis or cannabis products.
- A cannabis distribution Permittee shall maintain a database and provide to the City a list of the individuals and vehicles authorized to conduct transportation on behalf of the cannabis distribution licensee.
- Individuals authorized to conduct transportation on behalf of the cannabis distribution Permittee shall have a valid California driver's license.
- Individuals transporting cannabis or cannabis products on behalf of the cannabis distribution Permittee shall maintain a physical or electronic copy of the transportation request (and/or invoice) and shall make it available upon request of City employees and agents.
- During transportation, the individual conducting transportation on behalf of the cannabis distribution Permittee shall maintain a copy of the cannabis distribution Permittee's Commercial Cannabis Business Permit and shall make it available upon request of City employees and agents.
- A cannabis distribution Permittee facility shall only transport cannabis or cannabis products in a vehicle that is (1) insured at or above the legal requirement in California, (2) capable of securing (locking) the cannabis or cannabis products during transportation, and (3) capable of being temperature controlled if perishable cannabis products are being transported.

I have read all sections above and will ensure all requirements are met. I acknowledge that as a permittee of the City it is my responsibility to follow all state cannabis laws (CCMC 11.17.025) and local laws regarding cannabis. I acknowledge that failure to comply with the requirements of CCMC 11.17.200 (Operating Requirements Applicable to all Commercial Cannabis Businesses) and 11.17.225 (Operating Requirements for Cannabis Distribution) may result in the City revoking my permit. I understand that my final permit will not be issued until compliance with the above requirements are demonstrated during an in-person inspection. I understand that the City may inspect my business after the issuance of my permit to verify continued compliance with the above requirements. I declare under penalty of perjury that the above information is true and correct.

Primary Applicant Representative Signature: _____

First and Last Name (please print): _____

Title: _____

Primary Applicant Name (Legal Business Name): _____

Date: _____



E-Mail: cannabis.permit@culvercity.org
Phone: (310) 253-5897
Website: Culver City Cannabis

Cannabis Business Permit Supplemental Application: Testing Lab – Page 1 of 2

- ***Applicants applying for a testing laboratory permit must complete this form.***
- ***The terms used below are defined in CCMC 11.17.025.***
- ***Please note the “Culver City Fire Department’s [Fire & Life Safety Requirements](#)”.***

Primary Applicant Name: _____

Accreditation Procedures

Accreditation is required by a body that is a signatory to the International Laboratory Accreditation Cooperation Mutual Recognition Arrangement. Testing methods must conform to ISO/EIC 17025 (11.17.230). Proof of ISO 17025 accreditation will be required in order to receive a final Cannabis Testing Laboratory Permit. ISO accreditation must be provided by a third-party accreditation body that has been shown to operate in conformance with ISO 17011 standards. ISO accreditation is required for each test that the Laboratory will perform on cannabis products. Recognizing that a Laboratory must obtain cannabis materials in order to validate test methods prior to receiving full ISO accreditation, the City will allow applicants to possess cannabis at the proposed facility for the sole purpose of obtaining ISO accreditation during the business license application process. The City will grant a temporary, provisional authority to possess and test cannabis only to those laboratories who have completed the following tasks:

1. Submitted a Testing Laboratory cannabis business permit application and completed initial review, including background checks;
2. Obtained all development permits, and completed plan check and building inspections;
3. Obtained a State provisional testing laboratory license;
4. Obtained any required County permits;
4. Obtained a Certificate of Occupancy.

Once these tasks have been completed, the City will issue a temporary, provisional permit allowing the business to obtain, possess, and test cannabis for the limited purpose of completing ISO accreditation. The provisional license will expire after six months, but may be extended at the request of the applicant. The Finance Director will review and approve or deny all extension requests. The Testing Laboratory may not perform tests on behalf of other cannabis businesses, patients, or caregivers until ISO Accreditation is obtained, and a final cannabis business license is issued by the City. Testing Laboratories licensed by the City will have six (6) months to obtain a State Testing Laboratory license, but this time period may be extended at the request of the applicant. The Finance Director will review and approve or deny all extension requests. Failure to obtain a state Testing Laboratory license within the six month window may result in revocation by the City of the local Testing Laboratory business license. Denial of a state testing laboratory license will result in the immediate revocation by the City of the local Testing Laboratory business license.

