



BUSINESS LICENSING DEPARTMENT OF PLANNING

Compliance Permit Checklist - Medical/Recreational Marijuana

This checklist is for a Marijuana establishment compliance permit (review LVMC 6.95. 040-080). This is not the checklist for a business license. You are required to make your own copies. This submission must include all of the required information in tabbed order, as well as an electronic copy submitted on a flash drive.

PREPARATION REQUIREMENTS:

- 1) All forms and information must be submitted in tabbed 3-ringed binders or bound packaging.
 - a) All sections and subsections must be tabbed as indicated below for each required item.
 - b) All pages within each subsection must be numbered. Each section will start at page 1 so they can be referenced easily (i.e. Section 1 - Page 1 or Subsection 2A - Page 1)
- 2) Include a flash drive with a scanned PDF version of your completed application.
- 3) Each item on the checklist will be required. Each form will be required to be filled out in full and will require all signatures and initials as indicated on form. Including a signed copy of this checklist.
- 4) Building, site, and architectural plans and renderings that do not fit in the binder may be submitted separately, but a reference sheet is required within the sub tabbed section of the binder that indicates they were submitted as attachment plans due to size. Indicate the subsection tab on the plans and renderings as well.
- 5) The application fees are ONLY being accepted through certified liquid funds and must be either in the form of a Cashier's Check, Money Order, or Cash.
- 6) All applications will be accepted at the Development Services Center located at 333 N. Rancho Dr. Las Vegas, NV 89106 by appointment only. Please call 702-229-1840 to schedule an appointment for submission. You must have a completed application packet submitted by the closing date of the application period. No Exceptions.

Application Contents

APPLICATION FORM (Tab 1):

A completed compliance permit application form is required. Check and download **ONLY one** of the three applications listed below. **A separate and complete permit application packet, including every item on this checklist is required for EACH separate permit application listed below.**

- [MM001 – Cultivation Establishment](#)
- [MM002 – Dispensary / Retail Store Establishment](#)
- [MM003 – Production Establishment](#)

OWNERSHIP INTERESTS (Tab 2):

Provide documentation demonstrating the complete ownership structure (include all that apply)

- Current list of all natural persons with an ownership interest in the business
The identified owners must equal 100% of the ownership of the business (Subsection Tab 2A)
- Organizational Chart (Subsection Tab 2B)
- Articles of Incorporation / Articles of Organization (Subsection Tab 2C)
- Current list of officers as registered with the NV Secretary of State (Subsection Tab 2D)
- Nevada Secretary of State Business Registration (Subsection Tab 2E)
- Nevada Department of Taxation Sales/Use Tax Permit or exemption documents (Subsection Tab 2F)
- Partnership Agreements (Subsection Tab 2G)
- Operating Agreements (Subsection Tab 2H)
- Any profit sharing agreements made outside of the ownership structure (Subsection Tab 2I)

PERSONAL HISTORY FORM (Tab 3):

A completed Personal History Form for EACH natural person identified from Tab 2 – Subsection Tab 2A and Subsection Tab 2B (Current list of all natural persons with an ownership interest in the business)

[PL125 – Personal History Form](#)

- An original letter from the local Police Department of every out-of-state jurisdiction in which you have lived for the past 10 years detailing any criminal records in their local files. (This requirement is for everyone listed on the form Subsection Tab 2A and 2B)

- All parties who complete a Personal History Form must also include:
 - Copy of Birth Certificate (if U.S. born)
 - Copy of Naturalization Certificate (if applicable)
 - Passport size photo 2x2 (head/shoulders)
 - Copy of driver's license or state issued identification
 - Or any other documentation as required by the form

FINANCIAL QUESTIONNAIRE FOR THE BUSINESS (Tab 4):

A financial questionnaire must be completed for the business entity applying for the compliance permit

- [MM005 – Financial Questionnaire for your Business Entity](#)
*Documents to support the source of funding (i.e., bank statements, personal loans, tax returns, etc.) **MUST** be attached.

STATE APPLICATION PACKET (Tab 5)

- A copy of the State CONDITIONAL or PROVISIONAL license.

(Subsection Tab 5A)

A complete and accurate copy of the requirements for an application and all accompanying documents to be filed with the State of Nevada pursuant to NRS 453A or NRS 453D. (Include the entire State application packet your business entity intends to submit, even if you find it duplicative to what the City is asking as part of this application process.

