

CHECKLIST OF REQUIRED DOCUMENTS
FOR CITY MARIJUANA LICENSE RENEWAL APPLICATIONS
WHICH MUST BE SUBMITTED AT LEAST 45 DAYS PRIOR TO LICENSE EXPIRATION
DATE

Renewals are mailed directly to licensees at their business mailing address and cannot be found on the web. Each renewal letter is personalized with your license Expiration Date, Renewal Due Date, and Other City Requirements that need to be addressed to be compliant. If licensee does not timely file their renewal at least 45 days prior to expiration date, they must also pay \$5,000 late filing fee. Renewals filed after license expiration date will not be accepted and will require closure and a new license application.

The licensee is responsible to contact Boulder Fire, Boulder Police, and Planning and Development Services to have their facility Re-Inspected to be approved by each department at the time of renewal.

- Turn in this Completed Checklist with all items attached checked off
- MMB OR RMB Cover Letter mailed from City Licensing (License Expiration Date, Date Renewal is Due, and Renewal Fee Description, and Any Additional City Conditions Required Addressed at time of the renewal.)
- MJ Inspection letter-Licensee has contacted the following for Inspections:
 - Inspection- Boulder Fire Department
 - Inspection- Boulder Police Department
 - Inspection- Planning & Development Services
- Completed City Application six pages in length with box marked for "renewal" with each question answered or "N/A" added in each field
- Include City Application and application fee and RMB plant count operating fee (if any) for renewal.
- Check Yes or No if there are changes submitted Attachments A-J on page 5 and include Renewing Representatives on page 5 of Application.
- Include Authorized Signature, Signer's Print Name, Title and Date on page 5 of Application
- Page 6 of City License Application-renewal is for City Staff Only, including routing for Sales Tax review
- Register your facilities' energy use in ENERGY STAR Portfolio Manager tool and describe how 100% of your electrical use is offset. Please also have completed peak electrical load analysis.
- Always include Renewal Summary report for last 12 months of operation, including number of patients (if applicable), plant count, amount of MJ sold, amount of MJ purchased, the types of MJ sold, the number of primary caregivers (if any), and details on any police calls or on-site violations.
- Only include Attachments A-J as additional documents if the original attachments submitted with original Application have changed since they were originally filed, for instance:
 - Attachment D: Submit a copy of lease document if it has been renewed and/or extended.
 - Attachment E: Submit New Certificates of Insurance if they expired and must be renewed.
 - Attachment J: Submit new bank records if your bank account has changed.



City of Boulder

Finance Department

Tax and License Division

Sales and Use Tax · Community Information · Special Event Liquor
Liquor License · Miscellaneous License · Marijuana Business License

June 12, 2014

Dear Medical Marijuana Business (MMB) or Recreational Marijuana Business (RMB) Licensee:

Important points regarding your enclosed annual city MMB or RMB license renewal application:

- Boulder MMB or RMB license renewal applications and explanatory cover letters are mailed to the business address of Boulder Businesses about 90 days ahead of license expiration dates.
- Boulder businesses must file their Boulder MMB or RMB license renewal not later than 45 days prior to their license expiration date in accordance with city ordinance. If you file your renewal late after the 45 day deadline, a \$5,000 late filing fee will be added. If you attempt to file your renewal after your license expiration date, you will need to close your business and file a new application, with additional requisite fees, and must be approved for a new MMB city license before you may reopen.
- The City of Boulder will change your license expiration date to match that of the state MED once your state license is issued. This will result in a longer license term, but will also result in a pro-rated additional fee payable to the city for the longer license term. The city will inform you in the additional conditions section of the attached form letter if an additional pro-rated city renewal fee is due.
- The City of Boulder requires a renewal summary report for the last 12 months showing product purchases, product sales, number of patients/customers, and police calls summary per BRC local law.
- It is expected that Boulder MMB or RMB license renewal applicants will contact: 1) Boulder Fire, 2) Boulder Police, and 3) Planning and Development Services for annual inspections of their business premises in order to get those department's approval sign offs so that their renewal license will be issued by the city's Tax and License Division.

Please then contact these staff members as soon as possible for renewal inspections:

1) For **Boulder Fire**, call or email:

Amber Wright, Admin. Specialist II @ (303) 441-4179; wrighta@bouldercolorado.gov

* Fire inspections require attached form for new licenses & are done Tuesdays & Thursdays only

2) For **Boulder Police**, call or email:

Officer Bev Bookout- Medical Marijuana Enforcement Officer for Special Enforcement Unit @ 303-441-3460 or bookoutb@bouldercolorado.gov

3) For **Boulder Planning and Development Services**, call or email:

Jonathan Bergelin, Code Enforcement Compliance Specialist, @ 303-441-3173 or bergelinj@bouldercolorado.gov .

Thank you for being timely and compliant with our city licensing requirements.

Sincerely Yours,

Mishawn J. Cook

License Administrator, CMC

Main: (303) 441-4192

Direct: (303) 441-3010

Fax: (303) 441-1919

Email: cookm@bouldercolorado.gov

Website: www.bouldercolorado.gov/tax-license



BOULDER FIRE PRE-PLAN SHEET

DATE:

Business Name:

City License #

Type of Business: Wellness Center Dispensary Grow MIP Testing
Recreational Medical

Bus. Address: Street Unit # City **Boulder** Zip

Business Owner: Name Phone # Cell #

Mailing Address E-Mail Address

Business Owner: Name Phone # Cell #

(If Applicable)

Mailing Address E-Mail Address

Business Manager: Name Phone # Cell #

E-Mail Address

Building Owner: Name Phone # Cell #

E-Mail Address

Building Property Manager: Name Phone # Cell #

E-Mail Address

**** This form must be completed and legible, emailed to wrighta@bouldercolorado.gov prior to scheduling all initial (first) inspections. To schedule the appointment, please contact our Administrative Specialist II, Amber Wright @ (303) 441-4179.**



CITY OF BOULDER
Planning, Housing and Sustainability
Climate + Sustainability Division

1101 Arapahoe Ave, First Floor • P.O. Box 791, Boulder, Colorado 80306-0791
phone 303-441-1964 • fax 720-564-2079 • email vasatkae@bouldercolorado.gov

DATE: December 10, 2015

TO: Medical and Recreational Marijuana Business owners:
FROM: City of Boulder, Climate + Sustainability Division
RE: Electricity Use Offset Requirement for licensees

On November 10, 2015, Boulder City Council adopted [Ordinance No. 8081 amending chapters 6-14, Medical Marijuana and 6-16 Recreational Marijuana Businesses](#) that went into effect on December 10, 2015.

This memo addresses a specific requirement (in place since 2012) that requires licensed marijuana facilities to offset 100 (one hundred) percent of their electricity usage with renewable energy. The changes, which clarify the language and reporting requirements, are found under:

- Chapter 6-14-8 Requirements Related to Operation of Medical Marijuana Businesses; (i) Renewable Energy Usage Required
- Chapter 6-14-9, Right of Entry – Records to Be Maintained; (g) Reporting of Energy Use and Carbon Offset Purchases.
- Chapter 6-16-8 Requirements Related to Operation of Recreational Marijuana Businesses; (i) Renewable Energy Usage Required.
- Chapter 6-16-9, Right of Entry – Records to be Maintained; (g) Reporting of Energy Use and Carbon Offset Purchases.

The revisions to these sections of the marijuana codes now require all licensed marijuana facilities to provide the following information in a specific time period:

- *Proof of records confirming energy use (electricity and natural gas) by using the Environmental Protection Agency's (EPA) [ENERGY STAR Portfolio Manager \(ESPM\) FREE online tool](#), and;*
- *Proof of records showing how 100 (one hundred) percent of your facility's electricity use is offset by one or a combination of the following:*
 - *on-site installation of renewable energy,*
 - *participation in a verified solar garden, or by;*
 - *purchasing offsets through a city approved carbon offset program.*

By May 1, 2016, your facility must be set-up and your energy use must be uploaded in ESPM. This facility and its energy use must be shared with the city. In 2016, Xcel Energy will have a service that can be requested by the utility account holder to upload energy use data to your account in ESPM. Please review the instructions to request the automatic upload from Xcel. To register your facility, you must assign it an ID number prior to sharing the data with the city. Under "unique identifiers", you should edit and select the Standard ID "Boulder Energy Reporting ID from the ESPM drop down menu (explained in Step 4 of the ["Building Performance Ordinance How to Guide"](#) (page 9). **Use your City of Boulder medical or recreational marijuana license number as your ID number.** This will be matched by the city as your custom ID for compliance with this license requirement. For assistance with setting up an account with ESPM, contact the [Partners for a Clean Environment \(PACE\)](#) for free Business Energy Advising at 303-441-1300 or info@pacepartners.com.

By Aug. 1, 2016, you must provide proof of off-setting your electricity use to the city. Please submit documentation to the City of Boulder's Climate + Sustainability Division by contacting Elizabeth Vasatka at 303-441-1964 or vasatkae@bouldercolorado.gov.

I will personally contact you to ensure you understand these requirements and have all the resources in place to comply with energy reporting and electricity off-sets by the specified deadlines. The city is currently in process of approving a new local carbon off-set fund. You will receive notification of the fund's approval when the process is complete.

For more information and updates on these energy reporting and off-setting requirements, visit:
<https://bouldercolorado.gov/planning/boulder-marijuana-facility-energy-requirements>

Sincerely,

Elizabeth Vasatka
City of Boulder, Climate + Sustainability Division
Business Sustainability Coordinator
vasatkae@bouldercolorado.gov
303-441-1964

Marijuana Renewal Summary Report

INSTRUCTIONS

Complete the fields below for the last 12 months of operation. If a field does not apply, then mark it as "N/A."

Note: A separate summary report is required for each license. Do not combine multiple licenses in one report.

City License Number

Licensee Name

Trade Name/DBA

License Type (select one):

MMB Wellness Center

MMB Greenhouse/Grow

RMB/MMB MIP

RMB Dispensary

RMB Grow

RMB/MMB Testing Facility

Premise Address

Number of Patients

Plant Count

Amount of Marijuana Sold or Shipped in the past year (include total in pounds for this location only):

Bud/flower: _____

Trim: _____

Immature Plants: _____

MIP Products: _____

Types of Marijuana Sold or Shipped:

Details of any police calls or on-site violations (include incident date, reporting party, police report # if known, and brief description of subject and resolution of all police calls and on-site violations)
