

# ANNUAL LICENSE APPLICATION CHECKLIST

## FOR CANNABIS MANUFACTURERS



Use this checklist to prepare the documents and information needed to complete the annual license application for cannabis manufacturing. The online application, the Manufactured Cannabis Licensing System (MCLS), is accessible at [www.cdph.ca.gov/mcsb/apply](http://www.cdph.ca.gov/mcsb/apply).

### GATHER THIS INFORMATION

#### For Each Owner:

Owners must complete an Individual Profile within MCLS and enter the information below. Once complete, the owner will receive an Individual ID number, and the business applicant can use this number to associate the owner with the business's license application.

- Basic information: name, SSN or ITIN, DOB, mailing address, email address, phone number
- Disclosure of criminal convictions and any evidence of rehabilitation
- Live Scan – upload completed Form BCIA 8016 and enter fingerprint date/ATI number
- Disclosure of any ownership/financial interest in any other California cannabis business

#### For Each Financial Interest Holder:

- For individuals: enter the person's name and driver's license number
- For businesses: enter the business's name and federal EIN number

#### Business Information:

- Legal business name and trade name/DBA, if any
- Federal EIN or, if a sole proprietor, your SSN
- Business structure (ex: corporation, LLC, sole proprietor, etc.)
- Business mailing address
- Primary contact information
- Seller's permit number

#### For Each Premises:

- Basic Information: physical address of the premises, number of employees at this location and date operations began (if currently operational)
- On-site contact person and optional alternate contact with phone number and email address
- Operational activities: types of activities conducted (extraction, infusion, packaging and labeling); solvents that will be used, if any; types of products and a product list
- Anticipated gross annual revenue from products manufactured on the premises

### HAVE THESE DOCUMENTS READY TO UPLOAD

- Business formation documents and all documents filed with the California Secretary of State  
*Examples: articles of incorporation, articles of organization, bylaws, operating/partnership agreements, fictitious business name statements, certificate of trust, certificates of limited liability partnership, statements of partnership authority, certificate of status*
- Proof of \$5000 surety bond
- Written statement, signed by the property owner, allowing cannabis manufacturing on the property
- Premises diagram that is to scale, identifies the proposed premises, and describes all property uses/features outlined in §40105 of the CDPH regulations
- For extractions using CO<sub>2</sub>, a volatile solvent, chlorofluorocarbon, hydrocarbon or other fluorinated gas: closed-loop system certification and evidence of approval by the local fire code official
- For ethanol extraction: evidence of approval by the local fire code official
- Descriptions or standard operating procedures (SOPs) for: inventory control, quality control, transportation process, security, and cannabis waste management
- Evidence of compliance with the California Environmental Quality Act (CEQA)
- A copy of the page of the labor peace agreement containing the signatures of the union representative and the applicant (for manufacturers with 20 or more employees)

Note: Cannabis businesses must follow all applicable state laws and local ordinances, including registering the business entity, obtaining a Seller's Permit and paying all applicable taxes, operating in accordance with fire and building codes, and adhering to worker protection laws.

### FIND MORE HELP ONLINE

For more information about cannabis manufacturing licenses, please visit: [www.cdph.ca.gov/mcsb](http://www.cdph.ca.gov/mcsb)