



**COMMERCIAL CANNABIS PERMIT**

Only applicants that have obtained approval from the Cannabis Selection Committee can apply for a Cannabis Permit. This application must be completed, and all the documents required in the application must be submitted. Incomplete applications will not be processed. As is its usual course of business, the City reserves the right to provide guidance on incomplete applications, and to request additional material as may be necessary. The information contained herein includes much of the information contained in the Screening Application and represents the minimum requirements necessary to administer Chapter 5.60 of the Grass Valley Municipal Code. This information is incorporated into the City's permit to obtain a Commercial Cannabis Business.

**SUBMITTAL REQUIREMENTS:**

**APPLICATION FEE: \$ 2,137.60**

**Section 1. COPY OF (A) COMPLETE STATE LICENSE APPLICATION AND (B) PROVISIONAL STATE LICENSE APPLICATION (IF SUBMITTED), BOTH INCLUDING OWNER/APPLICANT INFORMATION (Submitted Digitally)**

**Section 2. PERSONS PROHIBITED AS PERMITTEES AND BUSINESS MANAGERS**

The applicant shall certify, under penalty of perjury, if any of the following apply to the permittee or any business managers for the permittee:

- (1) The permittee or any business manager has been denied a permit or license for cause, as determined by the agency issuing a license or permit, to engage in commercial cannabis activity or had a permit or state license to engage in commercial cannabis activity suspended and not reinstated, or revoked, by any city, county, city and county, or any state cannabis licensing authority. (The jurisdictions noted herein are limited to the State of California and any city, county, or city and county in California.)
- (2) The permittee or any business manager was notified that they were conducting commercial cannabis activity in non-compliance with this chapter or other City of Grass Valley ordinances, codes, and requirements and they failed to discontinue operating in a timely manner.
- (3) The permittee or any business manager failed to pay federal, state, or local taxes and/or fees when notified by the appropriate agencies.
- (4) The permittee or any business manager has been convicted of a crime involving moral turpitude.

**(YES) One or more of statements 1 to 4 applies. Specify: \_\_\_\_\_**

**(NO) None of statements 1 to 4 apply to the permittee or business managers.**

Applicant/Agent Signature: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_ Date: \_\_\_\_\_



**Section 3. COMMUNITY RELATIONS CONTACT**

*Community Relations Contact Information is required. This contact is the person to whom notice of problems associated with the commercial cannabis business can be provided. The cannabis business shall also provide this contact information to all property owners located within one hundred (100) feet of the commercial cannabis business. Any change to the contact name, phone number or email shall be reported in writing to the City within three (3) days.*

Printed Name and Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

24/7 Telephone Number: \_\_\_\_\_

**Section 4. DETAILED COMMUNITY BENEFITS PLAN (Submitted Digitally)**

**COMMUNITY BENEFITS NARRATIVE\*:**

*The applicant must describe the benefits the business will provide to the Grass Valley community and its ability to serve Grass Valley and how the business furthers the City Council’s goal to support and promote the quality of life and local economy through a community engagement plan that demonstrates an understanding of the community, its values and unique aspects, and how the business will integrate into the community. The applicant must thoroughly respond to each of the following:*

1. How the business will ensure that persons most harmed by cannabis criminalization and poverty, through a share in the ownership, management, employment, or other benefits will result in high quality, well-paying jobs and/or other benefits.
2. How the business includes work with local non-profits and other community groups such as youth development and educational programs. Grass Valley non-profits (or those that serve Grass Valley) are preferred.
3. How the business includes partnerships with existing Grass Valley businesses (e.g. procurement of goods and services from local businesses).

***\*The Community Benefits Narrative must be a more detailed document than what was submitted by the applicant in their screening application.***



**Section 5. EMERGENCY CONTACT PERSON**

*This must be an employee or owner to whom emergency notice can be provided 24 hours per day. Any change to the contact name, phone number or email shall be reported in writing to the City within three (3) days.*

**PRIMARY CONTACT**

Printed Name and Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

24/7 Telephone Number: \_\_\_\_\_

**SECONDARY CONTACT**

Printed Name and Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

24/7 Telephone Number: \_\_\_\_\_

**Section 6. DESIGNATED SECURITY REPRESENTATIVE/LIAISON TO THE CITY**

This person shall be reasonably available to meet with the City Manager or his/her designee at any time regarding any security related measures or operational issues. Any change to the contact name, phone number or email shall be reported in writing to the City within three (3) days.

