

CANNABIS PERMIT APPLICATION

1a. Address of Proposed Cannabis Operation:

Not yet secured a location

Applicants who have not yet secured a location may submit an application and be conditionally approved, however, in order to obtain a permit, Applicants will eventually have to identify their business location so that it can be reviewed and inspected.

1 b. Did work/live or residential use exist on March 6, 2018 in the portion of the property where applicant proposes to conduct commercial cannabis activity? *

Yes No

**On March 20, 2018 the Oakland City Council amended the City's cannabis ordinances, OMC 5.80 and 5.81, to prohibit the issuance of a cannabis permit or local authorization to a cannabis applicant at premises where either work/live or residential use existed as of March 6, 2018.*

2. Right to Occupy Proposed Cannabis Location:

Owner Tenant Intend to Lease/Purchase Not yet secured a location

Please provide a copy of the supporting documents:

Deed Lease Agreement Letter of intent to lease/purchase property

If applicant is not the owner, please provide the following information for the property owner:

Last Name:	First Name:	Middle Initial:
Phone:	Email:	
Residential Address:		
City:	State:	Zip:

3. Applicant Information:

a. Name: _____

b. Type of Corporate Structure:

Corporation Limited Liability Company Partnership Individual

Collective Other: _____

c. Doing Business As: _____

d. Please Attach a Copy of State registration

e. Partner/Owner/Manager Information:

Please list all persons directly or indirectly interested in the permit sought, including all officers, directors, general partners, managing members, stockholders, and partners. Please attach additional pages if necessary (additional pages should be on 8½ x 11” paper; single sided, and include a Header with the applicant’s name on the top right corner of each page).

Last Name:		First Name:		Middle Initial:	
Alias(es):					
Date of Birth:		Phone:		Email:	
Residential Address:					
City:		State:		Zip:	
Business Address:					
City:		State:		Zip:	

Last Name:		First Name:		Middle Initial:	
Alias(es):					
Date of Birth:		Phone:		Email:	
Residential Address:					
City:		State:		Zip:	
Business Address:					
City:		State:		Zip:	

Last Name:		First Name:		Middle Initial:	
Alias(es):					
Date of Birth:		Phone:		Email:	
Residential Address:					
City:		State:		Zip:	
Business Address:					
City:		State:		Zip:	

Last Name:		First Name:		Middle Initial:	
Alias(es):					
Date of Birth:		Phone:		Email:	
Residential Address:					
City:		State:		Zip:	
Business Address:					
City:		State:		Zip:	

Last Name:		First Name:		Middle Initial:	
Alias(es):					
Date of Birth:		Phone:		Email:	
Residential Address:					
City:		State:		Zip:	
Business Address:					
City:		State:		Zip:	

Last Name:		First Name:		Middle Initial:	
Alias(es):					
Date of Birth:		Phone:		Email:	
Residential Address:					
City:		State:		Zip:	
Business Address:					
City:		State:		Zip:	

4. Permit Revocations

Have any of the persons directly or indirectly interested in the permit sought ever had a permit revoked?

Yes No

If yes, please describe below the circumstances of such revocation.

5. Equity

The Equity Permit Program described under OMC 5.80.045 and OMC 5.81.060 defines an “Equity Applicant” as an Applicant whose ownership/owner¹:

1. Is an Oakland resident; and
2. Has an annual income at or less than 80 percent of Oakland Average Medium Income (AMI) adjusted for household size ([click here for 80 percent Oakland AMI thresholds](#)); and
3. Either

(i) has lived in any combination of Oakland police beats 2X, 2Y, 6X, 7X, 19X, 21X, 21Y, 23X, 26Y, 27X, 27Y, 29X, 30X, 30Y, 31Y, 32X, 33X, 34X, 5X, 8X and 35X for at least ten of the last twenty years OR

(ii) was arrested after November 5, 1996 and convicted of a cannabis crime committed in Oakland.

Yes, I fulfill the equity criteria No, I do not fulfill the equity criteria²

If yes, please provide supporting documentation as described below.

For proof of ownership please provide entity formation documents or documents filed with the California Secretary of State (e.g. articles of incorporation, stock issuance records, operating agreements, partnership agreements).

