



**Accepting Applications
For
Commercial Cannabis
Operations
Commencing
January 2018**

**Imperial County
Planning &
Development Services
Department**

801 Main Street,
El Centro, CA 92243

(442) 265-1736

Email: planninginfo@co.imperial.ca.us
Website: www.icpds.com

Commercial Cannabis Licensing Process

In accordance with the State of California regulations, Imperial County licenses commercial cannabis operations within the unincorporated area of Imperial County. The licensing process involves various steps; this quick factsheet is intended to assist perspective commercial cannabis operators in understanding the license permitting process.

Location, Location, Location:

The first step is to locate your operation in the correct land use zone. Imperial County has two types of zoning spread throughout the County, for prospective commercial cannabis operators to choose from.

- **Permitted Locations;** in the Gateway of the Americas Specific Plan and Keystone Planning Area Specific Plan.
- **Conditional Use Permitted Locations;** in the light and medium industrial zones throughout the unincorporated area of Imperial County

Types of Commercial Cannabis Operation:

Imperial County offers both Adult-Use and Medicinal-Use operation opportunities for:

- **Indoor Cultivation:** up to 22,000 square feet per facility, no limit
 - **Manufacturing:** no limit
 - **Virtual Retail with Delivery:** up to 5 facilities*,
 - **Physical Medicinal with Delivery:** up to 1 facility
 - **Testing Laboratory:** no limit, and
 - **Wholesale Distribution:** up to 5 facilities
- *Includes Microbusiness

Industrial Hemp operations are also expected to become available in Imperial County in 2018, please check with the Imperial County Agricultural Commissioner's Office for more information.



Commercial Cannabis License Permitting Steps

Imperial County will be accepting applications for Commercial Cannabis Activity (CCA Licenses) commencing January 2018. The retail operations and wholesale distribution operations are limited and will be awarded through a public lottery selection process. The Cultivation, Manufacturing and Testing Operations have no limit to the number of operations. The licensing process will be as follows:

Application requirements for a Commercial Cannabis Activity License:

- Applicant name, title, mailing address, phone number(s), email and date of birth
- Legal business name
- License type requested Cultivation, Retailer/microbusiness, Manufacture, Distributer, or Testing Laboratory
- License designation Adult Use (A) or Medicinal Use (M)
- Physical Address with legal description
- Proof of Site Control (lease agreement or property deed)
- Zoning
- Proof that owner(s) Complies with State BPC Section 2600(al)
- Proof of financial ability to perform in accordance with the BPC Section 2600(al)
- Premises diagram
- Applicable fees

CCA License Fee Schedule

Activity	Fee
First Application	\$4,000
Each Additional Application*	\$1,000
Security Plan Review	\$1,000
Annual License	\$1,500
Additional or Extraordinary Work	Time and Materials

*Multiple License applications for the same overall operation processed at the same time will be charged an additional application fee for each application."



The Processing of a CCA License

Step One: Initial Submittal and Approval of Application

1. Submittal of application for CCA License, supplemental documents and applicable fees.
2. The Enforcement Agency will log-in application, and perform an initial review for application completeness. If application is found incomplete it will be returned to the applicant for revision. Applicant shall have thirty (30) days to resubmit application. Applications not received within the resubmittal time period will be deemed abandoned and the project file will be closed.
3. A completed application will be forward to applicable county departments and agencies for review.
4. A CCA License meeting will be held between the Applicant, the Enforcement Agency and all applicable County departments and agencies. If necessary the applicant shall provide any revisions resulting from the review and meeting. The County will review the resubmitted application.
5. Specific CCA Licenses types are numerically limited and subject to a public lottery process. CCA Licenses covering Virtual Dispensaries, the Physical Dispensary or Distribution Services will be entered into a public lottery process to determine which completed applications will move forward in the permitting process. *(See the Public Lottery Process fact sheet).*
6. Once the application is found to be in compliance with the County Ordinance and applicable regulations, the CCA License will be awarded, subject to any and all conditions. An Authorization Letter will be provided to the applicant stating that the CCA License has been awarded subject to conditions. The applicant will use this letter in their application for a State Cannabis License.

Step Two: Additional Permitting

1. Submittal of applications for any and all-applicable plans and permits. This would include permits from, Air Pollution Control District, Public Works, Health Department, Agricultural Commissioner, Planning and Development Services Department, and other applicable departments or agencies. This



may include but not limited to cannabis specific plans for security, odor handling/storage and waste.

2. Submit any other documentation, information, as conditioned in the award of the CCA License.
 - a. Applicable agencies will review and provide any comments or corrections to the applicant.
 - b. Applicant will provide corrections and resubmit plans.
3. Upon approval of plans, the applicant will construct and/or implement plans.

Step Three: Issuance of License

1. County will review all plans and conditions of the license to insure all requirements have been met.
2. For building permits, a Certificate of Occupancy shall be issued.
3. County will ensure all costs have been recovered.
4. Ensure all bonds/securities are executed.
5. Ensure all insurance requirements have been met.
6. Issuance of CCA License, effective upon proof of State License being issued.
7. Inspection of all facilities prior to commencement of operation.
8. Up to three subsequent inspections from applicable County Departments and Agencies during the first year of operation.

For additional information please contact the Imperial County Planning and Development Services Department.

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