CHECKLIST OF REQUIRED DOCUMENTS
FOR CITY MARIJUANA LICENSE RENEWAL APPLICATIONS
WHICH MUST BE SUMBITTED 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 the City License Application for renewal is for City Staff Only
- ❒ <u>Always</u> 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.
- ❒ <u>Always</u> 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.
- ❒ <u>Only include Attachments A-J</u> 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:
   Mr. Dale Goetz, Enforcement Officer for City Inspection Services with Planning and Development Services' Department @ 303-441-4051 or 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
Website: www.bouldercolorado.gov/tax-license

BOULDER FIRE PRE-PLAN SHEET

Business Name:		City License #		
Type of Business:	Wellness Center ☐	Dispensary ☐	Grow ☐	MIP ☐
	Recreational ☐	Medical ☐	Testing Facility ☐	
Bus. Address:	Street	Unit #	City **Boulder**	Zip
Business Owner:	Name	Phone #	Cell #	
	Mailing Address	E-Mail Address		
Business Owner: (If Applicable)	Name	Phone #	Cell #	
	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.**