¹ “Ownership” shall mean the individual or individuals who:

- i. With respect to for-profit entities, including without limitation corporations partnerships, limited liability companies, has or have an aggregate ownership interest (other than a security interest, lien, or encumbrance) of 50% or more of the entity.
- ii. With respect to not for-profit entities, including without limitation a non-profit corporation or similar entity, constitutes or constitute a majority of the board of directors.
- iii. With respect to collective has or have a controlling interest in the collective’s governing body.

² Applicants who do not satisfy the Equity criteria will be reviewed as General Applicants and their applications will be processed subject to the restrictions of OMC 5.80.045 and 5.80.060.

For proof of income please provide federal tax returns and at least one of the following documents: two months of pay stubs, current Profit and Loss Statement, Balance Sheet or proof of current eligibility for General Assistance, Food Stamps, Medical/CALWORKs or Supplemental Security Income or Social Security Disability (SSI/SSDI).

For proof of residency a minimum of two of the documents listed below, evidencing 10 years of residency shall be considered acceptable proof of residency. All residency documents must list the applicant's first and last name, and the Oakland residence address in applicable police beats.

- California driver's record; or
- California identification card record; or
- Property tax billing and payments; or
- Verified copies of state or federal income tax returns where an Oakland address is listed as a primary address; or
- School records; or
- Medical records; or
- Banking records; or
- Oakland Housing Authority records; or
- Utility, cable or internet company billing and payment covering any month in each of the ten years.

Proof of Conviction should be demonstrated through Court documents, Probation documents, Department of Corrections or Federal Bureau of Prisons documentation.

6. Equity Incubator

General applicants that serve as incubators for equity applicants by providing free rent or real estate are entitled to permitting priority.

In order to receive this permitting priority, the General Applicant must comply with the following conditions:

- a. The free real estate or rent shall be for a minimum of three years.
- b. The Equity Applicant shall have access to a minimum of 1,000 square feet to conduct its business operations.
- c. The General Applicant must provide any City required security measures, including camera systems, safes, and alarm systems for the space utilized by the Equity Applicant.
- d. The General Applicant is otherwise compliant with all other requirements of OMC Chapter 5.80 or 5.81.

Yes, I will be incubating the following equity applicant:

How did you meet your incubator/incubatee? _____

If yes, please submit supporting documents, including a copy of the lease and/or contractual agreements between General and Equity Applicants.

- I am interested in being part of the Equity Incubator Program but have not yet connected with a matching Equity/General Applicant.³
- I am a general applicant and not interested in incubating.
- I am an equity applicant and I am not interested in being incubated
- I am an equity applicant and I am being incubated by: _____

- 7. Type of License:⁴**
- Medical Adult Use Medical and Adult Use
 - Delivery Only-Dispensary Indoor Cultivator Outdoor Cultivator
 - Distributor Transporter Testing Laboratory
 - Manufacturing with volatile solvents Manufacturing with non-volatile solvents

If manufacturing, please list all solvents applicant intends on using:

8. Projected Annual Gross Receipts:

- Cannabis sales <\$500,000
- Cannabis sales between <\$500,001 - \$999,999
- Cannabis sales >\$999,999

³ Applicants interested in meeting potential partners can visit www.cannaequity.org

⁴ Separate application must be submitted for each type of license, even if multiple licenses are proposed for the same property.

9. Security

- a. Please submit a floor plan, drawn to scale on 8 1/2 x 11" paper that includes:
 - i. layout of the establishment, including parking lots;
 - ii. principal uses of each section;
 - iii. limited access areas;
 - iv. safes;
 - v. alarms;
 - vi. security cameras.
- b. Describe (in no more than two pages) what measures Applicant will take
 - i. to prevent a burglary or armed robbery; and
 - ii. to minimize the loss of product in the case of a burglary or armed robbery.
- c. If utilizing a private security service, please provide
 - i. Company name; and
 - ii. State license number.
- d. Please confirm Applicant will utilize real time IP cameras⁵ by providing the name(s) and contact info for the representative(s) available 24 hours on behalf of Applicant to provide the Oakland Police Department with access to this camera footage in case of an emergency:

Name(s):

Phone(s):

Email(s):

10. Odor Mitigation

Please submit a plan (in no more than two pages) for how cannabis odors will not be detectable outside of the proposed facility, such as utilization of carbon filters.

