MAJOR PERMANENT MODIFICATION & WATER EXTRACTION CHECKLIST OF REQUIRED DOCUMENTS-MEDICAL MARIJUANA BUSINESS (MMB) & RECREATIONAL MARIJUANA BUSINESS (RMB) CITY LICENSES

City Permanent Modification application - 2 page city form entirely complete, fully describing modification proposed, and signed on the 2 nd page.		
"Before" general diagram attached- this diagram should describe the premise as it is now before the modification.		
"After" general diagram attached- there should be attached a general "after" diagram in accordance with that general floor plan check sheet.		
"After" security diagram attached- there should be attached a security "after" diagram showing all new proposed security measures that will be in place after the modification.		
Amended Lease to add new square footage (if applicable)- fully signed and should include mention of "marijuana business use" in lease (not required if premise square footage is not changing).		
Landlord's letter agreeing to modification - letter of letterhead and signed by landlord agreeing to the permanent modification proposed by the licensee and which reconfirms that the city can enter the property for inspections of the premises.		
Operating Summary fill in the blank page completed- please complete form reflecting operating plan for licensed premise after modification for the type of licensed premise that will be modified and submit with modification application. *TO ADD WATER EXTRACTION AREA AT GROW, ALSO INCLUDE INDUSTRIAL HYGENIST PLAN		
Security Summary fill in the blank page completed - please complete the one-page form reflecting the security plan for the licensed premise after the modification and submit with modification application.		
Zoning Confirmation Form attached - please complete the two page zoning form and check the box for modification and the proper licensed type on the 2 nd page. This form will be date/time stamped by city licensing, the original of the zoning form will be returned to the licensee to use as confirmation that city licensing agrees that building permit applications should now be taken for the purpose of licensed premise modifications, and a copy of this time/date stamped form will be retained in the license file.		
Permanent Modification or Adding Water Extraction to a Grow local fee payable to the City of Boulder:		
[] Major for Stores and Grows: \$1,100 [] Major for MIPs/Testing or Water Extract: \$1,500		

^{*} Please Note: Licensees should check directly with State MED to inquire about their modification documents and fees. In addition, the building permits to construct the modification may not be filed by the licensee until the above modification documents and fees are filed with City Licensing. No MJ product or plants may be in the square footage added in a modification until city inspection approvals are complete and the licensee has a city approval letter from City Licensing.

Permanent Modifications Chart for Marijuana Businesses- Stores and Grows

November 17, 2016

Non-Modification (inspection at renewal) No Fee	Minor Modification (once application filed, and required building permits are approved, may proceed on modification with inspection later scheduled) Application, Fee, and 1 Dept. Inspection Fee \$250	Major Modification (must be fully approved before modification can be fully utilized) Application, Fee and 4 Dept. Inspections Fee \$1,100
Installation of a Light fixture with existing source of power Upgrading existing equipment that does not require adding outlets, service upgrades or a new electric panel or subpanel camera cleaning and adjustments to maintain view of areas as required in security plan painting and cleaning Regular maintenance of systems (HVAC, irrigation), such as cleaning and replacing filters repair or replacement of equipment with same model not requiring building permit and not part of operational plan moving furniture not associated with MJ sale/service/storage carpet and tile replacement	Camera Addition, Removal or change of areas monitored and any change to the security system that does not require a change to the security plan Adding or removing a safe Adding, modifying or removing POS within room shown on floor plan Adding an outlet or other change to the electric system that does not require a service upgrade or a new panel or subpanel Grow Trays- adding additional square footage or moving location New or change to equipment (HVAC, irrigation) with no effect on operation plan, floor plan or security plan and not within a MIP, Change of Room Designation with no structural changes Window replacement	Change to square footage, operating plan, floor plan or security plan Structural changes- walls, windows etc Changes to the electrical system that require service upgrades or new panel or subpanel Changes to the plumbing system that require changes to mold mitigation plan or wastewater plan Change to Room Designation with structural change Material change to sale, storage, or preparation of MJ

