**What are the fees for altering site plans to add extraction and a kitchen?**

These types of changes would require a Change in Operating and/or Site Plan application, which has an $80 application fee. If the changes you are making to the premises include the altering of cameras or any structural changes, you would require a new inspection from your LCB enforcement officer. If you are adding a kitchen to make any marijuana items that would be ingested, you are required to have a kitchen inspection completed by Washington State Department of Agriculture (WSDA). The WSDA also charges fees for inspections.

**If my business changes from a Sole Proprietor to an LLC, do you contact local authorities? Will my name be posted in the newspaper again?**

Every time there is an application for a change to the location, license type, licensed entity or true parities of interest the WSLCB notifies the local authorities. We do not require that the local authority posts information regarding pending applications; they can do so at their discretion. All pending applications are available on our website.

**When can a processor start the label approval process?**

You must be a licensed processor to submit an edible label for approval to the board for approval at rules@lcb.wa.gov. You must submit a photo of the product, labeling and packaging for approval of marijuana-infused edible products.

**If I change my business from an LLC to a corporation, but the owners are the same, does the WSLCB treat it the same as if I was selling my business (an assumption)? Are those changes on hold for retailers?**

Anytime you are making a change to the licensed entity that results in a new UBI number, you need to file an application for an assumption, even if the people remain the same. We will process the application upon receipt. Due to the volume of change requests and the processing of applications still waiting for licensing, retail assumptions are not being processed at this time.

**If I apply to change my location, do I have to keep the current location open while I complete my change application?**

You do not have to continue doing business at your current location. However, as long as you have a license, you must maintain the security requirements at all times at the licensed location. Even if you wish to close the current location, it is still licensed and you must maintain compliance. If are not compliant with security requirements, you will lose your license. Consult with your LCB enforcement officer if you have questions.

**What is the best way to relocate to another site when the time comes for us to do so? We are presently leasing our site, but would like to purchase our own property at some point. When we get closer to that time, do we need to keep producing where we’re at, or can we just keep our security and other basic requirements operating, but not be growing? Also, how much time would we have to move some, or all of our infrastructure to a new site?**

The first step to move your business is to complete the Master Business License Application for a change of location. Business Licensing Services only accepts change of location applications by mail. DO NOT submit it online. You may choose to stop producing at your current site. You must maintain all security requirements at the licensed location. It takes an average of 90 days to complete the application, so please submit it at least 90 days prior to your expected move. You may not move any marijuana products to the new location until it is licensed by the WSLCB.