



CHECKLIST/INSTRUCTIONS - CANNABIS ESTABLISHMENTS

GENERAL INFORMATION:

[LVMC 6.95 - CANNABIS ESTABLISHMENTS](#)

[LVMC 6.95.010](#) - By virtue of State legislation now codified in NRS Chapters 678A to 678D, cannabis-related establishments and services are authorized to conduct business within the State, subject to State and local regulation.

[LVMC 6.95.030](#) - It shall be unlawful for any person to operate any cannabis establishment in the City in any of the following circumstances:

- 1) Without a license duly issued by the State regulating authority;
- 2) Without a license issued pursuant to this Chapter; or
- 3) In violation of applicable state laws or this Code.

NOTE: In order to apply for a business license for a cannabis establishment (other than a laboratory or cannabis distributor), you must have a Special Use Permit (SUP) and state approval.

National American Industry Classification System (NAICS Code): 115112, 325411, 446110, 541380.

REQUIRED DOCUMENTS:

- [Las Vegas Business License Application](#) (Form #BL001)
- [Temporary License Request](#) - Optional - (Form #PL200)
- [Financial Questionnaire](#) (Form #PL124) and documentation to support sources of funding
- [Responsible Party Acknowledgement Notice](#) (Form #PL233)
- [Cannabis Testing Laboratory](#) (Form #MM008) (if applicable)

Corporations:

- Most recent Financial Statements
- List of stockholders holding more than 10% and/or involved in the day-to-day operation
- List of officers and directors as filed with the Secretary of State
- Most recent Annual Report, or most recent 10-K filed with the SEC (publicly traded)
- Articles of Incorporation
- Organizational chart of related companies (if applicable)

NOTE: If the ownership structure of the business applying for the license is made up of other entities (e.g. the member of an LLC is a corporation and another LLC), documents outlined under the entity type must be provided for each entity.

Trusts:

- Complete Trust Agreement and Amendments
- List of all Trustees
- Organizational chart of related companies (if applicable)

Limited Liability Companies (LLC):

- Articles of Organization
- Operating Agreement (must include management and membership percentage details)
- List of members and contributions if not included in Operating Agreement
- Organizational chart of related companies (if applicable)

Partnerships/Limited Partnerships:

- Partnership Agreement
- List of Partners, if not in the Agreement
- Organizational chart of related companies (if applicable)

Suitability package for each "Principal" as defined by LVMC 6.02.010 (Must be completely filled out and typed or printed in INK or application will not be accepted):

- [Personal History Form](#) (Form #PL125)
- U.S. Military Discharge Form DD2214 or equivalent if served in another country, if applicable
- One (1) current photo of head and shoulders, passport size--approximately 2" x 2" (**Must be less than 6 months old**)
- Driver's License or State-issued Identification Card

If born **IN** the United States or abroad to U.S. citizens, provide one of the following:

- Certified copy of Birth Certificate
- Copy of Certification of Birth Abroad

If born **OUTSIDE** the United States, provide one of the following:

- Naturalization Certification
- Copy of Permanent Resident Card
- Employment Authorization Card

OTHER REQUIRED DOCUMENTS:

- File-stamped copy of Certificate of Business Fictitious Firm Name (if applicable)
- Nevada State Business Registration or Notice of Business Exemption (copy of license or proof of application)
- Nevada State Sales/Use Tax Permit (copy of permit or proof of application)
- Leased Location:** Properly executed Lease Agreement or proof of property ownership. May be contingent on approval of license. Tenant name on the Lease must match the entity name or owners' names on the application.
- Owned Property:** Escrow Instructions or copy of Assessor's record
- Operational Plans:** (NOT required for Cannabis Distributors)
 - Floor Plan**
 - Security Plan**
 - Accounting / Inventory Control Plan**
 - Transportation Plan**
 - Environmental Plan**
 - Marketing / Advertising Plan**
 - Signage Plan**
- [Drug Acknowledgement Statement](#) (Form # PL108) (if applicable)
- If requesting a Temporary License and have **NOT** resided in the Las Vegas area for the past two (2) years, a police letter from your previous jurisdiction is required.
- [Special Use Permit \(SUP\)](#), if applicable
- [Cannabis Establishment Addendum](#) - MM007
- [Waiver Request Form](#) - PL225 (if applicable)
- [Wastewater Profile](#) - BL010, if applicable
- Copy of State License from the Cannabis Compliance Board
- Insurance as required by LVMC [6.95.090\(D\)](#)

FOR CHANGE OF OWNERSHIP TO AN EXISTING BUSINESS:

- Purchase and Sale Agreement or Escrow Instructions signed by all parties
- State Cannabis Compliance Board (CCB) approval.

FEES: (All fees are non-refundable)

CLV Business Licensing Fees:

- Initial Processing Fee: \$100.00
- License and Origination Fee: based on license category
 - Cannabis Cultivation Facility: \$20,000 Origination Fee for the first 5,000 Sq. Ft. and \$10,000 for each additional 5,000 Sq. Ft., or portion thereof, of approved cultivation area.
 - Cannabis Production Facility: \$5,000 Origination Fee.
 - Cannabis Dispensary / Adult-Use Cannabis Retail Store: \$75,000 Origination Fee.
 - Cannabis Independent Testing Laboratory: \$10,000 Origination Fee.
 - Adult-Use Cannabis Distributor (based inside City of Las Vegas): \$10,000 Origination Fee
 - Adult-Use Cannabis Distributor (based outside City of Las Vegas): \$100 Origination Fee.

* All Cannabis Establishments (inside city limits) have a semi-annual renewal fee of 3%.

- Temporary License Request (optional): \$500.00
- Waiver Request Fee (if applicable): \$100.00 per person

LVMPD Suitability Fees:

- \$150.00 per person being investigated
- \$200.00 per privilege license

Notary Fees:

If your items need to be notarized, a license technician can assist you with this during your appointment for an additional \$5.00 per signature.

NOTE: This checklist is for cannabis establishments that are physically located inside the city limits. For cannabis establishments not located within the City of Las Vegas' jurisdiction you may find the requirements for submittal here:

- [Checklist for Production and Cultivation Facilities Outside City of Las Vegas](#) (Form #MM009)