



E-Mail: [cannabis.permit@culvercity.org](mailto:cannabis.permit@culvercity.org)  
 Phone: (310) 253-5897  
 Web: <http://www.culvercity.org/cannabis>

**Cannabis Business Permit Annual Renewal Responsible Person Signature Form – Page 1 of 1**

**This form must be completed and submitted by each Owner and Responsible Person, including any entity (corporation, LLC, etc.) who is an “Owner”.** For example, if “LLC A” owns 15% of the permittee, and “Individual B” owns 100% of “LLC A”, this form must be completed and signed twice, once by “LLC A” and once by “Individual B”.

*“Responsible Person” is defined in CCMC 11.17.025 as “all owners and operators of a commercial cannabis business, including the Permittee and all officers, directors, managers, or partners, and all persons with authority, including apparent authority, over the premises of the commercial cannabis business.” “Owner” is defined in CCMC 11.17.025 and includes “(1) An entity or individual with an aggregate ownership interest of 10 percent or more in the Applicant or Permittee, whether a partner, shareholder, member, or the like, unless the interest is solely a security, lien, or encumbrance. (2) The chief executive officer of a nonprofit or other entity. (3) A member of the board of directors of a nonprofit.”*

1. Permittee Business Name (Legal Business Name): \_\_\_\_\_

2. Owner/Responsible Person Full Name or Entity Name: \_\_\_\_\_

3. **Entities Only:** Name and Title of Authorized Representative: \_\_\_\_\_

4. Have you ever been sanctioned or fined for, or enjoined from, operating a cannabis dispensary or retailer in the state without the necessary permits and approvals from the applicable state and/or local jurisdictions? **All entities (including LLCs, corporations, etc.) qualifying as “Applicant” or “Owner” must answer this question as well.**

Yes       No

5. Has you ever been convicted of any of the offenses listed in CCMC 11.17.115.C(4)?

Yes       No

6. Have you ever been convicted of a misdemeanor, or felony conviction that has since been reclassified as a misdemeanor, involving possession, possession for sale, sale, manufacture, transportation, or cultivation of a controlled substance, including cannabis?

Yes       No

If you answered yes to either Question 4, 5, or 6, you will be required to submit additional documentation listing each offense and further explanation, including evidence of rehabilitation/mitigating circumstances. Please see the [“Application: Part 1 Attachment Instructions”](#) and [“Culver City Cannabis Business Permit Criminal Background Check Guidelines”](#) for more information on what information to include.

*I declare under Penalty of Perjury that the information provided on this form is true and correct.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

First and Last Name (please print): \_\_\_\_\_

Title: \_\_\_\_\_