



Marijuana Licensing Application Change Processes

Webinar to begin shortly

April 5, 2017



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Housekeeping Items

- Attendees are muted for this presentation
- To view the presentation on your full screen, click the diagonal double-headed arrow in the white bar
- To return to the screen with the Q&A section, click the “Return” button at the top center of your screen on the menu that appears when you hover over the blue area
- Entire presentation will be given before Q&A
- Submit your questions in the Q&A section on your screen by typing them in and hitting “Enter”
- Questions will be answered as time allows
- All questions not answered will be answered in writing, and emailed to all attendees



When is a Change Application Required?

WAC 314-55-020(12); After obtaining a license, the license holder must notify the WSLCB in advance of any change in their operating plan. Prior approval is required before the change is implemented.

WAC 314-55-035(5); After licensure, a true party of interest, including financiers, must continue to disclose the source of funds for all moneys invested in the licensed business. The WSLCB must approve these funds prior to investing them into the business.

WAC 314-55-120(1); Licensees must receive prior board approval before making any of the following ownership changes:

- [Types of Ownership Changes](#)

WAC 314-55-130(1); If a licensee wishes to change the name of their business, the licensee must apply for a change of trade name with the department of revenue, business license service. **(2)** If a licensee wishes to change their corporation or limited liability company name, the licensee must apply for a change of name through the secretary of state.



Change Application Types

Changes started through the Liquor and Cannabis Board:

- Adding a Financier or Disclosing Additional Funds
- Adding the Medical Marijuana Endorsement
- Expanding Plant Canopy to Maximum Allotted
- Altering Site Plan and/or Operating Plan
- Adding a Processor License

Changes started through Business License Services:

- Splitting a Producer and Processor License (BLS & LCB)
- Assuming a Marijuana License
- Change of Location of an Existing Marijuana Business
- Change in Governing People, Percentage Owned and/or Stock/Unit Ownership
- Change of Trade Name



Changes Started through LCB

To access the forms required for these changes:

- Go to lcb.wa.gov
- Select Licensing Services and then Marijuana Licensing



- The application links will be in the center of the page under “Change Applications”



Adding a Financier or Disclosing Additional Funds

- Complete the Application for Adding a Financier
- Mail to the Liquor and Cannabis Board with a processing fee of \$80

-What to Expect-

- Telephone interview
- Existing Financier
- New Financier
- Possible updated Floor and/or Operating Plan
- Approval Letter
- Quick application process
- This is not the application required if ownership is given for the financial contribution



Adding the Medical Marijuana Endorsement

- Complete the Application for Added Medical Marijuana Endorsement
- Send the application and a Consultant Certificate to the Liquor and Cannabis Board via mail or scan and email directly to mmjendorsement@lcb.wa.gov

-What to Expect-

- Consultant Certificate required for Approval
- Approval Letter
- Mailed window cling Medical Marijuana Logo
- Quick application process



Expanding Plant Canopy to Maximum Allotted

- Email plantcanopy@lcb.wa.gov. Put your trade name and license number in the subject field
- Identify licensed tier and what your new plant canopy will be
- Attach a copy of an updated floor plan, highlight any changes to the plan, include any modifications to camera placement or additional security

What to Expect

- Cannot change tiers
- Emailed approval from LCB with Enforcement copied
- Enforcement may complete an inspection
- Quick application process
- This is not the application if significant changes are being made



Altering Site Plan and/or Operating Plan

- Complete the application Request to Alter Marijuana Site and/or Operating Plan
- Include an updated floor plan
- Mail to the Liquor and Cannabis Board with a processing fee of \$80

What to Expect-

- Telephone interview
- Updated Floor and/or Operating Plan
- Updated Financials
- Marijuana Extraction Certification and Kitchen Inspection, if applicable
- Final Inspection
- Approval Letter
- Application time varies



Adding a Processor License

- Complete the application Request to Add Processor License
- Mail to the Liquor and Cannabis Board with a processing fee of \$266

