Resources

Department of Cannabis Regulation home page:
http://cannabis.lacity.org/

Department of Cannabis Regulation Licensing webpage:
http://cannabis.lacity.org/business-licensing

Department of Cannabis Regulation Online Licensing System home page:
https://aca.accela.com/LADCR/Login.aspx

Los Angeles Fire Department - Cannabis Unit webpage:
https://www.lafd.org/cannabis

Office of Finance Business Tax Registration Certificate Application:

Neighborhood Info:
http://neighborhoodinfo.lacity.org/index.cfm

Save and Resume Later Feature

If you click Save and Resume Later, you are returned to your account's My Records page. A banner message confirms your application is saved. Saved applications are listed in the My Licenses section, with a green Resume Application link next to it.

When you select Resume Application, you can pick up where you left off. Or, if you need to revisit or modify anything, you may start at the beginning and page through your application.
Log into Your Account

Navigate to the Department of Cannabis Regulation Online Licensing System home page: https://aca.accela.com/LADCR/Login.aspx

Fill in your user name and password, and click Login.

Click Applicants and Licensees.

Click Apply for a License.
To proceed with the application process, you must read and agree to the General Disclaimer for use of the Department's website. Check the box and click Continue.

Click the triangle next to Cannabis Licenses.

Select Cannabis Business Application, then click Continue.
Application Options

Temporary License Application

The next choice you will need to make is whether to apply for a 180-day temporary license or a full, annually renewed cannabis business license.

The temporary license is generally a quicker process with fewer requirements. The purpose of the temporary license is to enable a commercial cannabis business operating with limited immunity or other local authorization, to continue doing business while the Department processes its annual license application.

Only businesses that meet the criteria, as determined by the City, identified in Los Angeles Municipal Code (LAMC) Section 104.08 may apply for Temporary Approval. The temporary approval shall provide the Applicant with limited immunity, as described in LAMC Section 104.08 Subsection (c). The Applicant attests that it will comply with all operating requirements imposed by the City and that the City may immediately suspend or revoke the Temporary Approval if the Applicant fails to abide by any City operating requirement. For additional information please visit: [http://cannabis.lacity.org/resources](http://cannabis.lacity.org/resources)

Check the box for Yes, then click Continue.

Note: Fields or statements with a red asterisk (*) next to them are required. You cannot proceed with the application unless you respond to all required elements.
Agent of Service

An Agent of Service is a third party that does not have an ownership interest in the commercial cannabis business and is completing the application on behalf of the owner(s). If you are an Agent of Service, Check the box for Yes, then click Continue. If you are not an Agent of Service, Check the box for No, then click Continue.

Business Information

In this section, an Applicant will enter the original date that the Applicant was engaged in the Non-Retailer Commercial Cannabis Activity/Activities that the Applicant now seeks a License for.

Person In Charge

A Person in Charge should be the regular On Duty Manager and available to City staff during regular business hours. A Person in Charge may or may not be an owner. In this section, an Applicant will enter Name, Title, and Phone Number for the Person In Charge.

Social Equity Application

As required in LAMC Section 104.08, an Applicant who applies for a License for Non-Retailer Commercial Cannabis Activity in Phase 2 must qualify under the Social Equity Program (LAMC Section 104.20). If you are submitting an application for Social Equity priority processing, Check the box for Yes, then click Continue.
Owner Applicant

If Agent of Service was previously selected, then the Owner Applicant information will need to be entered. Click Add New.

Contact/Business Information

In this section, an Applicant will select Individual or Organization.

If Individual is selected, enter First, Middle, and Last name, as well as information in the other required fields.

If Organization is selected, enter Legal Business name, as well as information in the other required fields.

*Note - First and Last Name are not selectable when choosing Organization.

Add Address

After completing the Individual or Organization fields, click Add Address.