Permanent Modifications Chart for Marijuana Businesses- Marijuana Infused Product Locations November 17, 2016

The fee for Grows and Retail apply to MIPs except for the following:

Minor Modification (once application filed, and required building permits are approved, may proceed on modification with inspection later scheduled) Application, Fee, Building IH confirm, and 1 Dept. Inspection Fee \$500	Major Modification (must be fully approved before modification can be utilized) Application, Fee, Building IH full review, and 4 Dept. Inspections Fee \$1,500
Equipment change as the only change to IH plan SOP change that does not require review by industrial hygienist New or change to equipment (HVAC, irrigation) with no effect on operation plan, floor plan or security plan or industrial hygienist plan	New, replacement or change of equipment or any change to process certified by industrial hygienist Any change to process certified by industrial hygienist Changes to the electrical system that require service upgrades or new panel or subpanel New or change to equipment (HVAC, irrigation) with effect on operation plan, floor plan or security plan or industrial hygienist plan A change to any equipment or system with flammable refinement



City of Boulder

Finance Department · Licensing Division P.O. Box 791, Boulder, CO 80306 · 303 441-4192

MARIJUANA BUSINESS LICENSE APPLICATION FOR PERMANENT MODIFICATION FOR MEDICAL MARIJUANA BUSINESS (MMB) AND RECREATIONAL MARIJUANA BUSINESS (RMB)

	Li	censee business en	tity type:			
☐ Corporation	□ rrc	☐ Individual	☐ Par	tnership	☐ Associatio	n or other
Regulatory License ty	pe: 🛆 Medical Mariju	ana Business (MMB License) License C	2 Recreational	Marijuana Busir	ess (RMB)
		License typ	e:			
☐ MMB Wellness Cent☐ RMB Dispensary	er	☐ MMB Greenho☐ RMB Grow	use/Grow		MB Manufacture MB Testing Facili	Infused Product
City License No.:					_	
icensee name:						
rade name/DBA:					······································	
Premise address:	Street address		Cir.	Shaha	7in Cada	
Mailing address:	Street address		City	State	Zip Code	
		(if c	lifferent from	premise location	on)	*
Telephone:		Email:			-	
City Sales Tax #		State Sales Tax #		FEI	N:	
	Change	e(s) reported (check	all that apply	')		
Permanent	modification to license	ed premises (please	attached fee	payable to City	y of Boulder]:	
Permanent Modificat	ion to licensed premise					
[] Major Modi	fication for Stores and (Grows: \$1,100 [] Major Mod	ification for M	IPs/ Testing or V	Vater Extract: \$1,50

Add Water Extraction area to Grow license: Please note: in addition to initial fee, there will also be \$500 added for renewals

