

## **Important Update for Storefront Retail Cannabis Business Permit Applicants**



**Storefront retail cannabis business permit applicants should review the below responses to common questions and concerns about the application process.**

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This email is to answer a few common questions and concerns that have come up in the application process for a storefront retail cannabis business permit.

**Do Responsible Persons need to submit information before the Sept. 27th application deadline? My Responsible Persons haven't yet received an email from the City to register online.**

Responsible Persons will not receive an email from the City until after the Applicant has submitted the Cannabis Permit application and staff has completed a review to ensure the application is complete and that all Responsible Persons are listed accurately. After that initial review emails will go out to Responsible Persons requesting registration and submission of the documents called for in the [Application Attachment Instructions](#), "Required Documents for Each Responsible Person" section. The Individual Responsible Person registration does not have to be completed before the Sept. 27th deadline, since Responsible Persons will not have access before that time. The [Application and Selection Process for Storefront Retail Businesses](#) document will be revised to reflect this.

**Do I need to submit fees before the Sept. 27th application deadline?**

No. No fees need to be submitted before the 9/27/18 deadline. Do not pay attempt to pay any fees until after you receive an invoice from the City, which will be sent to the Primary Applicant Representative via email after the application has been submitted.

## **Do I need to apply for a separate home delivery permit if I intend to do home delivery in addition to storefront retail?**

Culver City's Cannabis Retailer-Storefront Permit allows a retail storefront business to also engage in home delivery (see CCMC 11.17.25, "Retailer-Storefront").

1. If you are applying for a permit for a retail storefront that will also do home delivery:
  - Do not apply for an additional "Cannabis Delivery Retail" permit from the City.
  - Only apply for the "Cannabis Storefront Retail" permit.
  - In the online application system, Section 2, "Permit Information", Select only Permit Type "Cannabis Storefront Retail" and do not add any other type of permit.
  - Please include the additional information specific to home delivery that is requested in the [Application Attachment Instructions](#) Sections L(2) and M(2)(G). Note that the reference to "Delivery Only" in the titles of these sections means "only Storefront Retail with Delivery permit applicants need to respond to these questions," and is not a reference to Delivery Only Retailers. Answers responding to other questions in the Application Attachment Instructions referring to "delivery" should include information for both deliveries/unloading of product by distributors to the retail storefront business, as well as deliveries/loading related to the home delivery portion of the business.
  - Make clear in your business plan section that you will do home delivery in addition to storefront

If you are applying for a permit for a retail storefront that **does NOT** do home delivery:

- Only apply for the "Cannabis Storefront Retail" permit.
- In the online application system, Section 2, "Permit Information", Select only Permit Type "Cannabis Storefront Retail" and do not add any other type of permit.
- Respond to the request for home delivery specific information in the [Application Attachment Instructions](#) Sections L(2) and M(2)(G) by stating that you will not do home delivery. Answers responding to other questions in the Application Attachment Instructions referring to "delivery" should include information for deliveries/unloading of product by distributors to the retail storefront business.
- Make clear in your business plan section that you will not do home delivery in addition to storefront

**The online application requests documents to be uploaded that do not exactly match the document names in the Attachment Instructions.**

The [Application Attachment Instructions](#) document has two typos that may be confusing. Two attachment names listed in the Application Attachment Instructions

are slightly different than the names listed in the "Required Documentation" section of the online application. The following are the same documents: "Fictitious Business Name Statement" (Instructions) refers to "Primary Applicant's Fictitious Business Name Statement" (online); "Insurance Requirements" (instructions) refers to "Certificates of Insurance" (online). The Application Attachment Instructions will be revised to reflect the labels in the online application.

**I have additional questions.**

Please email [Culver City Cannabis Permitting](#) if you have any additional questions or concerns.