Application Process Steps

Submitted
- Applicant completes & submits application through portal and is prompted to pay application fee

Received
- Staff changes status to received on first business day after submission

In Review
- Staff conduct initial review to determine priority status
- Staff review the application
- Applicant is sent to CSI for background check
- Staff conduct interviews of all applicants seeking social equity business status and some applicants seeking social equity status

Incomplete
- Staff send RFI (request for information) to applicant
- Applicant is directed to the application portal with a list of what is missing or insufficient and instructions for how to complete their application

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Application Process Steps

Resubmitted

- Applicant updates their application and resubmits it for further review.
- Staff reviews the new/updated information.
- Once initial review is complete, second layer of staff review begins.

Pending CCB Review

- Staff have determined that application is complete and submit recommendation to Board for approval or denial.
- Board receives the list of staff recommendations in advance of the Board meeting.
- Board votes on the registry at the regular Board meeting.

Approved

- If application is approved pending further action from applicant, staff sends notification to the applicant with instructions for addressing the remaining items before the license is issued.
- For applicants in a municipality with a Local Control Commission, staff send approved applicant information to the LCC and await their decision.
- Applicant is directed to pay local and license fees.

License

- Once applicable fees are paid and CCB receives approval from the LCC (if one exists in the municipality), staff notify applicant that their license and cannabis establishment ID are ready for download.

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