SECTION A - PERMANENT MODIFICATIONS TO LICENSED PREMISES

STEP 1: Complete this change form, a	attach "before" and "afte	er" diagrams, landlo	ord approval or amended lease,	and a zoning	
confirmation form and submit to city licensing in person in scheduled meeting. You must have a time/date stamped zoning					
form from licensing before you may proceed to step 2. You should also inquire with State MED as to their proper process.					
STEP 2: Apply for building permits at				date stamped	
zoning form to submit to the P&DS p STEP 3: Complete changes of premise				of completion	
from P&DS, provide a copy to City Lic		u are done, nave re	equesteu, and received a letter (or completion	
STEP 4: MINOR: Schedule inspection		nent, or MAJOR: Co	ontact City licensing for Group i	inspection.	
STEP 5: MINOR: 1 dept inspection an					
needed and must be approved before	re mod used. Once you	have written inspe	ction approval(s) for change, cit	y licensing	
will produce an approval letter. The		iled to mailing add	dress and a copy will go to State	MED.	
Describe all changes proposed to lice	ensed premises:				
Effective date:					
Attach to this change form:					
"Before" modification and "After	" modification diagrams	of the licensed pre	emise		
If premise is leased, acknowledge	ment letter from landlor	d to consent to cha	ange or new/amended lease		
New zoning confirmation form for	r P and DS			1	
Amended documents such as ope	rating plan and security	plan and lighting p	lan (see attached templates)		
<u>SE</u>	CTION B - WATER EXTRA	ACTION ADDITION	FOR GROWS		
Ologo Noto Lie	ansaas may not boain th	a now MIO tune of l	husiness before the change		
Please Note: Licensees may not begin the new MIP type of business before the change is approved by the City and the State, and before the premise is inspected by all required City staff.					
Please obtain written filing confirmation by city licensing and city building permits before proceeding with construction.					
Anticipated date of start of MIP use:					
Current use for area that will be MIP	area:				
Proposed square footage of MIP area):				
Zoning district of premise (if known)	:				
New zoning confirmation attached					
Amended general and security p		lude new MIP are	a attached		
Other amended documents, inclu	_			n	
for proposed MIP area attached	iding wir operating plan	III III tile blank 10	itti and industrial riygiemst pia	"	
is. p. spassa iiiii di da ditadiida					
Oath of Applicant (Owner or Manager)					
I declare under penalty of perjury	_				
complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and					
	employees to comply with the provisions of the Boulder Revised Code and all Rules and Regulations which govern my marijuana business license application and any issued marijuana business license.				
manjuana pusiness ilcense applicatio	manjaana basiness neemse approacion and any issued manjaana basiness neemse.				
Signature	Printed name		Title	Date	

	nformation and a General premise diagram with the items on the checklist listed here (please include additional pages as required):			
bus	C. FOR ALL LICENSE APPLICANTS: A Neighborhood Responsibility Plan that demonstrates how the iness (Applicant) will fulfill its responsibilities as a good neighbor and deter secondary impacts to the ounding neighborhood, including, but not limited to:			
*	(a) Neighborhood Outreach: Describe the manner in which the Applicant has contacted residents			
	 and businesses in the neighborhood of the MJ business, ◆ Door to Door, flyers to each address, phone calls, mailing to each address: 			
	 When were such contacts made (check all that apply): before opening within past two months more than 6 months ago 			
	Describe area used as neighborhood contacted (i.e. within 1 block, within 500 foot radius, other)			
*	(b) Future Communication Method: Describe the information provided to neighboring residents and businesses on how to contact the business in case of problems related to the MJ business (i.e. 24/7 cell number of owner, phone number posted at MJ business, other):			
	 Businesses contact person's name and phone number:			
*	(c) Effective Mitigation Planning: What neighborhood impacts do you anticipate and describe how the MJ business will effectively mitigate neighborhood impacts to surrounding residences and businesses, including but not limited to, noise, traffic, crowding, lights, public consumption related to their business:			
*	(d) Dispute Resolution Process: Describe the dispute resolution procedure the Applicant will use in the event of a dispute between the surrounding neighborhood and the MJ business (check all that apply): Respond to telephone calls within 24 hours Respond to telephone calls within 48 hours Owner meeting with neighbors with concerns If dispute cannot be resolved satisfactorily, call for assistance resolving dispute (i.e. arbitration service MJ business has made arrangements with or City of Boulder Mediation Services or Other Conflict Resolution).			
*	Expected Business Hours of Operation:			
*	Business Energy Use and Carbon Offset Reporting Plan: (B.R.C. requires that all MJ businesses must offset 100% of their electricity usage through use of verifiable carbon offsets, Community Solar Garden subscriptions, or renewable energy generated on-site).			

ATTACHMENT F: An Operating plan narrative for the proposed MJ business including the following

