

# What documents do I need for my renewal?

These are general guidelines for all renewals. You may be required to provide additional documentation depending on your license type and tier. Once your renewal is submitted, we will let you know what else we need.



## VALID ID FOR EACH PRINCIPAL

- MAKE SURE TO RENEW ID IF IT EXPIRED SINCE YOU LAST SHARED WITH CCB.



## ARTICLES OF ORGANIZATION

- MAKE SURE ALL FILINGS WITH THE SECRETARY OF STATE'S OFFICE ARE UP TO DATE.



## UPDATED FIRE SAFETY DOCUMENTATION

- IF YOU ARE MAKING ANY CHANGES TO YOUR SITE (I.E. CHANGING TIERS OR CHANGING CULTIVATION TYPE) A NEW CERTIFICATE OF OCCUPANCY OR NON-JURISDICTIONAL LETTER IS REQUIRED. CONTACT VT DIVISION OF FIRE SAFETY.



## UPDATED INSURANCE

- YOUR MOST RECENT POLICY SHOULD BE IN DATE AND SPECIFY THE TYPE OF BUSINESS (CULTIVATION, MANUFACTURING, ETC.)



## CURRENT BANKING DOCUMENTATION

- ACTIVE BANKING IS REQUIRED UPON RENEWAL. IF YOU WERE OPERATING UNDER A CASH MANAGEMENT PLAN FOR YOUR FIRST YEAR, AN ESTABLISHED BANK ACCOUNT IS NEEDED.



## TAX COMPLIANCE

- NEW VERIFICATION OF TAX COMPLIANCE IS REQUIRED EACH YEAR.
- UPON RENEWAL, WE REQUIRE BOTH PERSONAL AND BUSINESS TAX COMPLIANCE.
- EMAIL THE VERMONT DEPARTMENT OF TAXES AT [TAX.COMPLIANCESUPPORT@VERMONT.GOV](mailto:TAX.COMPLIANCESUPPORT@VERMONT.GOV) AND REQUEST A CONFIRMATION OF GOOD TAX STANDING.



## RIGHT TO OCCUPY

- DISCLOSE ANY CHANGES TO YOUR LEASE OR IF IT HAS EXPIRED.
- IF YOU OWN, PROVIDE YOUR LATEST TAX BILL.