



# CANNABIS BUSINESS PERMIT SUBMITTAL CHECKLIST

**PLEASE READ CAREFULLY. YOUR APPLICATION WILL NOT BE ACCEPTED IF DEEMED INCOMPLETE.**

All Cannabis Business Permit Applications must provide the following information in the order identified below in the format identified within the Checklist:

\_\_\_\_\_ **1. One (1) Complete Signed and Notarized Cannabis Business Permit Application Form. This document must be a hard copy version with original signatures.**

**IMPORTANT: THE APPLICATION SHALL BE SIGNED AND NOTARIZED BY THE APPLICANT AND PROPERTY OWNER.**

\_\_\_\_\_ **2. One (1) USB flash drive containing only two separate PDF files. PDF File #1 shall contain a scanned PDF version of the Complete Signed and notarized Cannabis Business Permit Application Form. PDF File #2 shall contain the Evaluation Criteria items outlined under Step Four (Initial Ranking 1,000 points) Sections A-F in the Step-by-Step Cannabis Business Permit Application.**

\_\_\_\_\_ **3. FEES. Payment must be made by certificated check, cashier's check or money order made payable to the City of La Habra. The schedule of fees is as follows:**

Deposit for Cannabis Operations Permit Application Fee*	<b>\$30,000.00</b>
Commercial Cannabis Employees Background Check Fee	<b>\$350.00</b> (supervisory staff) <b>\$200.00</b> (line staff employees)**

*\*All direct costs associated with processing the application shall be charged against the deposit including the established fees for a development agreement, conditional use permit, and business license. Should the cost to process the "Cannabis Business Permit Application" exceed the deposit, an additional \$30,000 is to be deposited and so forth until the process has been completed. Any unused funds shall be returned to the applicant upon completion of the "Cannabis Business Permit Application" process. Should a cannabis business permit be denied, all spent funds are not refundable.*

*\*\*This fee applies to commercial cannabis activities having already completed the "Cannabis Business Permit Application" process.*

## **SUBMITTAL INSTRUCTIONS**

The hard copy Cannabis Business Permit Application and USB flash drive containing the Application and Evaluation Criteria must be submitted complete and, in the format, described above in order for the application to be accepted. The initial application fee of \$30,000 must be made by a certified check, cashier's check or money order made payable to the City of La Habra. Please note the City will not accept cash or credit cards and charges against the application fee deposit are non-refundable.

Applications will be taken by **appointment only**. Please contact Planning Division Staff at the number below for an appointment.

## **CONTACT INFORMATION:**

City of La Habra  
Community Development Department  
Planning Division (Chris Schaefer)  
**Phone #:** (562) 383-4100

**Hours:** Monday-Thursday, 8 AM to 5 PM  
**Counter Hours:** Monday-Thursday, 8 AM to 1 PM  
**Website:** <http://lahabracalifornia.gov>

**IMPORTANT: All items on the checklist must be included in order for Planning Division Staff to accept the application.**