



Welcome to Splitting a Producer / Processor License

- Your webinar will start at 2 p.m.
- Choose the option to call in or have WebEx call you.
- Please make sure to **mute** your phone or computer upon entry.
- Use the chat to send in your questions. Click on the talking bubble icon on the top right of your screen.
- Send your questions to everyone.
- Presentation is being recorded.



Agenda

- What is a split?
- Required applications
 - Request to Alter Marijuana Site and/or Operating Plan
 - Change of Location Application
- Preparing for your telephone interview
- Required documents
- Approval process
- Questions and Answers



What Is a Split and When is it Required?

When you:

- Hold a producer / processor license together under the same license number, at the same physical location, and;

Want to:

- Move either the producer or the processor to a separate address / physical location.



How to Apply for a Split

There are two applications required:

- **Request to Alter Marijuana Site and/or Operating Plan**
 - Required for the license that is remaining at the original location
 - Paper application and fees submitted to Washington State Liquor and Cannabis Board (WSLCB)
 - \$75 fee
- **Change of Location application**
 - Required for the license that is moving to the new location
 - Paper application and fees submitted to Business Licensing Services (BLS)
 - \$94 fee (\$75 change of location + \$19 processing fee)



Completing the Change of Site and/or Operating Plan Application

- You will find this change application on the Liquor and Cannabis Website @ <https://lcb.wa.gov>
- Hover over the 'Licensing Services' tab at the top of the page and click on 'Marijuana Licensing'





Completing the Change of Site and/or Operating Plan Application

- This will take you to the 'Marijuana Licensing' page where you will find links to all available applications
- Simply click on the highlighted application to open and print

Marijuana Licensing	—
Marijuana Licensing FAQ	
Distance from Restricted Entities	
Initial Interview and Additional Documents	
Local Authority Notification	
Public Comment	
License Approval or Denial	
Criminal History Record Check	
Applications	—
Marijuana Licensing Applications	
Helpful Resources	—
Dept. of Health Website	
Dept. of Revenue Website	

Marijuana Licensing

If your potential business will be involved with the production, processing, or retailing marijuana license.

To see application options please visit the Business Licensing Service's [marijuana v](#)

New Applications

- **Producer license descriptions and fees** - Not accepting new applications
- **Processor license descriptions and fees** - Not accepting new applications
- **Retailer license description and fees** - Not accepting new applications
- **Transportation License**
- **Marijuana Research License**
- **Cooperatives Registration Application**

Change Applications - Use these forms to make changes to an existing license
Please mail applications to the Liquor and Cannabis Board - PO Box 43098, Olympia

Note: If your application is pending, these forms do not apply to you. If you have a Service at 360-664-1600 CustomerService@lcb.wa.gov.

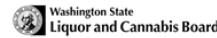
All fees are non-refundable. Make check(s) payable to WSLCB.

- **Application for Additional Funding**
- **Application for Added Medical Marijuana Endorsement**
- **Cooperatives Change Authorization Application**
- **Expanding plant canopy to maximum allotted**
- **Request to Alter Marijuana Site and/or Operating Plan**
- **Request to add a Processor License**
- **Splitting a Producer and Processor License**



Completing the Change of Site and/or Operating Plan Application

- In the section labeled 'Alteration Information' please make sure to indicate that this is part of a 'split' and which license type is remaining and which license type is moving to a new location
- Fill out the application in its entirety and mail it in along with your payment to the address at the top of the form
- For any questions completing this form, please contact our customer service unit at 360-664-1600



PO Box 43085
Olympia WA 98504-3085
(360) 664-1600
www.lcb.wa.gov

For Office Use Only	
Date	<input type="text"/>
Check No.	<input type="text"/>
Amount Rec'd	<input type="text"/>
Rec'd by	<input type="text"/>

Request to Alter Marijuana Site and/or Operating Plan
\$75 processing fee (All fees are non-refundable. Make checks payable to WSLCB.)

Use this form to request physical alterations to your licensed premise, or to change your previously submitted operating plan. Changes to the operating plan which require approval are the addition of extraction operations and/or the production of edibles (an edible is any ingestible marijuana product). Alteration requests must be accompanied by a site plan which includes all of the relevant elements listed on the attached key.

Note: this form cannot be used to request a change to your license tier.

Licensee Information

Licensee Name Trade Name
 License # UBI #
 Location
 Address
 Street and Suite/Room/Unit # City State, Zip

Contact Person Phone #
 Email Address

Alteration Information

Describe the alteration (attach additional sheets of paper if needed):

Operating Plan Information

Describe the change being made to your operating plan such as extraction methods, types of edibles, etc. (attach additional sheets of paper if needed):

Signature (Licensee) Date



Completing the Change of Location Application

- You will also find a link for this change application on the Liquor and Cannabis Website @ <https://lcb.wa.gov>
- Follow the same directions to get to the 'Marijuana Licensing' page on our website
- Click on 'Change of Location' under Business License Services Applications to open and print the form

Business Licensing Services Applications - These changes must be started through BLS

These applications must be mailed to BLS, who will then send the application for continued processing to the LCB. This stage of the process can vary in the length of time that it takes. After the application is assigned to a Licensing Specialist they will contact you to discuss the next steps in the application process.

- **Change in Governing People, Percentage Owned and/or Stock/Unit Ownership**
- **Change of Location**
- **Assumption**



Completing the Change of Location Application

- In section 1 – Purpose of Application make sure to check the ‘Change Location’ box and indicate this is part of a split and which license type is moving
- In section 2 – Endorsements and Fees make sure to indicate a ‘change of location’ and include the \$75 fee
- Complete this application in its entirety and mail along with fees to the address at the top of the form
- For any questions completing this form, please contact Business Licensing directly at 360-705-6744

Business License Application
*For faster service apply online at business.wa.gov/BLS
 Online applications are typically processed within ten business days.
 It may take up to three weeks if you file by paper.*

Legal Entity/Owner Name _____
 Unified Business Identifier (UBI) _____
 Federal Employer Identification Number (FEIN) _____

1. Purpose of Application
Please check all boxes that apply.

Open/Reopen Business
 Open Additional Location
 Change Ownership
 Register Trade Name
 Change Trade Name
 Change Location
 Name(s) to be **cancelled**: _____
 Old address to be closed: *We are splitting our license and moving the "license type" only* _____

Add Endorsement/Registration to Existing Location
 Business Has or Will Have Employees
 Business Has or Will Have Employees Under Age 18
 Hire Persons to Work In or Around Your Home
 Other

2. Endorsements and Fees
Use the Endorsement Fee Sheet for the information needed to complete this list.

Mark Registrations Needed:	Fees Due
<input type="checkbox"/> Tax Registration (State Dept. of Revenue) – Do you want a separate tax return for each business? <input type="checkbox"/> Yes <input type="checkbox"/> No	No Fee
<input type="checkbox"/> Industrial Insurance (Workers' Compensation) – Required if you will have employees.	No Fee
<input type="checkbox"/> Unemployment Insurance – Required if you will have employees.	No Fee
<input type="checkbox"/> Minor Work Permit – Required if you will have employees under age 18.	No Fee
<input type="checkbox"/> New Trade Name (Doing Business As):	\$ 5.00

List Additional Trade Names (\$5 each name) or Other Endorsements (such as Lottery Retailer):

> Change of Location - "license type"	\$ 75.00
>	\$
>	\$
>	\$
>	\$
>	\$
>	\$
>	\$

Enclose check for **total amount due**, including the non-refundable Processing Fee, which **MUST** be submitted with this form.

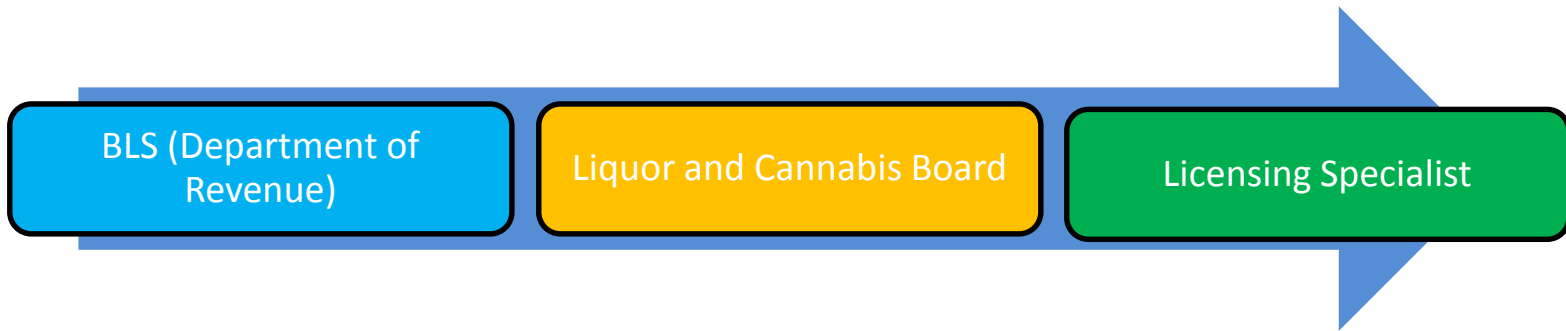
Processing Fee \$ **19.00**
Total Amount Due \$ **94.00**

Make check payable to the Department of Revenue.

To receive this document in an alternate format, please call 1-800-451-7985. TeleTvw (TTY) users may use the Washington Relay Service by calling 711.



What Happens Once I Mail my Application to Business Licensing Services (BLS)?



- BLS will process the application and send it to WSLCB
- Once received, the application will be put together with your Change in Site and/or Operating Plan application
- The two applications will be assigned to a Licensing Specialist
- The Licensing Specialist will contact you to schedule the initial phone interview for both locations



How can I prepare for the phone interview?

You should be able to fully describe changes to your existing location along with information about your new location, including:

- Description of premise
 - *Indoor/outdoor spaces, numbers of floors, type of building, etc.*
- Describe your right to the real property for the new location
 - *Leasing, buying or do you own the real property (as an individual or as part of an entity)*
- Describe costs to make changes to the existing location (if any) as well as how much to get the business ready to operate at the new location
- Describe exactly where the money to cover costs will be coming from
 - *Name and type of account, account holding, sources of funds in the account*
- If you are receiving funds from a financier, you will be asked for their (and spouse's) date of birth, social security number, email address and source of funds



Stages for Each Location / Application

	ORIGINAL LOCATION	NEW LOCATION
INTERVIEW	YES	YES
DOCUMENTS REQUIRED	YES	YES
NOTICE SENT TO LOCAL AUTHORITY	NO	YES
POSTING NOTICE	NO	YES
BUILD OUT	YES – if changes are made to layout/security	YES
FINAL INSPECTION	YES – if changes are made to layout/security	YES



Request for Required Documents

- All applicable parties will be emailed a request for documents in PDF format for each location
- Make sure to read this request thoroughly as it contains directions on how to complete the forms and attachments
- After the Request for Required Documents is sent, you will receive a DocuSign packet to complete for each location
- You will have two weeks to submit the requested items
- Once documents are received and reviewed, an additional request may be sent clarifying further information needed



Washington State Liquor and Cannabis Board

Notice of Marijuana License Application - Local Authority Notice (new location only)

- WSLCB is required to notify the local jurisdiction of the proposed marijuana license for the new location
- The WSLCB must give the local authority 20 days to respond to this notice
- If no response is received, WSLCB must wait for the 20-day timer to expire
- You will be notified of any objection from the local jurisdiction



Public Posting Notice (new location only)

- When applying for a change of location the applicant will be emailed a copy of a Posting Notice and Public Posting Notice Confirmation Form
- You must post the notice at the new location within 7 days of receipt of notice in a location that can be seen by the general public
- The posting must remain up for 14 consecutive days
- The confirmation form must be completed and returned along with your required documents



Documents Most Commonly Requested After An Initial Interview

	ORIGINAL LOCATION	NEW LOCATION
OPERATING PLAN / FLOOR PLAN	YES	YES
TOTAL COST / SOURCE OF FUNDS	YES	YES
FINANCIAL DOCUMENTS	YES – if costs	YES
BUSINESS REAL DOCUMENTS	NO	YES
PHOTOGRAPHS	YES – if changes	YES
COMPLETED POSTING NOTICE	NO	YES

✦ Each application is investigated independently and further information may be requested. ✦



Build Out

- After all documentation is received and reviewed for each location, both application(s) may be put on build out
- Build out means that you are approved to prepare your location(s) for a final inspection
- When you are on build out, you will be required to provide substantial proof of progress every 30 days to keep your application active
- Failure to stay in contact with your Licensing Specialist may result in the withdrawal of your applications



Final Inspection

- Items you will need to submit prior to final inspection
 - Proof of scale registration for the new location
 - A copy of your insurance certificate for the new location
 - Pictures of the complete build out
- When you are ready for final inspection your application(s) will be sent to enforcement
- Your Enforcement Officer will contact you directly to schedule your inspection(s)
- Once your inspection is complete, your Enforcement Officer will notify licensing of the results



Final Approval

- Once all requirements for both locations are met, the applications will be sent forward together for final approval
- Customer service will process the issuance of each license together
- At this time they will end the license privilege that is moving at the old location and activate it at the new location
- You will receive a decision letter via email for each location
- Once you have received the approval letter from Customer Service, you will have five days to move operations to the new address
- Please make sure to coordinate this move with your enforcement officer.



Tips for Preventing Application Delays

- Send the applications and payment to the appropriate agency via postal mail
- Be ready for your telephone interview
- Read your request for documents letter thoroughly
- Fill out all forms completely
- Be able to identify the amount and source of funds being used for each application
- WSLCB approval is required before any changes can be made to the business



A Summary of the Process





Question and Answer Period

Please hold for a brief moment while we prepare to answer your questions.

Please respond to our evaluation that you will receive following this presentation.

Your feedback will help us to improve future sessions

Thank You!