[] FOR ALL LICENSE APPLICANTS, A statement of the amount of projected daily average and peak electrical load used by the business and a certification from the landlord and the utility provider (please attach) that the premises are already equipped for or will be upgraded for the required electrical load:
[] FOR ALL LICENSE APPLICANTS: Name of owner or manager, who will reply within 24 hours to the City of Boulder, and the applicant representative's phone number and email address when premise inspection or city enforcement contact is required:
[] FOR ALL LICENSE APPLICANTS, Provide addresses of all other Colorado MJ business operating under this applicant entity:
[] FOR ALL LICENSE APPLICANTS, Describe plan for locked disposal of any MJ products or marijuana infused product that is not sold to a patient or customer in a manner that protects any portion thereof from being possessed or ingested by any person or animal and in a manner that renders disposed of product unusable and unrecognizable:
[] FOR ALL LICENSE APPLICANTS, Describe plan for ventilation of the marijuana business that indicates the ventilation systems that will be used to prevent any odor of marijuana off the business premises:
[] FOR ALL LICENSE APPLICANTS, Please include a description of all toxic, flammable, or other materials regulated by federal, state or local government with authority over the business that will be used or kept at the marijuana business, the location of such materials and how such materials will be stored:
[] FOR ALL LICENSE APPLICANTS, A description of the products and services to be provided by the marijuana business, including an indication of whether or not the business proposes to engage in the production of retail sale of food or other products for human ingestion, and whether any products or services will be provided at a location different than the address on the license application:
[] FOR ALL LICENSE APPLICANTS: an operating plan for the proposed medical marijuana business that indicates that there are no anti-personnel devices that impede entry to the premise by emergency responders:

[]	for <u>MMB</u>	Wellness Center or RMB Dispensary including but not limited to:
*[(B.R.C	initials: Total Square Footage of Marijuana Business square feet?
*[(B.R.C rether ceil patient consult dispense least 2 follows:	requires: For MMB wellness centers, at least 3 rooms with separating walls up ing and doors in between them as follows: 1 foyer to determine if visitor is or non-patient, 1 private consultation room where knowledgeable ration and other holistic offerings occur, and 1 secured & locked MJ sing room in restricted area for patients only, and for RMB dispensaries, at rooms with separating walls up the ceiling and doors in between them as 1 foyer to determine if visitor may lawfully purchase product, and 1 secured and MJ dispensing room in restricted area for customer's over 21 only).
	•	Describe products to be sold:
	•	Describe other on-site service(s) to be provided:
	sı h	For MMB only: caregiver services provided to patients, (such as health reatments or therapy generally not performed by a medical doctor or physician, uch as physical therapy, massage, acupuncture, aromatherapy, yoga, audiology or omeopathy or knowledgeable consultation on the effects and dosage of different ypes of marijuana for medical use: Describe plan for packaging MJ at wellness center or dispensary:
	p ir d	Describe any delivery of product intended: Describe plan so that for MJ product is visible from outside of business premise: Describe plan so that only for MMB wellness center license premises that only identified patients (no one under 18 years old allowed in unless accompanied by a parent or guardian) are allowed and for RMB dispensary licensed premises that only properly identified customers who are at east 21 years of age are allowed. Please describe your plans to check and card the persons who enter your business:
	•	ID scanner to be used in conjunction with above customer carding plan:
	S	Plan so that no amount over allowed weight is sold to customers (please attach eparate sheet if needed):

[] for Manufactured Infused Product (MIP) and Testing Facilities including but not limited to:
*[] staff initials: Does your MIP business location have plants at the premise?
(B.R.C requires 2 separate license applications for Grows and MIP premises even if they are at the same address). * [] staff initials: What is your premise square footage?
*[]staff initials: Does your MIP location have one-hour fire rate walls up to the ceiling to separate the proposed MIP licensed premise and the Grow licensed premise with separate entrance and exit doors?:
kept separately). * [] staff initials: Does your MJ supply come from a Boulder Grow, and if not, what Grow location is the product coming from?:
*[] staff initials: For MMB license applications where ingestible item production will occur, the Operating Plan must describe how the applicant will meet the health and safety standards for a retail food establishment standards in 25-4-1601 et seq. C.R.S. and address how they will meet the labeling and packaging standards in order to conform with B.R.C. *[] staff initials: Has your business yet hired industrial hygienist to produce verification
report? If not, this report will be required to confirm adequate protection of persons and property. Please provide approximate date that industrial hygienist will be hired:
 Describe the products and services to be provided by the marijuana business, including an indication of whether or not the business proposes to engage in the production of retail sale of food or other products for human ingestion, and whether any products or services will be provided at a location different than the address on the license application:
Describe product(s) to be manufactured at this location:
Name the Center(s) from where the MJ will be purchased for such products:
Describe means used for extraction, heating, washing or otherwise changing MM

for each process:
S:\CMO\MUNI\Licensing\Medical Marijuana\MMB License application final version\Checklist.of.Required.Documents.for.MMB
Licensing.mjc. kh. final.l0.5.ll.DOC

plants for each product and verify compliance with ventilation and safety measures

