



# CANNABIS BUSINESS COMPLIANCE CHECKLIST

COMMUNITY DEVELOPMENT  
DEPARTMENT

50 PARK PLACE | BRISBANE, CA

This checklist shall be completed by the applicant and attached to a use permit, building permit, or business license application for cannabis businesses and cannabis testing laboratories. **Incomplete checklists will delay permit processing.** Please submit this form and all required items listed below as a PDF.

## BUSINESS AND OWNER INFORMATION

Name of Business \_\_\_\_\_

Name of Business Owner \_\_\_\_\_

Business Address \_\_\_\_\_

Business Phone \_\_\_\_\_

Business Email \_\_\_\_\_

**IF BUSINESS OWNER IS NOT A NATURAL PERSON**, Name of individual authorized to represent the business who may be contacted by the City:

Name	Phone	Email
Mailing Address		

## BUSINESS TYPE

Sole Proprietorship     Corporation     LLC     Partnership

## OPERATIONAL AND MANAGERIAL EMPLOYEE INFORMATION

Management employees include general managers, shift managers, or any other employees who make operational or management decisions that directly impact the business. (Use additional pages if necessary.)

(1) Name	Date of Birth
----------	---------------

Address	City/State/Zip
---------	----------------

Daytime Phone	Email (Opt)
---------------	-------------

(2) Name	Date of Birth
----------	---------------

Address	City/State/Zip
---------	----------------

Daytime Phone	Email (Opt)
---------------	-------------

(3) Name		Date of Birth
Address		City/State/Zip
Daytime Phone		Email (Opt)
(4) Name		Date of Birth
Address		City/State/Zip
Daytime Phone		Email (Opt)

**BUSINESS PREMISES- PROPERTY INFORMATION**

Street Address \_\_\_\_\_

APN(s) \_\_\_\_\_

Property Owner \_\_\_\_\_

Owner Address \_\_\_\_\_

Owner Email \_\_\_\_\_

Owner Phone \_\_\_\_\_

Zoning District: Select Zoning District

- SP-CRO     SCRO-1     TC-1

**BUSINESS ACTIVITY TYPE (Check all that apply)**

- Laboratory Testing (R&D)     Manufacturing     Warehousing     Retail-Delivery

**ON-SITE CANNABIS INFORMATION**

	Weight (lbs) to be received on property on a daily basis	Weight (lbs) to be stored on property on a daily basis	Weight (lbs) to be transported from property on a daily basis
<b>Raw (unprocessed) cannabis</b>	_____ lbs	_____ lbs	_____ lbs
<b>Processed cannabis/ cannabis products</b>	_____ lbs	_____ lbs	_____ lbs

## ATTACHMENTS

Attach the following documents to this checklist; please submit all required items listed below as a PDF:

### Documentation of Business Organization

Sole Proprietor –Fictitious Business Name Statement (if different than owner's name)

Corporation –Articles of Incorporation and Corporate Bylaws

LLC –Articles of Organization and Operating Agreement

Partnership –Partnership Agreement

- Live Scans** (for business employees listed on application). Please note the Brisbane Police Department does not offer Live Scans. To search for Live Scan providers throughout the State, please visit <https://oag.ca.gov/fingerprints/locations>.

- Copy of State License, if Available (or Statement of Which License will be Obtained)**

- State Certificate of Good Standing** for business owner (*the State in which the entity is organized can provide information about how to obtain one*)

- List of All Individuals or Entities that Own the Business**, including their percentage of ownership. If other entities are part of the ownership, provide the same list of ownership for the entity. The goal is to see the underlying ownership by individuals. *The City may require additional documentation at its discretion.*

- City of Brisbane Business License Application** with verification of fee payment.

*Not applicable to Use Permit applications. Business license will be required as condition of approval for Use Permit applications.*

- Written Description of Operations.** A written statement describing the following:

- Business activity, product, production, and sources.
- Hours of operation
- Odor control
- Visibility of operation
- Labeling

- Building, Site and Floor Plans**

Refer to the Use Permit or Building Permit application checklists for complete requirements.

- Stormwater Control**

- All applications proposing 10,000 square feet or more of new or replacement impervious surfaces on a site must complete the C.3/C.6 Project Checklist.



**Wastewater Pre-Treatment Control (For Industrial Users)**

- Provide a completed wastewater discharge permit application from the San Francisco Public Utilities Commission.
- SFPUC approval of the wastewater discharge permit is required prior to building permit issuance.

**Description of Water Infrastructure**

- Expected source of water
- Level of water use (gallons per day).

This information must include the business as well as the entire parcel.

**Security Plan, Security Measures and Security Breach Response**

- Describe and document a 24/7 Security Plan.
- Address security measures and responses to security breaches.

**Fees**

- Use permit, building permit, or business license application fee; refer to the master fee schedule.

**BUSINESS OWNER**

By signing below, I(we) expressly

- consent to entry and inspection of the premises by the City of Brisbane Building Official, or designee, upon reasonable notice;
- acknowledge that a building permit does not authorize nor provide immunity or defense to any activity prohibited under federal law, statute, rule or regulation; and
- hereby release, indemnify and hold harmless the City of Brisbane, and its agents, officers, elected officials, employees and contractors from losses of any kind resulting from this building permit and/or use permit application.

I(we) certify under penalty of perjury that the information submitted in this application, including all supporting documents and materials is, to the best of my(our) knowledge and belief, true, accurate, and complete. I(we) further certify that I(we) am(are) authorized to sign this application and thereby bind the applicant and all of applicant's owners to compliance with all permit conditions.

---

Business Owner Signature

---

Date

---

Printed Business Owner Name and Title

**PROPERTY OWNER**

By signing below, I certify that I have reviewed this application, and approve of the use of the property for the purposes stated in the application. I expressly consent to entry and inspection of the premises by the City of Brisbane Building Official, or designee, upon reasonable notice. I further certify that I am authorized to sign this application.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Property Owner Name and Title