**PRIMARY CONTACT**

Printed Name and Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

24/7 Telephone Number: \_\_\_\_\_

**SECONDARY CONTACT**

Printed Name and Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

24/7 Telephone Number: \_\_\_\_\_



**Section 7. SUPPLEMENTAL MATERIALS (Submitted Digitally)**

- a. **Health Permit from the Nevada County Environmental Health Department (If Required) (Provided prior to operation)**
- b. **Business License from the City of Grass Valley (Provided prior to operation)**
- c. **Security Plan, to be reviewed and approved by the Grass Valley Police Department, which addresses all requirements listed in supplemental information**
- d. **Odor Control Plan that prevents odor emissions from being detected beyond the property line.**
- e. **Signage Plan pursuant to Chapter 17.38 of the Grass Valley Municipal Code and Development Code.**

**Section 8. LIMITATIONS ON CITY'S LIABILITY (Submitted Digitally)**

Pursuant to G.V.M.C. Section 5.60.130, to the fullest extent permitted by law, the City of Grass Valley shall not assume any liability whatsoever with respect to having issued a commercial cannabis permit pursuant to this chapter or otherwise approving the operation of any commercial cannabis business. As a condition to the approval of any commercial cannabis permit, the applicant shall, and hereby does:

- A. Agree to indemnify, defend (at applicant's sole cost and expense), and hold the City of Grass Valley, and its officers, officials, employees, representatives, and agents, harmless, from any and all claims, losses, damages, injuries, or liabilities which arise out of, or which are in any way related to, the city's issuance of the commercial cannabis permit, the city's decision to approve the operation of the commercial cannabis business or activity, the process used by the city in making its decision, or the alleged violation of any federal, state or local laws by the commercial cannabis business or any of its officers, employees or agents.
- B. Maintain insurance at coverage limits, and with conditions thereon determined necessary and appropriate from time to time by the city manager, to provide coverage for the obligations required by this section and will provide evidence of coverage upon request.
- C. Agree to reimburse the City of Grass Valley for all costs and expenses, including, but not limited to, legal fees and costs, which the City of Grass Valley may be required to pay as a result of any legal challenge related to the city's action on the applicant's commercial cannabis permit, or related to the City's action on a commercial cannabis activity. The City of Grass Valley may, at its sole discretion, participate at its own expense in the defense of any such action, but such participation shall not relieve any of the obligations imposed hereunder.



**Section 9. INFORMATION REQUIRED TO BE DISCLOSED**

The City makes every effort to protect certain personal information provided by license applicants. Application information may be required to be disclosed, however, in response to a California Public Records Act request (Government Code section 6250 et seq.), as required by the Information Practices Act (Civil Code section 1798 et seq.), to another government agency as required by state or federal law, in response to a court or administrative order, a subpoena, or a search warrant. The City retains the sole discretion to evaluate the application of the law to a request for information, and to disclose any such records it determines are subject to disclosure, without notification to the applicant.

\* Applicant/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 10. APPLICANT SIGNATURE**

Property Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

*I, as the applicant of the Cannabis Permit for a cannabis retail business as noted above:*

- 1) Certify under penalty of perjury that the information contained in this application package is true and correct to the best of my knowledge;*
- 2) Agree to comply with all materials submitted with this application.*
- 3) Must submit a request and receive City's approval, in writing, before making any material changes to the materials submitted as part of this application; and*
- 4) Understand that failure to comply with the plans, requirements, and operating conditions included in Attachment A of this application, may constitute grounds for revocation of the permit.*

\*Applicant/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**SUPPLEMENTAL INFORMATION FOR  
MANDATORY SECURITY PLAN SUBMISSION REQUIREMENTS**