The maximum amount of marijuana or marijuana infused products that may be on the business premises at any given time:
 Provide the name, address, and License Number for each MJ Center that will distribute the product(s) manufactured at this location:
 Where ingestible item production will occur, plan describing how the health and safety standards for a retail food establishment standards in 25-4-1601 et seq. C.R.S. will be met and how the B.R.C. labeling and packaging standards will be met:
• Describe plan for ventilation of the medical marijuana business that indicates the ventilation systems that will be used to prevent any odor of medical marijuana from leaving the premises of the business. For marijuana infused product businesses, such plan shall also include all ventilation systems used to mitigate <i>noxious gases or other fumes</i> used or created as part of the production process:
• For marijuana businesses to operate as greenhouse/grows or a manufacturing infused products (MIP) use, a plan that specifies the methods to be used to prevent the growth of harmful mold and compliance with limitations on discharge into the wastewater system of the city as set forth in Chapter 11-3, "Industrial and Prohibited Discharges," B.R.C. 1981. [Complete Wastewater Classification Survey with Application and include payment].

or Greenhouse/Grow facilities , including but not limited to:	
Total square footage of RMB Grow location (please note that licensed MMB a grow locations cannot exceed 15,000 sq. feet).	and RMB
Maximum number of plants at this location:	
Maximum number of lights at this location:	
Wattage for lights used:	
Are patients or customers allowed at this location:	
Describe plan for ventilation of the marijuana business that indicates the ventilathat will be used to prevent any odor of marijuana off the business premises: Describe plan for view obstruction of product from outside of the location:	tion systems
Describe plan to organize facility in organized rows and aisles (please elaborate on g premise diagram with 3 foot aisles and plant rows):	•
For medical marijuana businesses to operate as greenhouse/grows or a manufacture infused products (MIP) use, describe plan that specifies the methods to be used to the growth of harmful mold and compliance with limitations on discharge into the wastewater system of the city as set forth in Chapter 11-3, "Industrial and Prohibit Discharges," B.R.C. 1981: [Complete Wastewater Classification Survey with Application and include payments.]	prevent e ted

General Floor Plan Check Sheet

ATTACHMENT G: A Security Plan and Lighting Plan Narrative with Security Floor Plan diagram including all items on checklist (for All MMB and RMB License Applicants):

•	40-day security recordings off-site storage location (street address): Location of books and records of the business:		
•			
•	Location of all check points where customer IDs are checked before entry into		
dispe	ensing ar	ea:	
•	Lighting control information:		
•	Locati	on of All Entrances and Exits:	
•		lete procedure for 24/7 monitoring of security system, including, Calling sequence in the event the security system is tripped:	
	•	Procedure for verification in the event of the system is tripped:	
	•	Names and emergency cell phone contact information for owners and managers that will be on-site:	
	•	Alarm monitoring company name and emergency contact phone information	
	•	Names and emergency contact information of person responsible for notifying Boulder Police Department within 12 hours of criminal activity or attempts of criminal activity:	
	•	Name and contact information for landlord if applicant rents the business space:	
• man		ons of safes and locked refrigerators or freezers for MIP products and the to affix and attach the safe/refrigerator/freezer to the building:	
• (note		te any impediments to emergency responders in entering the licensed premise ere can be no anti-personnel devices impeding entry to the location):	

ATTACHMENT H: Lighting Plan for Licensed Premises as specified in B.R.C.: A premise diagram and text explanation (may be added to security diagram) showing outside lighting of the marijuana business for security purposes and compliance with applicable city requirements.