Please note the following additional operating requirements apply specifically to cannabis testing laboratories under CCMC 11.17.230:

- Testing must take place within an enclosed locked structure.
- From a public right-of-way, there should be no exterior evidence of Cannabis testing except for any authorized signage.

Cannabis Business Permit Supplemental Application: Testing – Page 2 of 2

- The general public is not permitted on the cannabis testing Premises. Only Owners, Managers, Employees, agents and volunteers of the cannabis testing Permittee and agents or employees of the City of Culver City, the County of Los Angeles or the state are permitted to be on-site.
- All cannabis testing shall be performed in accordance with state law.
- A cannabis testing Permittee shall establish standard operating procedures that provide for adequate chain of custody controls for samples transferred to the testing laboratory for testing.
- A cannabis testing Permittee shall destroy the remains of samples of any cannabis or cannabis product upon completion of analyses.

I have read all sections above and will ensure all requirements are met. I acknowledge that as a permittee of the City it is my responsibility to follow all state cannabis laws (CCMC 11.17.025) and local laws regarding cannabis. I acknowledge that failure to comply with the requirements of CCMC 11.17.200 (Operating Requirements Applicable to all Commercial Cannabis Businesses) and 11.17.230 (Operating Requirements for Cannabis Testing) may result in the City revoking my permit. I understand that the City may inspect my business after the issuance of my permit to verify continued compliance with the above requirements. I declare under penalty of perjury that the above information is true and correct.

Primary Applicant Representative Signature: _____

First and Last Name (please print): _____

Title: _____

Primary Applicant Name (Legal Business Name): _____

Date: _____



Cannabis Business Permit Supplemental Application: Delivery-only Retail – Page 1 of 2

Applicants applying for a delivery-only retail permit must complete this form. The terms used below are defined in CCMC 11.17.025.

Please note the following additional operating requirements apply specifically to delivery-only cannabis retailers under CCMC 11.17.210:

- From a public right-of-way, there shall be no exterior evidence of commercial cannabis activity except for any authorized signage.
- The general public is not permitted on the premises. Only Owners, Managers, Employees, agents and volunteers of the delivery-only Permittee and agents or employees of the City of Culver City, the County of Los Angeles or the state are permitted to be on-site.
- Permittees may only deliver cannabis or cannabis products to customers within a city or county that does not expressly prohibit such delivery by ordinance. Deliveries shall be made to a physical address and no deliveries shall be made in the public right of way.
- Permittees must facilitate delivery of cannabis or cannabis products with a technology platform that uses point-of-sale technology to track and database technology to record and store the following information for each transaction involving the exchange of cannabis or cannabis products between the Permittee and qualified patient, primary caregiver, or customer:
 - The identity of the individual dispensing cannabis or cannabis products on behalf of the Permittee;
 - The identity of the qualified patient, primary caregiver, or customer receiving cannabis or cannabis products from the Permittee;
 - The type and quantity of cannabis or cannabis products dispensed and received; and
 - The dollar amount charged by the Permittee and received by the delivery driver for the cannabis or cannabis products dispensed and received.
- Permittees must maintain a database and provide to the City a list of the individuals and vehicles authorized to conduct deliveries on behalf of the Permittee.
- All individuals authorized to conduct deliveries on behalf of the Permittee must have a valid California Driver's License.
- Individuals making deliveries of cannabis or cannabis products on behalf of the Permittee must maintain a physical or electronic copy of the delivery request (and/or invoice) and must make it available upon request of City employees or agents.
- During delivery, a copy of the Permittee's Commercial Cannabis Business Permit must be in the vehicle at all times, and the driver must make it available upon request of City employees and agents.
- A Permittee must only permit or allow delivery of cannabis or cannabis products in a vehicle that (i) is insured at or above the legal requirement in California; (ii) is capable of securing (locking) the cannabis or cannabis products during transportation; (iii) is capable of being temperature controlled if perishable cannabis or cannabis products are being transported; and (iv) does not display advertising or symbols visible from the exterior of the vehicle that suggest the vehicle is used for cannabis delivery or affiliated with a cannabis retailer.
- A Permittee must facilitate deliveries with a technology platform that uses global positioning system technology to track and database technology to record and store the following information:
 - The time that the delivery vehicle departed the permitted Premises.

- The time that the delivery vehicle completed delivery to the qualified patient, primary caregiver, or customer.
- The time that the delivery vehicle returned to the permitted Premises.
- The route the delivery vehicle traveled to conduct deliveries between departing and returning to the permitted Premises.
- For each individual transaction, the identity of the individual conducting deliveries on behalf of the Delivery-only retailer Permittee.
- For each individual transaction, the vehicle used to conduct deliveries on behalf of the Delivery-only retailer Permittee.
- For each individual transaction, the identity of the qualified patient, primary caregiver, or customer receiving cannabis or cannabis products from the Delivery-only retailer.
- For each individual transaction, the type and quantity of cannabis or cannabis products dispensed and received.
- For each individual transaction, the dollar amount charged by the Delivery-only retailer and received by the delivery driver for the cannabis or cannabis products dispensed and received.
- The delivery driver shall personally verify for each individual transaction the identity of the qualified patient, primary caregiver, or customer receiving cannabis or cannabis products from the retailer.
- A Permittee may sell, give away, or donate specific devices, contrivances, instruments, or paraphernalia necessary for consuming cannabis or cannabis products, including but not limited to rolling papers and related tools, pipes, water pipes, and vaporizers. The equipment may only be provided to qualified patients, primary caregivers, or customers in accordance with Section 11364.5 of the California Health and Safety Code.
- Deliveries may only take place during the hours specified by City Council resolution, which is currently 8:00 a.m. to 10:00 p.m., Pacific Standard Time.

I have read all sections above and will ensure all requirements are met. I acknowledge that as a permittee of the City it is my responsibility to follow all state cannabis laws (CCMC 11.17.025) and local laws regarding cannabis. I acknowledge that failure to comply with the requirements of CCMC 11.17.200 (Operating Requirements Applicable to all Commercial Cannabis Businesses) and 11.17.210 (Operating Requirements for Delivery-Only Retailers) may result in the City revoking my permit for retail deliveries. I understand that my final permit will not be issued until compliance with the above requirements are demonstrated during an in-person inspection. I understand that the City may inspect my business after the issuance of my permit to verify continued compliance with the above requirements.

I declare under penalty of perjury that the above information is true and correct.

Primary Applicant Representative Signature: _____

First and Last Name (please print): _____

Title: _____

Primary Applicant Name (Legal Business Name): _____

Date: _____

FIRE DEPARTMENT

(310) 253-5925

FAX (310) 253-5937



9770 CULVER BOULEVARD, CULVER CITY, CALIFORNIA 90232-0507

DAVID L. WHITE
Fire Chief

JEREMY DEBIE
Fire Marshal

COMMUNITY RISK REDUCTION

Plant Processing and Extraction Facilities

Guideline

Plant Processing and Extraction Facilities

PURPOSE

Culver City Fire Dept. (CCFD) has prepared this guideline to provide minimum requirements on local interpretations and practices that are considered to be in compliance with the 2016 California Fire Code (CFC). This guideline is intended to provide information on plant processing and extraction facilities. The requirements of this guideline shall not be construed as altering any existing code, law or regulation which may require fire protection features not covered or alluded to in these requirements, nor shall they waive any requirements of any code, law or regulation. The reader is cautioned that the guidance detailed in this policy may or may not apply to their specific situation, and that the Authority Having Jurisdiction (AHJ) retains final authority to determine compliance.

This guideline covers the installation, maintenance, operation and permitting requirements as they pertain to Plant Processing and Extraction Facilities in new and existing facilities under the jurisdiction of the CCFD in accordance with CFC Sections 1.11.2.4, 102.9, 104.1, and 104.9.

SCOPE

This guideline applies to the following:

- The extraction process, including but not limited to, the act of extraction of the oils and fats by use of a solvent, de-solventing of the raw material and production of the miscella, distillation of the solvent from the miscella and solvent recovery.
- The use, storage, handling, and transferring of hazardous materials (e.g. flammable/combustible solvents) in these facilities.

Existing buildings or facilities where the processing or extraction of plants is introduced, changed, or where the medium of extraction or solvent is changed shall comply with this guideline. This document does not apply to cultivation grow facilities or to cannabis dispensaries.

Design and installation shall comply with the applicable provisions of the California Mechanical and Electrical Codes, as amended, and this guideline. The most restrictive requirements shall govern.

Codes and Standards

This policy is based on the 2016 CFC, Chapter 1, Section 102.9. Matters not provided for; Chapter 9, Fire Protection Systems; and Part V (Chapters 50 through 67) Hazardous Materials.

Specifically, CFC Section 102.9 permits the fire code official to determine requirements that are essential for the public safety of an existing or proposed activity, building or structure, or for the safety of the occupants thereof, which are not specifically provided for by the CFC.

This Guide is based upon the recently incorporated provisions to the Fire Code including, but not limited to, a new Section 916 for Gas Detection Systems and a new Chapter 38 for Plant Processing and Extraction Facilities. The California State Fire Marshal is supplementing the 2016 CFC with these 2018 International Fire Code provisions which will be effective statewide in July 2018.

Definitions

MISCELLA: A mixture, in any proportion, of the extracted oil or fat and the extracting solvent.

GAS DETECTION SYSTEM: A system or portion of a combination system that utilizes one or more stationary sensors to detect the presence of a specified gas at a specified concentration and initiate one or more responses required by this guideline such as notifying a responsible person, activating an alarm system, or activating/deactivating equipment. A self-contained gas detection and alarm device is not classified as a gas detection system.

SUBMITTAL REQUIREMENTS

PERMITS:

- **Plant extraction systems.** A plan review is required for installation of or modification to a plant extraction system. Maintenance performed in accordance with the CFC is not considered to be modification and does not require a permit.
- **Gas detection systems.** A plan review is required for installation of or modification to gas detection systems. Maintenance performed in accordance with the CFC is not considered a modification and shall not require a permit.

REQUIREMENTS:

Plans shall be submitted to CCFD for all plant extraction systems. The plans may be separated into individual plans sets for:

- Process equipment, industrial ovens, tanks, etc.
- Gas detection
- Fire sprinklers
- Chem class

Additionally, comply with any additional permit applications and review requirements of the City Building and Safety Department. Applicable plan review and permit fees shall apply.

GENERAL REQUIREMENTS

Construction drawings and specifications shall bear the seal and signature of a licensed California professional engineer/architect who prepared the drawings/specifications and shall be complete and of sufficient clarity to indicate the entire work proposed and show in detail that

the plant extraction system conforms to the provisions of this guideline and relevant laws, codes, ordinances, rules and regulations. Each set of drawings and specifications shall, at a minimum, contain the following information:

- A. Exact address, legal description of the property and location of the work performed.
- B. Name and address of the business owner and property owner.
- C. Name and address of the person or firm responsible for the preparation of the drawings and specifications. The seal and signature of the California licensed architect and/or engineer responsible for the preparation of the drawings and specifications.
- D. Two complete sets of construction documents showing the construction of architectural, structural, mechanical, plumbing and electrical arrangements.
- E. One copy of specifications or notes that clearly describe the type, quality and finish of materials and the method of assembly, erection and installation of equipment to be installed with proper reference to accepted standards.
- F. Except for entirely interior installations, a plot plan showing the location of the proposed construction (i.e., tanks) and the location of every adjacent existing building on the property, roads, walks, utilities and other site improvements, all property lines, streets, alleys, easements and other public areas.
- G. Bulk tank installations may require an engineered structural foundation with a separate tank installation permit. Contact the City Building and Safety Department to determine requirements.
- H. Total aggregate quantity of hazardous materials (solvents, etc.) in storage and in use.
- I. Location of the room where the plant extraction operation will be conducted. Identify whether the room is above or below grade.
- J. Location of containers relative to equipment, building openings and means of egress.
- K. Manufacturer's specifications and pressure rating, including cut sheets, of all piping and tubing to be used.
- L. A piping and instrumentation diagram (P&ID) that shows piping support and remote fill connections.
- M. Details of container venting, including but not limited to vent line size, material and termination location.
- N. Alarm and detection system and equipment.
- O. Seismic support for containers.

SITE INSPECTION:

CCFD and the City Building and Safety Department shall inspect and witness acceptance testing of the installation. Contact CCFD and the City Building and Safety Department to confirm type and frequency of inspections required. Compliance with all CFC requirements shall be maintained at all times.

SPECIFIC SYSTEM REQUIREMENTS

PROCESSING AND EXTRACTION:

- A. Construction:** Processing shall be located in a building complying with the California Building Code.
- B. Prohibited occupancies:** Extraction processes utilizing flammable gases or flammable cryogenic fluids shall not be located in any building containing a Group A, E, I or R occupancy.
- C. Location:** The extraction equipment and extraction process utilizing hydrocarbon solvents shall be located in a room or area dedicated to extraction.
- D. Post-process purification and winterization:** Post-processing and winterization involving the heating or pressurizing of the miscella to other than normal pressure or temperature shall be approved and performed in an appliance listed for such use. Domestic or commercial cooking appliances shall not be used.
- E. Industrial ovens:** The use of industrial ovens shall comply with CFC Chapter 30.
- F. Use of flammable and combustible liquids:** The use of flammable and combustible liquids for liquid extraction processes where the liquid is boiled, distilled, or evaporated shall be located within a hazardous exhaust fume hood, rated for exhausting flammable vapors. Electrical equipment used within the hazardous exhaust fume hood shall be rated for use in flammable atmospheres. Heating of flammable or combustible liquids over an open flame is prohibited.
Exception: The use of a heating element not rated for flammable atmospheres may be approved where documentation from the manufacture or approved testing laboratory indicates it is rated for heating of flammable liquids.
- G. Liquefied Petroleum Gas:** Liquefied-petroleum gases shall not be released to the atmosphere.
Exception: LPG gas may be released to the atmosphere in accordance with the 2014 edition of NFPA 58 Section 7.3.

SYSTEMS AND EQUIPMENT:

- A. **Systems and equipment:** Systems or equipment used for the extraction of oils from plant material shall be listed or approved for the specific use. If the system used for extraction of oils and products from plant material is not listed, then the system shall be reviewed by a Licensed California Professional Engineer. The Engineer shall review and consider any information provided by the system's designer or manufacturer. For systems and equipment not listed for the specific use, a technical report in accordance with the below requirements shall be prepared and submitted to the fire code official for review and approval. The firm or individual preparing the technical report shall be approved by the fire code official prior to performing the analysis.
- B. **Technical report:** The technical report which has been reviewed and approved by the fire code official, as required by the section above is required prior to the equipment being located or installed at the facility. The report shall be prepared by an Engineer or other professional approved by the fire code official. The technical report shall contain all of the following:
- Manufacturer information (name, company, phone/email contacts).
 - Preparer of record on technical report.
 - Date of review and report revision history.
 - Signature page shall include all of the following, Author, Date, Seal and Signature of the Engineer
 - Model number of the item evaluated. If the equipment is provided with a serial number, the serial number shall be included for verification at time of site inspection.
 - Methodology of the design or peer review process used to determine minimum safety requirements. Methodology shall consider the basis of design, and shall include a code analysis and code path to demonstrate the reason as to why specific code or standards are applicable or not.
 - Equipment description. A list of every component and sub-assembly (fittings, hose, quick disconnects, gauges, site glass, gaskets, valves, pumps, vessels, containers, switches, etc.) of the system or equipment, indicating the manufacturer, model number, material, and solvent compatibility. Include manufacturers' data sheets.
 - A general flow schematic or general process flow diagram of the process. Post-processing or winterization shall be included in this diagram. All primary components of the process equipment shall be identified and match the equipment list above. Operating temperatures, pressures, and solvent state of matter shall be identified in each primary step or component. A piping and instrumentation diagram (P&ID).