All Cannabis Permit Applicants are required to submit a Security Plan. The Security Plan shall contain information related to how the applicant will secure the premises, diversion controls the applicant has put in place, the premises alarm system, the premises video surveillance system, security personnel, and personnel identification badge maintenance. The City may review and require changes to the security plan at any time. The Security Plan must be approved by the Grass Valley Police Department prior to issuance of the Cannabis Permit. At a minimum, the Security Plan must contain the following information:

**Item 1: Written Security Plan**

**1. General Information:**

- a. The Applicant's business name.
- b. The address at which the permit is located.
- c. The name, role, responsibility, and contact information including phone number and email for each employee of the Permittee responsible for implementing the Security Plan.
- d. The name and contact information (email and phone number) for the person who shall be reasonably available to meet with the City Manager or his/her designee.
- e. The name and contact information of an on-site employee or owner whom emergency notice can be provided 24 hours per day.

**2. Storage and Transportation Plan**

- a. Provide a detailed description on the procedures for safely and securely storing and transporting all cannabis, cannabis products and any currency.

**3. Licensee Employee Badges:**

- a. Description of how the applicant will comply with the employee badge requirement in Section 5043 of the Bureau of Cannabis Control's regulations.

**4. Procedures for Securing the Premises:**

- a. Procedures for ensuring general security of premises, including a description of all entrances, exits, windows, doorways and the types of locks used to secure each entrance and exit.
- b. Procedures for allowing individual access to the premises, including:
  - i. A list of employees who have access, including their roles and responsibilities.
  - ii. A description of how the applicant will ensure only authorized persons have access to the permitted premises and any applicable limited access areas.
  - iii. A description of how the applicant will maintain an accurate record of all non-employee authorized individuals (e.g. vendors, contractors) allowed onsite.



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- iv. Procedure for restricting access to limited-access areas.
- v. Measures for preventing individuals from remaining on the premises of the commercial cannabis business if they are not engaging in an activity directly related to the permitted operations of the commercial cannabis business.
- vi. Description of where all cannabis and cannabis products are stored. All cannabis and cannabis products shall be stored in a secured and locked room, safe, display case, or vault. All cannabis and cannabis products, including live plants, shall be kept in a manner as to prevent diversion, theft, and loss.
- vii. Provide plan to ensure the business shall have the capability to remain secure during a power outage and shall ensure that all access doors are not solely controlled by an electronic access panel to ensure that locks are not released during a power outage.

**5. Diversion Controls:**

- a. Procedure for notifying the Grass Valley Police Department in the case of theft.
- b. Procedure for preventing diversion of cannabis goods.

**6. Alarm System:**

- a. A description of the security alarm system including:
  - i. name of alarm system agent;
  - ii. license number
  - iii. address;
  - iv. phone number; and
  - v. contact information for the General Manager of the alarm system.
- b. A description of how the permittee will ensure that the alarm system remains operational, including the expected frequency of maintenance checks by the alarm company.
- c. A description of the alarm system features, including whether there are motion detection sensors and panic buttons inside the premises.
- d. A description of the method for police notification, and what the notification methods consist of.

**7. Video Surveillance System:**

All cannabis businesses must install a 24-hour security surveillance cameras of at least HD-quality to monitor all entrances and exits to and from the premises, all interior spaces within the commercial cannabis business which are open and accessible to the public, all interior spaces where cannabis, cash or currency, is being stored for any period of time on a regular basis and all interior spaces where diversion of cannabis could reasonably occur. The commercial cannabis business shall be responsible for ensuring that the security surveillance camera's footage is available upon demand by the city. Video recordings shall be maintained for a minimum of ninety (90) days, and shall be made available to the city manager or his/her designee upon request. Video shall be of sufficient quality for effective prosecution of any crime found to have occurred on the site of the commercial cannabis business. Include:

- a. The name of the video surveillance system.
- b. The resolution of the images recorded with the video surveillance system and the number of frames per second. Minimum requirements are 1280 x 720 pixels.
- c. The physical location of the device on which the recordings are stored.