Address Information

Enter the mailing address associated with the ownership type, then click Save and Close.
Business Activities

Applicants must have been a supplier to an Existing Medical Marijuana Dispensary prior to January 1, 2017. Applicants meeting the supplier requirement may apply for licenses associated with non-retail commercial cannabis activities that began prior to January 1, 2016. An Applicant’s business premise must meet all of the land use and sensitive use requirements outlined in Article 5 of Chapter X of the Los Angeles Municipal Code.

Check the box Yes next to the type of license you are applying for. Applicants may select: 1) Adult Use, Medical, or Both; 2) Distributor Transport Only; 3) Testing.

Check the box Yes next to the category of license you are applying for. Applicants may select: 1) Adult Use, Medical, or Both; 2) Distributor Transport Only; or 3) Testing. When Yes is selected, a list of license types will open. Hovering over the question mark (?) next to a license type will provide help text.

For Distributor Transport Only, Applicants may select Adult Use, Medical, or Both. This license type only authorizes the licensee to transport commercial cannabis goods owned by another business.
Business Activities

For **Adult Use** and **Medical** categories, Applicants may select, up to, three commercial cannabis activity types, but may only select one license under each type.

For instance, an Applicant can select Cultivation Small Indoor, Distributor, and Manufacturer Level 1. However, an Applicant cannot select Cultivation Small Indoor and Cultivation Medium Indoor.

*Note* - Retail commercial cannabis license types (Retail, Microbusiness, and Delivery Only) are visible on the screen, but cannot be selected. Applicants may not apply for retail license types during Phase 2 (LAMC 104.08).

If an incorrect option is selected, unselect the option before attempting to select the correct option. If that does not work, then click **No** to erase prior selections, then click **Yes** to reopen the license type selection menu.
Business Activities

For the Testing category, Applicants can only select Yes or No.

Additional Application Documents

This section allows Applicants to upload documents required for an annual license, but not required for the Department's Phase 2 Eligibility Determination.

We strongly encourage Applicants to complete the LAFD Statement of Intended Use Form which is required by the Fire Department for pre-licensing inspection purposes. A completed LAFD Statement of Intended Use Form should be uploaded as a LAFD Notification Form. Additional information about LAFD's Cannabis Unit can be found here: https://www.lafd.org/cannabis

For Testing Applicants seeking Temporary Approval prior to a pre-licensing inspection, Applicants must complete the Attestations for Testing Lab Applicants Form. A completed form should be uploaded under ISO 17025 (Testing Applications Only).
Eligibility Evidence

This section allows Applicants to upload eligibility evidence documents to assist the Department in making Phase 2 Eligibility Determinations.

An Applicant applying for a License for Non-Retailer Commercial Cannabis Activity pursuant to Los Angeles Municipal Code Section 104.08 must demonstrate that the Applicant meets the eligibility requirements for the requested License. Among other requirements, an Applicant must establish that (1) the Applicant was engaged prior to January 1, 2016, in the same type of Non-Retailer Commercial Cannabis Activity for which it now seeks a License; (2) the Applicant supplied an EMMD prior to January 1, 2017; and (3) the Applicant qualifies under the Social Equity Program.

A non-exhaustive list of the various types of documentary evidence that an Applicant could submit (in any combination) to the Department to prove that the Applicant meets the three above-referenced requirements can be found here.

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### Eligibility Evidence

<table>
<thead>
<tr>
<th>Evidence Type</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Executed prior to January 1, 2016</td>
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<td></td>
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<tr>
<td>Contract</td>
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<tr>
<td>Lease</td>
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<td>Business Formulation Documents</td>
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<tr>
<td>Business Records</td>
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<td></td>
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<tr>
<td>Other Supporting Documents</td>
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</tbody>
</table>

### Business

Click Add New.
Click **Add New**; a pop-up window displays to let you enter your organization structure, legal business name, DBA, contact information, and Social Security Number or Federal Tax Identification Number.

Note that different business structures will have different supporting documents.

Council District, Neighborhood Council, Police Department Area, and Area Planning Commission information can be looked up [here](#).

Click **Add Address** next.