What to Expect-

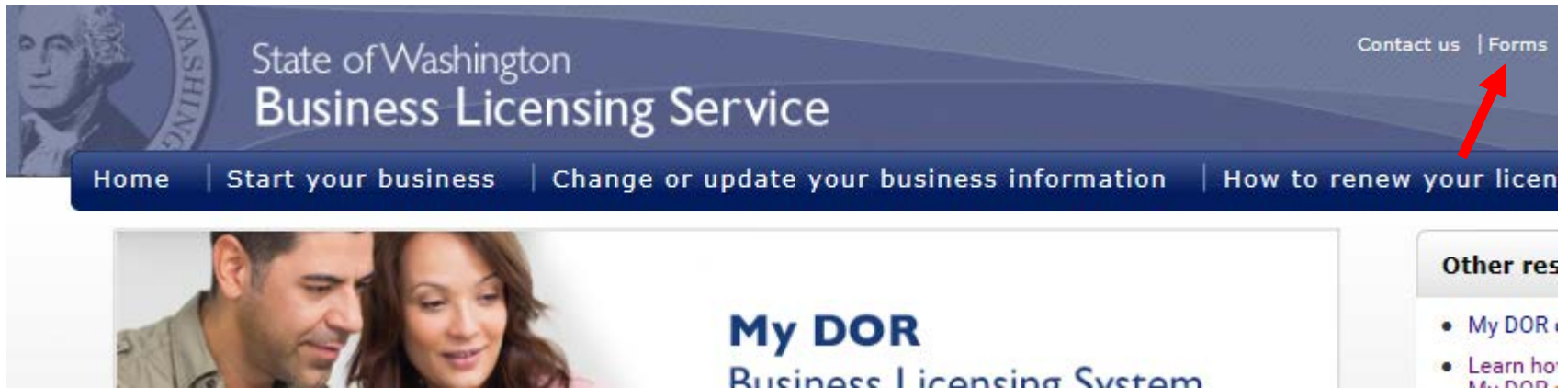
- Telephone interview
- Public Posting Notice
- Local Authority Notice
- Updated Floor and/or Operating Plan and Financials
- Marijuana Extraction Certification and Kitchen Inspection, if applicable
- Final Inspection if changes occurred
- Billed for licensee fee
- Approval Letter
- Application time varies



Changes Started through BLS

To access the forms required for these changes:

- Go to bls.dor.wa.gov
- Select Forms on the top right corner of the page



- Select the PDF for Business License Application or the PDF for Governing People, Percentage Owned, and/or Stock/Unit Ownership Change Form depending on which change you are making



Splitting a Producer and Processor License

- Complete the paper version of the Business License Application, notate on the top that you are moving only one privilege and mail to BLS with the processing fee of \$75
- Complete the Application to Alter Site and/or Operating Plan and mail to LCB with the processing fee of \$80

What to Expect-

- BLS will send the Change of Location to LCB
- Licensing Specialist will process both changes simultaneously
- Telephone interview
- Updated Floor and/or Operating Plan
- Updated Financials
- Marijuana Extraction Certification and Kitchen Inspection, if applicable
- Final Inspection of the new location
- Approval letters
- Application time varies



Assuming an Existing Marijuana Business or Incorporating current Business

- Complete the paper version of the Business License Application, select the option for Change in Ownership and mail the completed application with a processing fee of \$266 to BLS

What to Expect-

- BLS will send the application to LCB
- Telephone interview
- True assumption - full form and document request
- Incorporating - some updated forms and documents requested
- Local Authority Notice
- Final Inspection
- Fee Collection
- Approval Letter
- Application time varies



Change of Location of an Existing Marijuana Business

- Complete the paper version of the Business License Application, select the option for Change of Location and mail the completed application with a processing fee of \$75 to BLS

-What to Expect-

- BLS will send the application to LCB
- Telephone interview
- Local Authority Notice
- Public Posting Notice
- Updated documents requested
- Marijuana Extraction Certification and Kitchen Inspection, if applicable
- Final Inspection
- Approval Letter
- Application time varies



Change in Governing People, Percentage Owned and/or Stock/Unit Ownership

- Complete the paper version of the Governing People, Percentage Owned, and/or Stock/Unit Ownership Change Form and mail the completed application with a processing fee of \$75 to BLS

What to Expect

- BLS will send the application to LCB
- Complete necessary form with Secretary of State. Access forms at sos.wa.gov or contact them at corps@sos.wa.gov
- Telephone interview
- Local Authority Notice
- Full document request on transfer of ownership
- Criminal History checks and fingerprints on all new principals
- Final Briefing
- Approval Letter
- Application time varies



Change of Trade Name

- Complete the paper version of the Business License Application, select the option for Change Trade Name and mail the completed application with a processing fee of \$19 and \$5 for each trade name to BLS

What to Expect

- The trade name may have already been taken, complete a search at <http://bls.dor.wa.gov/addtradenames.aspx> and select Search Business Licenses
- BLS will contact you with any questions
- BLS will notify LCB of the change



Washington State Liquor and Cannabis Board

Questions?



Wrapping Up

- Link to recording of webinar and all submitted questions (with answers) will be available on the website in approximately one week
- Please complete the email survey you receive to let us know how we did and provide feedback

Thank You for participating!