



County of Santa Cruz  
Cannabis Licensing Office  
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## Renewal Checklist Cannabis Retail (Dispensary) License 2019

**Please check that all attachments are included in your renewal application packet.**

### Required Items for all Renewals

- Fees paid by certified check, cashier's check or money order made payable to the County of Santa Cruz.
- Application to Renew Cannabis Dispensary License. (Form CLO RDLR 1001 for no changes or form CLO RDLR 1001c if you have changes). The Certifications, Assurance and Warranties page of this form requires notarized signatures.
- Dispensary Supplier List. (Form CLO RDLR 1002)
- Updated Live Scan. (Form CLO 1003 – return to us, and Form CLO 1004 – give to Live Scan service provider)
- Security Plan (Form CLO 1008)
- Proof of Worker's Compensation Insurance
- Schedule Site Re-Inspection

### Required Additional Items Forms for Delivery Service

- Proof of Vehicle Insurance for each delivery vehicle (External document only, no form)
- Driver Identification - driver's must be 21 or over per State law (Form CLO RDLR 1009)
- Vehicle Identification (Form CLO RDLR 1010)

### Required Additional Forms for Renewals with Changes

Changes in Owners or those with a Financial Interest in the cannabis business (Backers)

- Personal Background information to be completed by all owners and backers. (Form CLO 1005)
- Live Scan for new Owners or Backers – those who completed a background form as noted above. (Form CLO 1003 – return to us, and Form CLO 1004 – give to Live Scan service provider)
- Applicant Certification form (Form CLO 1006) (If applying on behalf of more than one owner)

Changes in Business Name, DBA Name or Business Structure

- Proof of change of information at State & Federal levels showing new name and identification numbers.

Changes in Facility Design / Uses or Facility Location

- Building Inspection Required by both Cannabis Licensing and Planning
- Parcel Owner Certification required only where the applicant is not the exclusive owner of the site (Form CLO 1007)