



**MARIJUANA BUSINESS LICENSE
MODIFICATION OR PREMISES CHECKLIST OF REQUIRED DOCUMENTS**

Applications must be complete in all aspects. Please organize your application documents in the same order as the checklist below and place the checklist on top. Incomplete applications will not be accepted. The city clerk’s office will not provide notary services for application documents.

Required Documents	
	State of Colorado Marijuana Enforcement Division (MED) Form DR 8545 Report of Changes
	“Before” Floor Plan Attached: This diagram should reflect the premises before the modification (8 1/2” x 11”)
	“After” Floor Plan Attached: This diagram should reflect the premises as it will be after the modification (8 ½” x 11”) <i>Use Attached Floor Plan and Security Diagram</i>
	Amended Lease: Fully signed and including new square footage (not required if square footage is not changing)
	Copy of Building Permit Application
	Landlord Letter Agreeing to Modification: Should include approval of the modification and reconfirm that the city can enter the property for inspection of the premises
	Zoning Report: Only required if there is exterior structure modification



MARIJUANA BUSINESS LICENSE APPLICATION FLOOR PLAN AND SECURITY DIAGRAM CHECK LIST

Attach a narrative and dimensioned floor plan diagram (*with color highlighter used to differentiate between licensed and non-licensed areas, and differentiating between patients and public areas*) with all levels and floors displayed and clearly labeled. This must be on either 8 ½ x 11” or 11” x 17” paper and identify the following:

- Square footage of proposed licensed premise
- 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, business office location, marijuana storage areas, stairs, retail area, points of sale, and areas where marijuana or manufacturer infused products will be processed or distributed
- Location of storage areas for toxic, flammable, or other materials and chemicals
- Location of checkpoints where photo IDs and medical marijuana patient cards will be checked
- All interior walls and doors, noted when locked
- Ventilation capabilities and room locations
- Means of securing ventilation apparatus that passes through to the outside
- Production areas, if any, which shall not be open to any person other than those employed by the business, if applicable
- Areas where any services, other than the distribution of marijuana, are proposed to occur on the licensed premises
- The separation of the areas that are open to persons who are not patients from those areas open to patients or separation of the areas that are open to the general public
- Front and back premise exterior lighting of licensed premises
- All exterior entrances and exits, noted when locked
- All exterior windows and means of security
- All interior doors, noted if locked and if any special film applied for security or to view obstruction
- Location of all emergency lighting that is part of the security system and areas of illumination
- Location of exterior front and back lights that illuminate 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 safe used for overnight storage of receipts and products, and which lists the manner used to affix the safe to the structure of premise building