



CHECKLIST/INSTRUCTIONS - SOCIAL USE VENUES

GENERAL INFORMATION:

[LVMC 6.96 - SOCIAL USE VENUE \(MARIJUANA\)](#)

LVMC 6.96.035 - No license under the Chapter is available to any person other than the holder of a license for a medical marijuana dispensary or retail marijuana store that is located within the City. SECTION 9. Unless extended by future ordinance, LVMC 6.96.035, as adopted by Section 1 of this Ordinance, shall expire by limitation one year following the effective date of this Ordinance.

SOCIAL USE VENUE. A business which allows, as part of its business activity, a location and equipment for the consumption of marijuana or marijuana products.

SPECIAL USE PERMIT IS REQUIRED.

National American Industry Classification System (NAICS Code): PENDING

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)

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 (publicly traded); or
- Most recent Form 10-K filed with SEC (publicly traded)
- Articles of Incorporation
- Organizational chart of related companies (if applicable)

NOTE: If the ownership structure of the entity applying for the license is made up of other entities (i.e., the member of an LLC is a corporation and another LLC), you are required to supply documents for both LLCs and the corporation as outlined under the entity type.

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

The following plans must be submitted and approved before a license can be granted:

- Floor Plan**
- Security Plan**
- Environmental/Disposal Plan**
- Training Plan**
- Air Quality Control Plan**
- Fire Safety 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 \(SUP\)](#)
- [Waiver Request Form](#) - PL225 (if applicable)
- [Wastewater Profile](#) - BL010, if applicable
- Copy of State of Nevada Department of Taxation License (whether conditional or not)

NOTE: If applying between May 2, 2019 through May 1, 2020, you must have a City of Las Vegas Dispensary or Marijuana Retail Store License.

FOR CHANGE OF OWNERSHIP ON AN EXISTING BUSINESS:

- Purchase and Sale Agreement or Escrow Instructions signed by all parties
- Department of Taxation approval.

FEES:**CLV Business Licensing Fees:**

- Initial Processing Fee: \$100.00
- License Fee: \$5000 (annual fee)
- 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.