



County of Imperial  
Planning & Development Services  
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## COMMERCIAL CANNABIS ACTIVITY LICENSE APPLICATION CHECKLIST

The following checklist is intended to identify the standard information and items that are necessary for the Planning & Development Services Department to process your Commercial Cannabis Activity License Application. Additional information may be required for certain types of projects. Please contact the Planning & Development Services Department for details on your specific use.

### The following items are required for a complete application:

1.  **COMPLETED AND SIGNED PERMIT APPLICATION FORM** including payment of applicable fees.
  2.  **PROJECT DESCRIPTION** that summarizes the proposed use and activity and the basis for any proposed exceptions to established development standards.
  3.  **PROOF OF SITE CONTROL** Provide all necessary documents need to show proof that the applicant has right of use of the subject property. This is typically either in the form of a grant deed or lease agreement that identifies property owner and the applicant's right of site control.
  4.  **SITE PLAN (drawn to scale)** that illustrates the proposed development, particularly the location and size of the proposed and existing structures, driveways, public utility lines, septic system, etc., and their distances from property lines. Indicate any other information pertinent to the project.
  5.  **REDUCTION.** All plans submitted shall include legible reductions no larger than 11"x17" to provide for photocopying on standard office equipment.
  6.  **INTERIOR FLOOR PLAN (drawn to scale)** of the proposed premises, on paper no larger than 11"x17" (multiple sheets allowed), to include the dimensions of interior floor plan, the location of the exit doors, width of doors and panic hardware, the principal use of the floor area including offices, private consulting rooms, retail areas, areas for cash handling and storage and restricted areas, and the separation of the areas that are open to persons who are not employees/patients from those area open to employees/patients.
  7.  **AUTHORIZATION FORM** to enter private property.
  8.  **PROPERTY OWNER'S AUTHORIZATION LETTER** is required if the applicant is not the owner of the subject property, including a statement that the property owner authorizes someone else to act on their behalf in all or partial dealings with the application.
  9.  **PROPERTY OWNER ACKNOWLEDGEMENT FORM** – this form is required to be completed if the "applicant" is the property owner.
  10.  **CONSENT AND INDEMNIFICATION FORM** holding County of Imperial harmless. This form needs to be completed if the "applicant" is not the property owner.
  11.  **INDEMNIFICATION FORM** holding County of Imperial harmless. This form needs to be completed and signed by all property owners.
  12.  **LEGAL DISCLAIMER**
  13.  **CERTIFICATE OF LABOR PEACE AGREEMENT** (if applicable)
  14.  **COPY OF STATE/FEDERAL PERMIT** showing tax identification number (if applicable).
  15.  **LEGAL IDENTIFICATION** will be required (copy of ID will be taken).
  16.  **APPLICATION PROCESSING FEE** – required for processing. ALL APPLICATIONS WITHOUT FEES WILL BE RETURNED.
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17.  **BUSINESS AND OPERATION PLAN** (required prior to issuance of a Commercial Cannabis Activity License) including safety and security plan, air control plan, production handling and storage plan, parking, landscaping, and signage plan and number of employees. Proof of workers' compensation and liability. Copy of fictitious business name.

**NOTE: All signatures must be original wet signed signatures.**

NOTE: The County of Imperial reserves the right to request additional information and documentation throughout the course of the application investigation and review process.