



Retail License Application Process

Note: As of March 31, 2016 the Board is no longer accepting applications for cannabis Retail licenses.

1. Potential applicants may complete an online application with Business Licensing Services (BLS) at the Department of Revenue and also check the medical cannabis endorsement if they intend to sell medical products. **Please do not do so until you have the required documentation to verify your priority category.**
Note: Existing licensees can download the medical cannabis endorsement application on the LCB website.
2. BLS will transfer the application to the LCB and Customer Service will work the application prior to sending it for priority verification.
3. When the application is received in priority verification an electronic form titled “cannabis Priority Verification” will be emailed to the primary applicants via DocuSign.
4. The applicant will need to read the form and submit the documentation necessary to establish the priority category they believe they fall in. If the applicant doesn’t have any of the experience listed in Priority 1 or Priority 2 then they are only required to sign the form electronically and submit. **If they have documents to submit they can attach them in a PDF to the form, sign electronically and then submit.**
5. After the form and any supporting documents are received, the submitted items will be evaluated to determine priority.
6. Once a priority is established a letter will be emailed to the applicant informing them either:
 - They are a Priority 1 and their application will be assigned to an investigator shortly or
 - They are a Priority 2 or 3 and will be placed on standby until we finish processing Priority 1 applications. Priority 2/3 applicants will be given an additional two weeks to provide more documentation should they feel the priority evaluation isn’t accurate. **Once the letter is emailed an attachment form to submit additional documents will be sent to their email through DocuSign.**
7. Once a final priority has been assigned the applications will be distributed to licensing staff based on their priority. All Priority 1’s will be assigned to licensing staff prior to assigning 2’s or 3’s. **There is no guarantee we will get to all priorities, it will depend on how many applicants qualify in each level.**
8. When the application is assigned to a licensing specialist they will send an electronic location confirmation form to the applicant giving the applicant two weeks to respond with an address they would like to move forward with.
9. When the licensing specialist receives the form back they will do all of the necessary vetting of that proposed location. If the location doesn’t qualify the application will be withdrawn and the applicant can re-apply once they find a new location. **Applicants will not lose their assigned priority if the application is withdrawn.**
10. Once the address is vetted the applicant will begin the licensing process with their licensing



specialist which includes a telephone interview, sending of a local authority notice, submission of documents regarding entity structure, real property, operating plan, finances, etc.

11. The rest of the licensing process is identical to current process to include complete review of documents, fingerprinting, traceability, final inspection, etc.
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