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- d. Procedure for maintaining surveillance equipment.
- e. Procedure for maintaining secure storage of on-site recordings, including preventing intentional obstruction, tampering, or disabling.
- f. Procedure for maintaining offsite storage of surveillance footage.
- g. Name and contact information for the employee on the premises that is responsible for the maintenance of the system.
- h. Though not required, the Police Department offers Fusus video access box, should an applicant desire this service.

**8. Security Personnel:**

- a. The names of each security personnel employed or contracted by the applicant.
- b. If contracting for security personnel, the applicant must also provide the following information:
  - i. Name of the Security Company;
  - ii. license number issued by the Bureau of Security and Investigative Services to the individuals and/or to the security company or LLC employing officers;
  - iii. contact person;
  - iv. phone number of the personnel hired to provide service; and
  - v. A copy of the contract.
- c. A description of where the security personnel will be stationed, and if roving, where the security personnel will rove and when.
- d. Hours of security personnel's presence on the permitted premises.
- e. Whether the security personnel will be armed or unarmed.

*Item 2: Premises Diagram for Security Plan:*

**1. The diagram must:**

- a. Include all dimensions of the exterior and interior of the building
- b. Have separate floors on different sheets of paper
- c. Label each floor, such as "basement", "first floor", "second floor"
- d. Label and identify each room

**2. Identify boundaries for:**

- a. The entire property
- b. Entrances
- c. Exits
- d. Temporary and permanent walls
- e. Rooms
- f. Common or shared entryways
- g. Limited access areas where cannabis will be stored

**3. Show any locations for:**

- a. Panic buttons
- b. Where cannabis waste will be securely stored
- c. Safes (indicate fire rating of any/all safes)





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- d. All security cameras, numbered for identification. Camera placement and locations shall comply with Section 5044 of the Bureau of Cannabis Control's Regulations.
  - e. Where security video recordings will be stored
  - f. Areas shared with other businesses, such as hallways, lobbies, bathrooms, or break areas
  - g. Composting areas
  - h. Odor ventilation systems, including air filters
4. **Identify where cannabis related activity will happen:**
- a. Storage
  - b. Shipment loading or unloading
  - c. Loading for deliveries
  - d. Customer sales
5. **Shared space (if you share any space with another business):**
- a. Show entrances and walls for all businesses
  - b. Describe what the non-cannabis business does
6. **Extra requirements depending on what you do at your business:**
- a. Businesses that will do deliveries must show areas where:
    - i. Cannabis products will be packed, taken to vehicles, and returned by the drivers
    - ii. Where delivery vehicles will be parked while being loaded

***PROVIDED FOR REFERENCE ONLY***



# **ATTACHMENT A**

## **MINIMUM OPERATING CONDITIONS FOR A COMMERCIAL CANNABIS BUSINESS**

### **Security Measures.**

A permitted commercial cannabis business shall implement sufficient security measures to deter and prevent the unauthorized entrance into areas containing cannabis or cannabis products, and to deter and prevent the theft of cannabis or cannabis products at the commercial cannabis business. Except as may otherwise be determined by the city manager or his/her designee, these security measures shall include, but shall not be limited to, all of the following:

