

**CHECKLIST OF REQUIRED DOCUMENTS**  
**FOR MEDICAL MARIJUANA 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 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.)
- MMB 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 Application and license fee 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 the City License Application for renewal is for City Staff Only
- Always include confirmation letter from state MMED that you have a valid state license and that they intend to renew the state license for the next year’s term if city first renews.
- Always include Renewal Summary report for last 12 months of operation, including number of patients, amount of MM sold, amount of MM purchased, the types of MM sold, the number of primary caregivers receiving MM, 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 · Medical Marijuana Business License

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November 8, 2012

Dear Boulder Medical Marijuana Business (MMB) Licensee:

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

- Boulder MMB 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 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 MMED 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, and police calls summary per BRC 6-14-15 (b) (6).
- It is expected that Boulder MMB 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:  
Mike Rangel, Assistant Fire Marshal @ (303) 441-3348; [rangelm@bouldercolorado.gov](mailto:rangelm@bouldercolorado.gov) , or  
David Lowrey – Chief Fire Marshal @ (303) 441-4356; [lowreyd@bouldercolorado.gov](mailto:lowreyd@bouldercolorado.gov)
- 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](mailto:bookoutb@bouldercolorado.gov)
- 3) For **Boulder Planning and Development Services**, call or email:  
Mr. Dale Goetz, Enforcement Officer for City Inspection Services with Planning and  
Development Services' Department @ 303-441-4051 or [goetzd@bouldercolorado.gov](mailto:goetzd@bouldercolorado.gov) .

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

Sincerely Yours,

Mishawn J. Cook  
Tax and License Manager, CMC  
Main: (303) 441-4192  
Direct: (303) 441-3010  
Fax: (303) 441-1919  
Email: [cookm@bouldercolorado.gov](mailto:cookm@bouldercolorado.gov)  
Website: [www.bouldercolorado.gov/licensing](http://www.bouldercolorado.gov/licensing) .