- The submission should include but is not limited to: **(Subsection Tab 5B)**
 - All proposals for operations, business plans, educational plans, attestations, financial documentations, and required tax reports.
 - All documents detailing proposed organizational structure, all narratives, and resumes.
 - All documentation required concerning the adequacy of the proposed building and construction plans with supporting details.
 - All testing, transportation, policy and operations manuals, financial, disposal, and an environmental plan.

OPERATIONS AND CONTRACTING (Tab 6):

- A security plan identifying compliance with LVCM 6.95. Include a floor plan with camera depiction identified.

(Subsection Tab 6A)

- A complete description of the products and services to be provided at the establishment.

(Subsection Tab 6B)

- A narrative that details your accounting plan that includes how sales and inventory will be tracked on a daily, weekly and monthly basis, and how the information will be stored and safeguarded. ([Accounting Procedures](#)) **(Subsection Tab 6C)**

- A narrative detailing the method proposed for the destruction of any unused product along with a description of the proposed documentation to track and verify destruction. (Environmental Plan) **(Subsection Tab 6D)**

LAND USE, SECURITY AND PROPERTY RELATED DOCUMENTS (Tab 7):

- A complete Special Use Permit application and all applicable fees pursuant to Title 19.12 & .16 and all required accompanied documents. **If already approved, provide approval letter instead.**

BUILDING AND SAFETY REQUIREMENTS (Tab 8)

- If, in the opinion of a Nevada design professional, the proposed use or occupancy of the proposed site is more hazardous than the existing use or occupancy based upon the *International Building Code*, then the applicant must submit **THREE SETS** of the following documents prepared by the Nevada licensed design professional:
 - a. A plot plan;
 - b. A floor plan showing all existing uses in the building;
 - c. A description of any product processing or product refining that involves the use of hazardous chemicals regulated by the *International Building Code* or the *International Fire Code*.
 - d. An analysis of the existing building and proposed use based on the requirements of Chapter 34 of the *International Building Code* or the *International Existing Building Code*;
 - e. A general description of work required to bring the existing building into compliance with the requirements applicable to the proposed use or occupancy; and
 - f. An odor control concept plan describing the approach and equipment to be utilized to control odors.

- OR -

- If, in the opinion of a Nevada design professional, the proposed use of occupancy of the proposed site is equal to or less restrictive than the existing use or occupancy based upon the *International Building Code* then the applicant must submit **THREE SETS** of the following documents prepared by the Nevada design professional.
 - a. A letter stating the following:
 - 1. The occupancy or use classification of the existing building as specified in the *International Building Code*.
 - 2. The occupancy or use classification of the proposed building based on the proposed use or occupancy as specified in the *International Building Code*.
 - 3. A description of any product processing or product refining that involves the use of hazardous chemicals regulated by the *International Building Code* or the *International Existing Building Code*
 - b. A floor plan showing all existing uses in the building; and
 - c. An odor control concept plan describing the approach and equipment to be utilized to control odors **(Subsection Tab 8A)**

NOTE: Actual costs of building inspection and review will be due at the time of inspection to the Building Department and must be paid in full prior to the permit being considered by the City Council.

- A proposed security plan for your facility and all accompanying diagrams. The plan should include a depiction of security cameras and a narrative indicating how the applicant intends to comply with the requirements for monitoring and securing the licensed premises. **(Subsection Tab 8B)**
- A sign plan showing all proposed exterior and interior signage including the size and full color renderings. **(Subsection Tab 8C)**
- A copy of the deed of contingency lease for the proposed space to be utilized for the facility. A signed contingency lease must include written documentation stating that the property owner of the facility is fully aware of the property's intended use. Contingency lease documentation should also include the name, address, and contact telephone number for the property owner. The deed for the property must clearly demonstrate property rights to the identified parcel or address of the proposed medical marijuana establishment, as well as documentation of the right to use the property as a medical marijuana establishment. **(Subsection Tab 8D)**

FEES:

- A \$5,000 **non-refundable** per application fee is required at the time of application submission. The application fee is **ONLY** being accepted through certified/liquid funds and must be in one of the following three forms:
 - Cashier's Check
 - Money Order
 - Cash

Read and initial each statement below. Print your name, sign the checklist and provide at the front of the application package.

- _____ LVMC 6.95.050 (D) does not allow any modification of any application once the deadline for complete applications has passed.
- _____ LVMC 6.95.050 (E) indicates the Director shall reject and not process any applications that are incomplete.
- _____ LVMC 6.95.060 (C) indicates the permit application fee of \$5000 is non-refundable

Print Name: _____

Signature: _____

Date: _____