1. Preventing individuals from remaining on the premises of the commercial cannabis business if they are not engaging in an activity directly related to the permitted operations of the commercial cannabis business.
2. Establishing limited access areas accessible only to authorized commercial cannabis business personnel.
3. Except for live growing plants which are part of a nursery site, all cannabis and cannabis products shall be stored in a secured and locked room, safe, display case, or vault. All cannabis and cannabis products, including live plants at a nursery site, shall be kept in a manner as to prevent diversion, theft, and loss.
4. Installing 24-hour security surveillance cameras of at least HD-quality to monitor all entrances and exits to and from the premises, all interior spaces within the commercial cannabis business which are open and accessible to the public, all interior spaces where cannabis, cash or currency, is being stored for any period of time on a regular basis and all interior spaces where diversion of cannabis could reasonably occur. The commercial cannabis business shall be responsible for ensuring that the security surveillance camera's footage is available upon demand by the city. Video recordings shall be maintained for a minimum of ninety (90) days, and shall be made available to the city manager or his/her designee upon request. Video shall be of sufficient quality for effective prosecution of any crime found to have occurred on the site of the commercial cannabis business.
5. Sensors shall be installed to detect entry and exit from all secure areas.
6. Panic buttons shall be installed in all commercial cannabis businesses.
7. Businesses shall have a professionally installed, maintained, and monitored alarm system.
8. Any bars installed on the windows or the doors of the commercial cannabis business shall be installed only on the interior of the building.
9. Security personnel shall be on-site 24 hours a day unless alternative security is authorized by the city manager or his/her designee. Security personnel must be licensed by the State of California Bureau of Security and Investigative Services personnel and shall be subject to the prior review and approval of the city manager or his/her designee, with such approval not to be unreasonably withheld.
10. Each commercial cannabis business shall have the capability to remain secure during a power outage and shall ensure that all access doors are not solely controlled by an electronic access panel to ensure that locks are not released during a power outage.



11. Each commercial cannabis business shall identify a designated security representative/liaison to the City of Grass Valley, who shall be reasonably available to meet with the city manager or his/her designee at any time regarding any security related measures or and operational issues.
12. As part of the application and permitting process each commercial cannabis business shall have a storage and transportation plan, which describes in detail the procedures for safely and securely storing and transporting all cannabis, cannabis products, and any currency.
13. The commercial cannabis business shall cooperate with the city whenever the city manager or his/her designee makes a request, upon reasonable notice to the commercial cannabis business, to inspect or audit the effectiveness of any security plan or of any other requirement of this chapter.
14. A commercial cannabis business shall notify the city manager or his/her designee within twenty-four (24) hours after discovering any of the following:
  - a. Diversion, theft, loss, or any criminal activity involving the commercial cannabis business or any agent or employee of the commercial cannabis business.
  - b. The loss or unauthorized alteration of records related to cannabis, registering qualifying patients, primary caregivers, or employees or agents of the commercial cannabis business.
  - c. Any other breach of security.

**Miscellaneous Operating Conditions.**

In addition to those operating requirements specifically set forth elsewhere in the municipal code, the following operating requirements shall apply to all commercial cannabis businesses operating in the City of Grass Valley:

**1. Restriction on Consumption.**

Cannabis shall not be consumed in any form by any customer or employee on the premises of any commercial cannabis businesses.

**2. Reporting and Tracking of Product and of Gross Sales.**

Each commercial cannabis business shall have in place a point-of-sale or management inventory tracking system to track and report on all aspects of the commercial cannabis business including, but not limited to, such matters as cannabis tracking, inventory data, gross sales (by weight and by sale) and other information which may be deemed necessary by the city. The commercial cannabis business shall ensure that such information is compatible with the city's record-keeping systems. In addition, the system must have the capability to produce historical transactional data for review. Furthermore, any system selected must be approved and authorized by the city manager or his/her designee prior to being used by the permittee.

**3. State and Local Regulations.**

All cannabis and cannabis products sold, distributed, or manufactured shall be cultivated, manufactured, and transported by state licensed facilities that maintain operations in full conformance with the state and local regulations.

**4. Emergency Contact.**

Each commercial cannabis business shall provide the city manager or his/her designee with the name, telephone number (mobile preferred, if available) of an on-site employee or owner to whom emergency notice can be provided 24 hours per day.



