

Please see our website for all documents at:

· www.bouldercolorado.gov/tax-license

· then from right links on Division website,

· select "Recreational Marijuana".

Recreational Marijuana Business (RMB) Licensing Fee Schedule

As of April 23, 2014

City Fee (Checks only and must be payable to City of Boulder)

\$2,500 city application fee received from State MED, \$2,475 licensee fee, \$2,000 operating fee + \$1 per each plant over 1,000 plants for Grows, \$25 sales tax fee + \$39.50 each background check. If review of application undertaken, application fee retained in its entirety regardless of whether new license is issued.

\$2,500 city application fee received from state MED, \$2,000 operating fee + \$1 per each plant over 1,000 plants for Grows, \$39.50 each background check (only required if new persons are added or if it has been longer than 6 mos for background checks). Remaining license term and so license fee is credited to new location. If review of application for new location is undertaken, application fee retained in its entirety regardless of whether change of location license is issued.

Application type

Process Summary

New License Application: Brand New Applicants new to Boulder or Existing Boulder licensee selling to new non-Boulder licensee business owner that is not yet approved by City of Boulder.

Complete RMB application legally required. Existing Boulder business must surrender license/close business to make way for new license application. Tax ID # changes so zoning form is reviewed as part of new sales tax license application, and if zoning is approved, then licensing time/date stamps form with copy to applicant so that building permits can be applied for. New RMB business application fully reviewed. New business may open only after state license is received by city and after RMB city license is inspected, issued and approved by city. ***Please remember that a maximum of (1) RMB dispensary, (1) MMB wellness center, (1) MIP for both RMB and MMB with supplying Boulder Grow, and only (5) Grows in Boulder for RMB or MMB are allowed to an owner in the City of Boulder.

Change of Location Application: Existing Boulder licensee wants to move its business location that is already properly approved and issued to a new unlicensed premise location.

Complete RMB new application for new location legally required. Existing Boulder business may operate at old location until new location is approved but licensee must provide letter that they will close down business at old location/ turn in old city license if approved at new location. Tax ID # does not change so business license application to update business address is accepted without need to pay duplicate fee and zoning form is reviewed as part of this change of location business license application. If zoning is approved, then licensing time/date stamps form with copy to applicant so that building permits can be applied for. Change of Location RMB business application fully reviewed. Licensee only receives remaining license term at new location. New location of business may open only after old RMB license is surrendered and after state license for new location is received by city and after new RMB license location is inspected, issued and approved by city.

Renewal Application: Existing Boulder licensee is renewing annual license for next annual term

Notification of upcoming renewal sent to Boulder licensee at least 90 days ahead of license expiration date and renewal are required to be filed at least 45 days before license expiration date or a late filing fee is assessed. Complete RMB application with only attachments that have changed in the last year legally required. Operations for past year reviewed by city, including but not limited to, inspection reports, confirmation of plant count, products shipped, products sold, enforcement activity, community complaints, and advertising issues. The city matches the state's license expiration date so the city renewal fee will be pro-rated according to resulting term.

\$3,480 city renewal fee. If review of application undertaken, application fee retained in its entirety regardless of whether license is renewed. If renewal is filed after 45 day deadline date, then \$5,000 late filing fee is added.

Permanent Modification Change

Application: Boulder licensee wants to make changes that are structural, will increase square footage or change uses of licensed areas.

Change Application for Permanent Modifications must be filed with possessory documents, other amended attachments, and "before" and "after" diagram describing change. Zoning form is time date stamped and marked as modification only so that building permits may be applied for with Planning. Structural changes and new expanded area must be inspected and approved before MJ can be location in new area.

\$3,000 modification fee.

Business Use Classification Change

Application: Boulder licensee wants to change from original license type to another license type whether MIP, Grow, Testing or Dispensary

Change Application for Business Use Classification must be filed with other amended attachments, and premise diagram and operating plan for new use. Zoning form is time date stamped and marked as business classification change only so that building permits may be applied for with Planning. Business changes must be inspected and approved before new business type may be undertaken. Provide a letter to sales tax area to explain requested change in business use classification.

\$3,000 modification fee

LLC Shares or Corp. Stock Absorbed in-house: Existing Boulder licensee wants to absorb shares or stock in the licensee business entity from a part owner and other remaining owners want to accept the ownership

Managing Member for LLC's or Corporate President for Corporations writes a letter on letterhead that is signed by them to describe what owner is being bought out, the percentage that is being bought, and the continuing owners with percentage after distribution. Letter is acknowledged by departing owner. No other application is required.

No Fee

LLC Shares or Corp. Stock Sold
application: Existing Boulder licensee wants to sell shares or stock in the licensee business entity to new person or Officers, Partners, Members, Financiers will change

Change must be filed with city at least 30 days prior to effective date of change. Complete Changes Report and Application form for Officer/Partners/Managing Members/Owners with all attachments confirming change required. Have each new person complete a city background check form with copy of picture ID. Provide standard CBI/FBI print card for new person's fingerprints.

\$2,000 business entity/financier change fee + \$39.50 each background check as necessary and for persons who have not been checked for longer than 6 mos

Business Entity Name Change for Boulder licensee: Licensee corp. or LLC is changing name only and no other documents or changes are occurring

Change must be filed with city at least 30 days prior to effective date. Complete Changes Report and Application form for Business Entity Change with all Sec. of State attachments confirming change. If Tax ID # is not changing, then this is the proper RMB process but still need to provide letter to Sales Tax area to request change of business entity name. If state or city sales tax license number will change, then New or Transfer application is required.

\$2,000 business entity/financier change fee

Trade Name Change for Boulder licensee: Trade Name on advertising, signage, or name that business is doing business as name will change and is changing name only and no other documents or changes are occurring

Change must be filed with city at least 30 days prior to effective date. Complete Changes Report and Application form for Business Entity Change with all Sec. of State attachments confirming change. If Tax ID # is not changing, then this is the proper RMB process but still need to provide letter to Sales Tax area to request change of trade name. If state or city sales tax license number will change, then New or Transfer application is required.

\$2,000 business entity/financier change fee

Business Manager just removed from management at Boulder licensee and they will not be replaced

Managing Member for LLC's or Corporate President for Corporations writes a letter on letterhead that is signed by them to describe which business manager is removed (no ownership), when the removal is effective, and that no person will replace the manager. No other application is required.

No Fee

Business Manager replaced with new manager or new business manager is to be added at Boulder licensee

Change must be filed with city at least 30 days prior to effective date of employment. Complete Changes Report and Application form for Business Manager Change. Have each new person complete a city background check form with copy of picture ID. Provide standard CBI/FBI print card for new person's fingerprints.

\$150.00 business manager change fee for each manager + \$39.50 each background check as necessary and for persons who have not been checked for longer than 6 mos