A new pop-up window displays fields for entering your business's address. The Premises address (where your business is physically housed) is required. Mailing address is required if different from the premises address.

1. Select the **Address Type**
2. Enter the address for that type
3. Click **Save and Add Another**
4. Choose the other address type
5. Enter that address
6. Then click **Save and Close**.

**Note:** The **Premises** address type has more fields than the **Mailing** type.
Back on the Contact Information pop-up window, all the information previously entered is displayed, including the premise and mailing addresses. Click Continue to return to the application. Use the Edit and Remove links – use these functions if you need to make changes to your contact information.

**Primary Contact**

Next, set up the Primary Contact person for your business. This is the point person in your business for all communication with the Department related to the application.

If you are the Primary Contact, click Select from Account to use the contact information you entered when setting up your account. Or, select Add New if the Primary Contact is a different individual.

When finished, your Primary Contact displays your information. A mailing address is not required for the Primary Contact. Click Continue.
List of Owners

Each owner of your business must be entered on the List of Owners. If you are a Sole Proprietor, only your Owner Submittal is required, as there are no other owners. The List of Owners section is prefilled with your own name, but a warning message displays here, advising that you need to edit your information to add some missing details. Click the checkbox next to your owner listing, and click Edit Selected (the Actions dropdown list has the same function).

A pop-up window displays. The only missing information to be filled in is your business Title, and Ownership Percentage. Notice that both fields are required. All the other values are already filled in from information you previously provided. Click Submit to return to the application page.

In the List of Owners section, click on the Add a Row button to add another owner. You can add multiple rows in one pop-up window, for example, if you need to add 5 owners, select Add 5 Rows from the dropdown list.

A pop-up window displays with the same fields as shown above. You must list all additional owners. Click Submit to close the window and add this owner.
When this application is submitted, the Licensing system sends emails to all individuals on the Owners list, inviting them to the website to set up an account and create their Owner Submittal form.

Owner Submittals will be required from all owners when applying for an annual license.

Click **Continue**.

The Department will be enforcing the ownership requirements for Tier 1 and Tier 2 Social Equity Applicants as stated in LAMC Sections 104.20(c) and (d). Every Phase 2 applicant, like all other applicants, will be required to identify each of its owners and their respective ownership stakes. This information will be collected through the application system. Per the requirement stated in LAMC Section 104.20(i)(2), the Department will be collecting from every Social Equity Applicant the bylaws or operating agreements which specify the percentage of ownership and control by each person. The ordinance specifies the ownership documents an Applicant must submit and the Department has programmed its application system to collect this information.

In contrast, the ordinance does not specify how a Tier 1 or Tier 2 Applicant may be able to prove 5 or 10 years' residency in a Disproportionately Impacted Area or a California Cannabis Arrest of Conviction. The Department's guidelines serve to give Tier 1 and Tier 2 Applicants as much flexibility as reasonable to meet these eligibility criteria of the Social Equity Program. However, they do not reflect the extent of the vetting of Social Equity Applicants the Department will conduct and the Department may request additional documentation.
Condition Document

This section asks you to upload a set of documents to support your application. You will need digital files of each document in the list, so if your only copy of a supporting document is on paper, you will need to scan it to upload it with your application.

If you do not have a Business Tax Registration Certificate, Diagram of Premises, and/or Documentation of Local Compliance (Radius Map/Sensitive Use Survey), please complete and upload the document named Required Document Placeholder. Any missing documents will be required prior to granting an Applicant Temporary Approval.

Click on the Add button for each document in the list, select the appropriate file and click Open – a confirmation message displays. Repeat this for each required document. Click Continue when done.
Application Review

In the next sections, you will have the opportunity to review and in some cases, modify the information you entered in the earlier sections of your application. Please review your application carefully, then scroll to the bottom of the Review screen and check the box to electronically sign, indicating that you certify your application is complete, true, and accurate. Click Continue.

The next screen will display the application fees. Click Continue.

Once submitted successfully, a message displays to confirm your application was submitted successfully.

You can also print your invoice from this screen.