



**Accepting Applications
For
Commercial Cannabis
Operations**

**Imperial County
Planning &
Development Services
Department**

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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 facts sheet is intended to assist prospective 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; and medium and heavy commercial zones throughout the unincorporated area of Imperial County.

Types of Commercial Cannabis Operation:

Imperial County offers both Adult-Use and Medicinal-Use operation opportunities, with no limit on the number of licenses being issued, for the following classifications:

- **Indoor Cultivation:** up to 22,000 square feet per facility (up until 2023)
- **Manufacturing**
- **Virtual Retail with Delivery***
- **Physical Medicinal with Delivery***
- **Testing Laboratory**
- **Wholesale Distribution**

*Includes Microbusiness

Industrial Hemp cultivation and manufacturing operations are also available in Imperial County. Please check with the Imperial County Agricultural Commissioner's Office for more information.



Commercial Cannabis License Permitting Steps

Imperial County has been accepting applications for Commercial Cannabis Activity (CCA Licenses) since January 2018. The retail operations, wholesale distribution, cultivation, manufacturing, and testing operations have no limit on the number of licenses that can be issued. The licensing process will be as follows:

Application requirements for a Commercial Cannabis Activity License:

- Applicant name, title, mailing address, phone number(s), email, date of birth, and photograph of a valid ID
 - Legal business name
 - License type being requested (e.g. Cultivation, Retailer, Microbusiness, Manufacture, Distributor, 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) Comply with State BPC Section 2600(al)
 - Proof of financial ability to perform in accordance with the BPC Section 2600(al)
 - Premises diagram
 - Applicable fees
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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 (same premise) 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. Once the application is found to be in compliance with the County Ordinance, applicable regulations, bonding in place, inspection(s), 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, bonding, 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 may move forward to 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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