- Record of any pressure vessels, and spec sheets. Indicate if pipe is used for fabricated components.
- Structural analysis for the frame system supporting the equipment.
- Process safety analysis of the extraction system, from the introduction of raw product to the end of the extraction process.
- Comprehensive process hazard analysis (PHA) considering failure modes and points of failure throughout the process. The process hazard analysis shall include a review of emergency procedure information provided by the manufacturer of the equipment or process, assembly instructions, operation and maintenance manuals provided by the manufacturer.
- List of references used in the analysis.

C. **Site inspection:** Prior to operation of the extraction equipment, where required by the fire code official, the Engineer shall inspect the site of the extraction process once equipment has been installed for compliance with the technical report and the building analysis. The Engineer shall provide a report of findings and observations of the site inspection to the fire code official prior to the approval of the extraction process. The field inspection report authored by the Engineer include the serial number of the equipment used in the process and shall confirm the equipment installed is the same model and type of equipment identified in the technical report.

SAFETY SYSTEMS:

- A. **Gas detection system:** Rooms in which extraction processes utilizing flammable gases or liquids as solvents, are conducted shall be provided with a gas detection system that complies with this guideline.
- **System design:** The flammable gas detection system shall be listed or approved and shall be calibrated to the types of fuels or gases used for the extraction process. The gas detection system shall be designed to activate when the level of flammable gas exceeds 25 percent of the lower flammable limit (LFL). For nonflammable gases, a gas concentration exceeding one half of the IDLH, unless a different threshold is specified by this guideline or CFC requiring a gas detection system.
 - **Gas detection system components:** Gas detection system control units shall be listed and labeled in accordance with UL 864 or UL 2017. Gas detectors shall be listed and labeled in accordance with UL 2075 for use with the gases and vapors being detected.

Exception: Where there are no listed products available to comply with the provision in this section due to new and emerging technologies OCFA may grant a modification in accordance with CFC Section 104.8. In addition, the provisions of CFC Section 104.7.2 may be required to

demonstrate compliance with the intent and purpose of this guideline and the CFC.

- **Operation:** Activation of the gas detection system shall result in all of the following:
 - 1 Initiation of distinct audible and blue visual alarm signals in and out of the extraction room.
 - 2 Deactivation of all heating systems located in the extraction room.
 - 3 Activation of the mechanical ventilation system, where the system is interlocked with gas detection.
 - **Failure of the gas detection system:** Failure of the gas detection system shall result in the deactivation of the heating system, activation of the mechanical ventilation system where the system is interlocked with the gas detection system and cause a trouble signal to sound in an approved location.
 - **Interlocks:** All electrical components within the extraction room shall be interlocked with the gas detection system. Activation of the gas detection system shall disable all light switches and electrical outlets.
- B. **Emergency shutoff:** Extraction processes utilizing gaseous hydrocarbon based solvents shall be provided with emergency shutoff systems in accordance with CFC Section 5803.1.3
- **Power connections:** Gas detection systems shall be permanently connected to the building electrical power supply or shall be permitted to be cord connected to an unswitched receptacle using an approved restraining means that secures the plug to the receptacle.
 - **Emergency and standby power:** Standby or emergency power shall be provided or the gas detection system shall initiate a trouble signal at an approved location if the power supply is interrupted.
- C. **Signage:** Signs shall be provided adjacent to gas detection system alarm signaling devices that advise occupants of the nature of the signals and actions to take in response to the signal.
- D. **Fire alarm system connections:** Gas sensors and gas detection systems shall not be connected to fire alarm systems unless approved and connected in accordance with the fire alarm equipment manufacturer's instructions.
- E. **Inspection, testing and sensor calibration:** Inspection and testing of gas detection systems shall be conducted not less than annually. Sensor calibration shall be confirmed at the time of sensor installation and calibration shall be performed at the frequency specified by the sensor manufacturer.