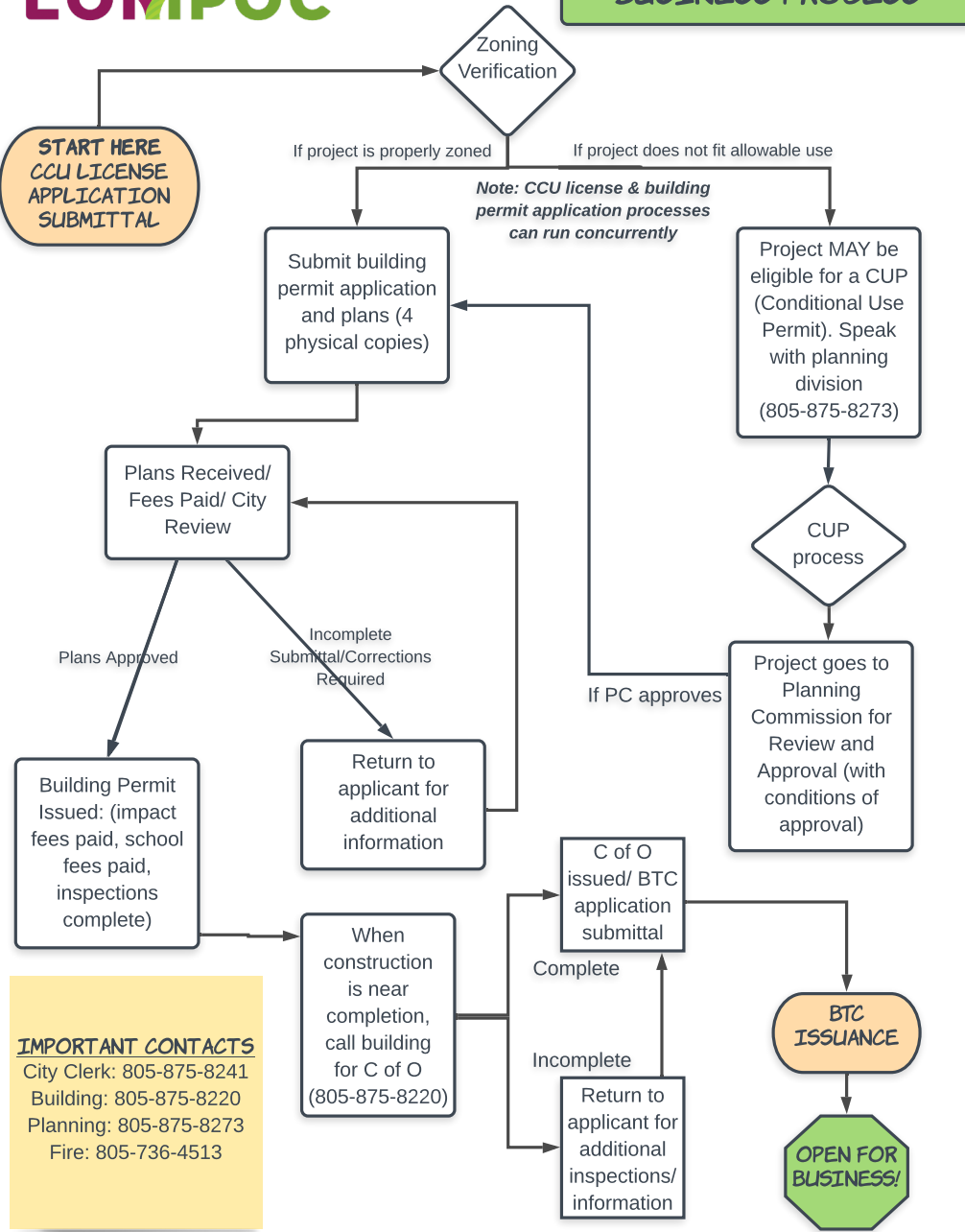




COMMERCIAL CANNABIS BUSINESS PROCESS



IMPORTANT CONTACTS
 City Clerk: 805-875-8241
 Building: 805-875-8220
 Planning: 805-875-8273
 Fire: 805-736-4513

- 1 **CCU LICENSE APPLICATION SUBMITTAL**
 Applicant submits CCU License Application to City Clerk. Complete application includes: 1) Original Signed Property Owner Statement of Consent form; 2) Completed application (1 original, 2 copies, 1 flash drive in PDF format); 3) Deposit; and 4) Live Scan Completion form.
 - 2 **APPLICATION REVIEW**
 Application is reviewed by SCI and various city departments. If additional information is needed, applicant will be informed by SCI. Once application is approved, City Clerk issues CCU License to applicant. *Note: If CUP or DR is required, CCU License cannot be issued until discretionary permit process is complete.*
 - 3 **BUILDING PERMIT / PLAN SUBMITTAL**
 Licensed design professional submits building plans for construction or tenant improvements to building division (805-875-8220). 4 sets of physical plans must be submitted with building permit application form. Plan check fee collected at this time.
 - 4 **DISCRETIONARY PERMIT (CUP/DR) IF NEEDED**
 If discretionary permit is needed (ie, retail use in industrial zone), applicant must submit a Conditional Use Permit application. Project will move forward to Planning Commission for review and approval. CUP fee collected at this time.
 - 5 **PLAN REVIEW**
 Plans reviewed by various departments. Applicant will be contacted if additional information is required. *Note: Plan review timelines will be established upon submittal. Typical timeline is 4-6 weeks upon submittal.*
 - 6 **BUILDING PERMIT ISSUANCE**
 Once plans deemed complete and approved, building permits will be issued. Applicant may begin construction. When work begins, applicant must log subcontractors on subcontractor list (obtained from City Clerk's office). *Note: ALL CONTRACTORS/ SUBCONTRACTS DOING WORK ON PROJECT MUST HOLD A CITY OF LOMPOC BTC. Building permit fees collected at this time.*
 - 7 **INSPECTIONS**
 Contractor must call Fire, Building, Police, Wastewater, Planning, and Environmental divisions for required inspections.
 - 8 **CERTIFICATE OF OCCUPANCY**
 2 weeks prior to anticipated final inspection, applicant calls building division to request Certificate of Occupancy. Project reviewed by various departments for completion and compliance. When signed off by all departments, C of O will be issued.
 - 9 **BUSINESS TAX CERTIFICATE**
 Applicant submits BTC Application. Complete BTC application includes: 1) Application; 2) Copy of State License; 3) Copy of City License; 4) New Business Fire Inspection Form; 5) Wastewater Survey Form; 6) Commercial Utility Account Application.
 - 10 **BTC ISSUANCE**
 Once BTC application is deemed complete, Business Tax office will contact applicant with total amount of fees due. Fees collected at this time & BTC issued.
- SCHEDULE OPENING**
 No occupancy is allowed inside the new business until ALL of the above steps are complete. *Please do not schedule any events, soft or grand openings unless prior to completion of the above ten steps.*