11. Community Beautification Plan

Please submit a community beautification plan (no more than two pages) detailing specific steps your business will take to reduce illegal dumping, littering, graffiti and blight and promote beautification of the adjacent community.

12. Minimizing Environmental Impact (only Indoor Cultivators must complete)

Please follow the directions outlined in **Exhibit B** and submit a completed Statement of Energy Performance (also known as a benchmarking report) and Emissions Performance Report through the EPA ENERGY STAR Portfolio Manager website for each building in which indoor cultivation will take place.

⁵ Cameras that can send and receive data via a computer network and the Internet.

13. Vehicle Insurance (only Delivery-Only Dispensaries and Transporters must complete)

Please provide the information requested below on all vehicles involved in Applicant’s operation and provide proof of insurance.

Proof of insurance may include quotations from an insurance agency, a letter of intent/“will serve” letter⁶, and/or certificates of insurance. Please note, any quotation or letter of intent must be on official agency letterhead and/or documents and a letter of intent must be signed by a qualified agent of an insurance company. Please attach additional pages if necessary.

Insurance must minimally include:

- Commercial General Liability with a limit of \$1,000,000 per occurrence/aggregate
- Commercial/Business Auto Liability with a combined single limit of \$1,000,000
- Hired and Non-Owned Auto Liability coverage
- Worker’s Compensation Coverage

REGISTERED OWNER:	
VEHICLE MAKE:	VEHICLE MODEL:
LICENSE NUMBER:	REGISTRATION EXPIRATION:
VIN:	
INSURANCE CARRIER & POLICY NUMBER:	

REGISTERED OWNER:	
VEHICLE MAKE:	VEHICLE MODEL:
LICENSE NUMBER:	REGISTRATION EXPIRATION:
VIN:	
INSURANCE CARRIER & POLICY NUMBER:	

⁶ Please note, the while a quotation or letter of intent is sufficient at the time of application, the insurance policy must ultimately be in place prior to the issuance of the actual cannabis permit.

14. Supporting Documents.

Please check the boxes below for each supporting document submitted with this application. Please ensure that all supporting documents include a Header with the applicant's name on the top right corner of each page.

- Proof of property ownership/lease agreement or letter of intent to rent/lease/purchase
- Copy of State Registration for corporate structure
- Floor plan
- Security plan
- Odor Mitigation Plan
- Community Beautification Plan

For Equity Applicants Only:

- Proof of Ownership
- Proof of Income
- And either
- Proof of Residency
- or
- Proof of Conviction

For Equity Incubator Applicants Only:

- Lease or other contract providing free real estate or rent for a minimum of three years indicating square footage available to the Equity Applicant
- Proof of providing required security measures, including camera systems, safes, and alarm systems for the space utilized by the Equity Applicant.

For Indoor Cultivators only:

- Statement of Energy Performance and Emissions Performance Report

For Delivery-Only Dispensaries and Transporters

- Proof of Vehicle Insurance
- or
- Letter of intent/"will"serve letter

14. Oath of Application

I, the undersigned, declare under penalty of perjury that to the best of my knowledge, the information contained in this application and its supporting documentation is truthful, correct and complete; and, the information contained in this application and its supporting documentation discloses all facts regarding the applicant and associated individuals necessary to allow the City Administrator to properly evaluate the applicants qualifications for registration.

I, the undersigned further agree and acknowledge that I may be required to provide additional information as needed, for a complete investigation by the City Administrator.

I, the undersigned, further agree and recognize that I am responsible for obeying all Federal, State, County and local laws.

I, the undersigned, further agree and understand that any misrepresentations, omissions or falsifications in the application or any documents attached thereto or amendments thereto will be immediate grounds for the City Administrator to deny this permit application and/or immediate grounds for revocation of a cannabis permit.

APPLICANT NAME:
SIGNATURE:
DATE: