



CANNABIS PERMIT OVERVIEW

INTRODUCTION

Starting April 19, 2018, the City of Petaluma will begin issuing permits to qualifying businesses that manufacture and/or test products that include cannabis as an ingredient. The issuance of permits is guided by the following documents:

1. Petaluma Municipal Code Section 10.15 (Cannabis)
2. Cannabis Business Regulations
3. Implementing Zoning Ordinance Table 4.4 (Chapter 4, Zoning Districts and Allowable Land Uses)

A copy of each document is attached. Dispensaries that are open to the public are not permitted in Petaluma.

PERMIT APPLICATION PROCEDURES

You can request an application packet in person from the Petaluma Police Department or download online at <http://petalumastar.com/cannabis-business/>. Completed applications are to be submitted to the Police Department. Staff will review the application to determine if it meets all criteria. If it does, then the Police Department will issue the permit.

The permit review takes approximately 30-60 days and includes background checking of applicants, confirmation of zoning compliance, and a security review.

The permit is an annual permit and will require renewal on January 1 of every year.

REQUIRED PERMITS

1. A valid Cannabis Permit (\$3,500)
2. Business License (\$49 1st year; after 1st year, the tax is based on gross sales)
3. Valid State License to Operate a Cannabis Business.

HELPFUL CONTACTS

Petaluma Police	Nicole Litzie	707-778-4462	nlitzie@ci.petaluma.ca.us
Finance Department	Robin Ferrari	707-778-7354	rferrari@ci.petaluma.ca.us
Code Enforcement	Joe Garcia	707-778-4558	jgarcia@ci.petaluma.ca.us
Planning	Kevin Colin	707-778-4314	kcolin@ci.petaluma.ca.us



CANNABIS PERMIT CHECKLIST

RESEARCH	<input type="checkbox"/> Determine Your Business Type Review the ordinance and make sure your business meets the definition of an allowed cannabis business in Petaluma.
	<input type="checkbox"/> Find a Suitable Location Review the regulations and the Implementing Zoning Ordinance to understand the location requirements. You can also refer to the Cannabis Map attached to this packet for an initial review of possible locations. It will be important that you double check the location to be sure it meets the buffer requirements. The map was a snapshot completed in late 2017. Actual conditions may have changed.
APPLY	<input type="checkbox"/> Apply for Cannabis Permit and Business License Complete the cannabis permit and business license applications, including information about your partners and employees. It also requires acknowledgement from your landlord if you don't own your building.
REVIEW	<input type="checkbox"/> Background Check You will need to purchase Live Scan forms from the Petaluma Police Department. You can complete your fingerprinting in Petaluma or elsewhere.
	<input type="checkbox"/> Zoning Compliance City staff will review the proposed location and confirm compliance with buffer requirements to schools, childcare centers, parks, youth centers, libraries and residential districts.
	<input type="checkbox"/> Security Review – Provisional Permit City staff will inspect your facility after the Provisional Permit is issued but before a Final Permit is issued to assure that all security requirements are met.
	<input type="checkbox"/> Final Permit Once the security requirements have been inspected and confirmed, the city will issue a Final Cannabis Permit
OPEN	<input type="checkbox"/> Inform Police of Changes As you operate, you may want to change the ownership or employees of the company. You must first inform the police about new employees and owners will need to complete a background check.