Security Diagram Check List

Please attach a dimensioned security floor plan with all levels and floors, and a narrative. This must be either 8-1/2" x 11" or 11" x 17" paper and depicting the following:
\Box The principal uses of the floor area labeled on the floor plan, including, but not limited to, the
areas where patients/non-patients/general public/employees only will be permitted, private consultation rooms, storage areas for marijuana, stairs, MJ retail areas, points of sale, areas where marijuana or infused products will be processed or distributed
\square Location of storage areas for toxic, flammable, or other materials and chemicals
\square Location and means of securing ventilation apparatus that passes through to outside
\square The locations of all emergency lighting that is part of the security system and areas of illumination
\square The location of exterior front and back light that illuminates outside entrances and exits
☐ Location of security cameras, motion detectors, security system computer, recording devices (DVR), and other security system components, and the view area covered by each component ☐ Location of all check points where MMB patient cards and picture IDs are checked
\square Location of business office where books and records are kept
\square Location of safe used for overnight storage of receipts and product, and which lists the manner used to affix the safe to the structure of premise building (for all MJ businesses) \square All Interior doors and walls, noted if locked
☐ All Exterior Entrances and Exits, noted if locked
☐ All windows, noted if locked and if any special film applied for security or view obstruction

ZONING CONFIRMATION FORM ATTACHMENT FOR MMB AND RMB LICENSE APPLICATIONS

<u>ZONING REVIEW QUESTIONS</u> (please complete the below zoning questions section only if your physical business location is <u>INSIDE THE CITY OF BOULDER CITY LIMITS</u>):

Existing Use of Property:
Size of Business (in square feet):
Days & Hours of Operation:
Use Category (if known):
For <u>Home Based</u> Businesses: Is this business located in your personal residence? ☐ Yes ☐ No
If yes, the conditions in Boulder Revised Code (BRC) Chapter 9-6-3(e) Home Occupations <u>must</u> be met and abided by. Please review page 3 regarding BRC Chapter 9-6-3(e) and please confirm with your initials: I agree to the terms in BRC Chapter 9-6-3 (e) (applicant's initials)
For <u>Restaurant</u> businesses: No. of Interior Seats: Outdoor Patio Size (sq. ft.) No. of Patio Seats: Location: i.e. "The Hill", "Pearl Street Mall"
For any encroachments into the public right of way, a revocable lease or permit from the city will be required.
Will you allow the consumption of alcohol on your business premise? \square Yes \square No
If yes, you <u>must</u> obtain a liquor license from the state <u>and</u> city for alcohol service prior to the sale/service of alcohol. See: https://bouldercolorado.gov/tax-license/liquor-licensing
For <u>Marijuana</u> businesses:
□ New License or □ Existing Premise Modification □ Medical or □ Recreational Number of Rooms:
Use Category (check all that apply): ☐ Marijuana business, personal service ☐ Marijuana business, Manufacturing
□ Marijuana business, Greenhouse/Nursery □ Marijuana business, Testing
You must obtain a separate marijuana business license prior to starting operations in the City of Boulder.
See: https://bouldercolorado.gov/finance/marijuana-businesses
PLEASE NOTE: IT MAY TAKE UP TO 4 WEEKS FOR GENERAL BUSINESS LICENSING. REGULATORY LICENSURE MAY TAKE A LONGER PERIOD. Pearl Street Mall Permits, Contractor licenses or separate additional Regulatory Licenses may be required in addition to this city business license to lawfully operate. Additional licenses are required for the following business types: Auction, Circus & Carnival, Itinerant Merchant for Door-to-Door Sales, Alcohol Sales or Service, Marijuana businesses, Mobile Food Vehicles, and Secondhand Dealer/Pawnbroker. See: https://bouldercolorado.gov/tax-license
OATH FOR ALL APPLICANTS: I declare under penalty of perjury, that this application has been examined by me and that the statements made herein are to the best of my knowledge and belief, true, correct and complete. I also understand that there may be additional reviews required to complete the planning and zoning review process.
Signature: Date: