



CITY OF DALY CITY

COMMERCIAL CANNABIS BUSINESS LICENSE APPLICATION

FREQUENTLY ASKED QUESTIONS (FAQs)

Thank you for your interest in applying for a Commercial Cannabis Business License in City of Daly City. Please see below for responses to frequently asked questions in connection with the City's Commercial Cannabis Business License Application. If you have questions that are not answered below, please contact Economic Development Specialist, Brandon Phipps, at bphipps@dalycity.org.

1. Are applicants required to have a CA State License issued by the BCC prior to submission of Daly City's Commercial Cannabis Business License Application?

No. Applicants are not required to have a CA State License issued by the BCC prior to submission of Daly City's Commercial Cannabis Business License Application. On the application submittal checklist within the application, please note that a state issued cannabis license is not listed as a requirement.

2. When turning in application materials, do applicants have to set an appointment?

Applicants can submit Commercial Cannabis Business License Applications either in-person, via Fed EX, UPS, or any other common carrier delivery service. Applications must be received by the deadline; a postmark will not be accepted as a timely submission. If an Applicant wishes to submit a Commercial Cannabis Business License Application in-person, they should schedule an appointment with Economic Development Specialist, Brandon Phipps, who can be reached at (650) 991-8162 or bphipps@dalycity.org.

3. Do Security Plans need to be drafted by a Certified Security Consultant?

Security Plans are not required to be drafted by a Certified Security Consultant.

4. Can a cannabis retailer conduct delivery operations from its retail location? Is a separate delivery license required?

Yes, cannabis retailers can conduct delivery operations from their retail location if they are issued a Commercial Cannabis Business License. A separate local license will not be required. If an Applicant wishes to engage in retail and delivery operations at the same location, they should check the appropriate boxes in Section 1 of the Commercial Cannabis Business License Application (Commercial Cannabis Application Type).

5. The Application Submittal Checklist references a “signed and notarized document demonstrating site control on property indicated in Section 4 (Appendix G)”. Will the City accept an executed lease if it is not notarized?

Yes, the City will accept an executed non-notarized lease so long as the criteria for a legally binding lease is met. If Applicants are demonstrating site control solely via a signed letter from the property owner, it is required to be both signed and notarized.

6. Can the Live Scan forms be completed at any authorized location?

Yes, Live Scan forms can be completed at any authorized location. For additional questions related to Live Scan forms, please contact Police Captain Cameron Christiansen at (650) 991-8188 or cchristensen@dalycity.org.

7. Regarding the USB flash drive containing one complete digital copy of the application (in PDF format), should there only be one file on the flash drive?

The City will accept a flash drive with one or multiple files, so long as they are properly ordered in accordance with the application sections / appendices.

8. What are the minimum insurance coverage requirements for the general liability and automotive insurance?

The City's minimum insurance coverage requirements are in-line with state requirements; the City Attorney may require additional conditions at a later time. Generally, the requirements include the following:

LIABILITY INSURANCE. The Contractor is liable for damage including negligence in the performance of this contract. Contractor agrees to maintain a policy of insurance in the minimum amount of \$1 Million to cover any negligent acts or omissions committed by Contractor or Contractor's employees or agents during the performance of any duties under this agreement.

9. The Cannabis Ordinance mentions that additional documents and information are required from Commercial Cannabis Business License holders such as the owner's government issued photo ID, emergency business contacts that will go in file with the Police Department, and an emergency contact. Are Applicants required to include these items in the Commercial Cannabis Business License Application?

No, these items will not be required from Applicants until they are selected through the lottery selection process and issued a preliminary authorization for a Commercial Cannabis Business License.

10. Is there an indemnification agreement form that the City will provide pursuant to 5.104.130.A.1?

The indemnification agreement form will not be required from Applicants until they are selected through the lottery selection process and issued a preliminary authorization for a Commercial Cannabis Business License.

City of Daly City

Department of Economic & Community Development

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11. What is the zoning clearance / Police Department security clearance referenced in the approved Cannabis Ordinance? Is this something Applicants need to obtain before submitting the Application?

The zoning clearance and security clearance referenced in the approved Cannabis Ordinance will be confirmed through staff review following Applicant's submittal of a Commercial Cannabis Business License Application.

12. Are there any buildout/layout requirements if delivery is included in the proposed Commercial Cannabis operation?

Proposed cannabis facilities in City of Daly City must comply with the Daly City Municipal Code, state law, and security-related regulations required by the Bureau of Cannabis Control.

13. Are there any restrictions regarding ownership? Can the same applicant submit multiple applications if each application is for a different address?

Applicants can submit multiple Commercial Cannabis Business License Applications insofar as each Application is located within a separate Eligibility Zone as further detailed and described in Daly City Municipal Code Section 17.56.050.

14. For the fire suppression prompt, are you looking for a current safety assessment of the property leased?

Yes, the City is requesting a summary of the fire prevention and suppression measures that will be implemented at the proposed cannabis facility to ensure that adequate security is provided at the premises.

15. In the application directions it states, "If the space provided to answer a question is insufficient, please include surplus text in Appendix H". Is this for any of the questions being asked or just the security questions?

Appendix H is for any of the questions being asked on the application. Please make sure to note which part of the application any language in Appendix H is coming from (e.g., "continued from section x") for ease of review.

16. If an Applicant cannot fit their Premises Diagram (Section 3) on an 11" x 17" sheet of paper at a 1/4" scale, will the City accept a Premises Diagram at a smaller scale?

Yes, the City will accept Premises Diagrams at a scale of less than 1/4" (i.e., 1/4 inch = 1 foot) if needed to fit the Premises Diagram on an 11" x 17" sheet of paper.