

Cannabis Business Permit Annual Permit Renewal Instructions – Page 1 of 4

The Primary Applicant Representative completes the Annual Cannabis Business Permit renewal process through the Culver City cannabis business permit [application online portal](#). You will be prompted to upload the following documents.

- Unless otherwise specified, all documents must be in PDF file format.
- Upload only one document per requirement indicated by each check box (“”). This may require you to combine multiple documents into one single PDF document.
- Use the file naming conventions specified.
- “Permitted Business Name” refers to the permitted business’ legal business name. (CCMC 11.17.160.B: “No Permittee shall operate, conduct, manage, engage in, or carry on the business of a commercial cannabis business under any other name than the name of the commercial cannabis business specified in the permit.”)

A. Signed Statement

File Name: “A_PermittedBusinessName_SignedStatement”

Provide the following documents as one PDF.

- a) [Signed Statement Form](#), completed and signed by the Primary Applicant Representative.
- b) [Responsible Person Signature Form](#), completed and signed by each Responsible Person affiliated with the applicant.

B. Community Benefit Reporting Document

File Name: “B_PermittedBusinessName_CommunityBenefitReport”

One searchable PDF document describing what community benefits has your company provided during the previous year, including community service, involvement with community groups or non-profits. Please provide contact information for references, where applicable.

C. Neighborhood Compatibility Reporting Document

File Name: “C_PermittedBusinessName_NeighborhoodReport”

One searchable PDF document describing your interactions with neighboring businesses and residences during the past year, both positive and negative. Include any problems and how they were resolved. Provide a contact phone and email for two Culver City business or neighborhood representatives who the City can contact to verify the information reported. State if the Permittee’s Community Relations Contact (as described in CCMC 11.17.250) or contact information has changed since the last time the Permittee notified businesses and residences within 600 feet. If so, the permittee will be required to send new community notification/affidavit.

D. Safety and Security Reporting Document

File Name: “D_PermittedBusinessName_SafetySecurityReport”

One searchable PDF document with details on any safety or security issues that arose within the past year. What were the impacts and how were they resolved? Report and explain any warnings or fines given by the City of Culver City, the County of Los Angeles, the State of California, or the Federal Government.

E. Business Information Reporting Document

File Name: "E_PermittedBusinessName_BusinessReport"

One searchable PDF document with the following information:

- a. Financial statements prepared and signed by a Certified Public Accountant, including the Permittee's current balance sheet, income statement for the prior 12 month period, and cash flow statement for the previous 12 month period.
- b. The current number of full and part-time employees working for the Permittee in Culver City,
- c. Permittee's revenue projections for the next three years.
- d. Amount of taxes remitted by the Permittee to City of Culver City during the previous 12 months, as well as payment dates.

F. Insurance Information

File Name: "F_PermittedBusinessName_Insurance"

One searchable PDF document containing copies of current, duly executed Certificate(s) of Insurance that meets the "[Commercial Cannabis Business Insurance Requirements](#)". For auto insurance, if the company owns no vehicles, and insurance is for hired and non-owned autos only, include a one page signed statement that your company does not and will not own any vehicles. Note that if this changes in the future, you will immediately notify the City and provide the City evidence that coverage has been added for owned automobiles.

G. State of California Cannabis Business License

File Name: "G_PermittedBusinessName_StateLicense"

A copy of your current California State Cannabis Business License(s) for Culver City.

H. State of California Seller's Permit (if applicable)

File Name: "H_PermittedBusinessName_SellersPermit"

A copy of your current California Seller's Permit (if applicable).

I. Culver City Business Tax Certificate

File Name: "I_PermittedBusinessName_SellersPermit"

A copy of your current Culver City Business Tax Certificate.

J. Responsible Person List

File Name: "J_PermittedBusinessName_ResponsiblePersons"

One searchable PDF document with a current list of Responsible Persons and description of their roles.

K. Equity Ownership Information Description Document

File Name: "K_PermittedBusinessName_EquityOwnership"

Describe the equity ownership of the Permittee back to the individual level, for all individuals/entities owning 10% or greater equity. Use the below example as a model. Equity for each entity must add to 100%. Individuals/entities owning <10% equity may be grouped together as "Other Equity Holders". You must trace back ownership of all entities listed until owners of each entity are shown as either individuals or "other equity holders".

Example:

Applicant	
% Ownership	Name
35	Person A
25	Person B
25	LLC A
15	Other Equity Holders
LLC A	
% Ownership	Name
70	Person C
17	Corporation A
13	Other Equity Holders
Corporation A	
% Ownership	Name
88	Other Equity Holders
12	Person D

L. Lease/Option/Title/Deed

File Name: "L_PermittedBusinessName_Lease"

A copy of the current lease (if the Permittee leases the property) or title/deed (if the Permittee owns the property).

For any new persons or entities who currently qualify as Responsible Persons, who have not previously submitted the following documents, you are required to submit the following information. Responsible Persons who have previously submitted this information to the City do not need to include this information. For more information on how to submit this information, please contact Cannabis Permitting at (310) 253-5897.

☐ RP1. Signed Statement

[Responsible Person Information Form](#), signed and completed. If the Responsible Person answers “yes” to “Background Questions” 2(a) or 2(b) or 2(c) on the “Responsible Person Information Form”, attach to the form documentation listing each offense and further explanation, including evidence of rehabilitation/mitigating circumstances. Please see the document, “[Culver City Cannabis Business Permit Criminal Background Check Guidelines](#)” for more information on what information to include.

☐ RP2. Driver’s License (copy)

A photocopy of California driver’s license, California identification card, passport or military ID card.

☐ RP3. Social Security Card (copy)

A photocopy of Social Security card. If you do not have a social security card, please provide a written explanation.

☐ RP4. Request for Live Scan Service Form Submitted to Live Scan Provider (copy)

Photocopy of the completed “[Request for Live Scan Service](#)” form which was submitted to the Live Scan provider.

☐ RP5. Receipt from Live Scan Provider (copy)

A receipt for the submitted Live Scan from the Live Scan provider. If the receipt was not provided please upload a written explanation