**5. Signage and Notices.**

- a. In addition to the requirements otherwise set forth in this section, business identification signage for a commercial cannabis business shall conform to the requirements of the Grass Valley Municipal Code, including, but not limited to, issuance of a City of Grass Valley sign permit.
- b. Business identification signage shall be limited to that needed for identification only and shall not contain any logos, graphics, images, or symbols that depict cannabis or information that identifies, advertises, or lists the services or the products offered.
- c. No cannabis or cannabis products or graphics depicting cannabis or cannabis products shall be visible from the exterior of any premises issued a commercial cannabis permit, or on any of the vehicles owned or used as part of the commercial cannabis business. No outdoor storage of cannabis or cannabis products is permitted at any time.
- d. No signs placed on the premises of a commercial cannabis business shall obstruct any entrance or exit to the building or any window.
- e. Each entrance to a commercial cannabis business shall be visibly posted with a clear and legible notice indicating that smoking, ingesting, or otherwise consuming cannabis on the premises or in the areas adjacent to the commercial cannabis business is prohibited.
- f. Signage shall not be directly illuminated, internally or externally. No banners, flags, or other prohibited signs may be used at any time.
- g. In accordance with state law and regulations or unless otherwise stipulated in the City of Grass Valley regulatory permit, holders of a commercial cannabis permit shall be prohibited from, as an express and ongoing condition of permit issuance and subsequent renewal, advertising any commercial cannabis business located in the City of Grass Valley utilizing a billboard (fixed or mobile), bus shelter, placard, aircraft, or other similar forms of advertising, anywhere in the state. This paragraph is not intended to place limitations on the ability of a commercial cannabis business to advertise in other legally authorized forms, including on the internet, in magazines, or in other similar ways.

**6. Minors.**

- a. Persons under the age of twenty-one (21) years shall not be allowed on the premises of a commercial cannabis business.
- b. All entrances to the commercial cannabis business shall be clearly and legibly posted with a notice that no person under the age of twenty-one (21) years of age is permitted to enter upon the premises of the commercial cannabis business.

**7. Odor Control.**

- a. Odor control devices and techniques shall be incorporated in all commercial cannabis businesses to ensure that odors from cannabis are not detectable off-site. Commercial cannabis businesses shall provide a sufficient odor absorbing ventilation and exhaust system acceptable to the city so that odor generated inside the business that is distinctive to its operation is not detected outside of the business, anywhere on adjacent property or public rights-of-way, on or about the exterior or interior common area walkways, hallways, breezeways, foyers, lobby areas, or any other areas available for use by common tenants or the visiting public, or within any other unit located inside the same building as the commercial cannabis business.



As such, commercial cannabis businesses must install and maintain the following equipment or any other equipment which the planning and community development director or his/her designee determines is a more effective method or technology:

- i. An exhaust air filtration system with odor control that prevents internal odors from being emitted externally;
- ii. An air system that creates negative air pressure between the commercial cannabis business's interior and exterior so that the odors generated inside the commercial cannabis business are not detectable on the outside of the commercial cannabis business.

**Display of Permit and City Business License.**

- 1. The original copy of the Commercial Cannabis Permit issued by the City pursuant to this chapter and the City issued Business License shall be posted inside the commercial cannabis business in a location readily-visible to the public.

**Background Check.**

- 1. Pursuant to California Penal Code Sections 11105(b)(11) and 13300(b)(11), which authorizes city authorities to access state and local summary criminal history information for employment, licensing, or certification purposes; and authorizes access to federal level criminal history information by transmitting fingerprint images and related information to the Department of Justice to be transmitted to the Federal Bureau of Investigation, every person listed as an owner, manager, supervisor, employee, or volunteer of the commercial cannabis business must submit fingerprints and other information deemed necessary by the police chief or his/her designee for a background check by the City of Grass Valley's Police Department. Pursuant to California Penal Code Sections 11105(b)(11) and 13300(b)(11), which require that there be a requirement or exclusion from employment, licensing, or certification based on specific criminal conduct on the part of the subject of the record. No person shall be issued a permit to operate a commercial cannabis business or a related work permit unless they have first cleared the background check, as determined by the police chief or his/her designee, as required by this section.
- 2. A fee for the cost of the background investigation, which shall be the actual cost to the City of Grass Valley to conduct the background investigation as it deems necessary and appropriate, shall be paid at the time the application for a commercial cannabis permit is submitted.

**Loitering.**

- 1. The owner and/or operator of a commercial cannabis business shall prohibit loitering by persons on the premises.

I, as applicant of the Commercial Cannabis Permit, certify that I have read and will comply with the Minimum Operating Conditions listed in Attachment A or any other conditions added by the City.

\*Applicant/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# ATTACHMENT B

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## POLICE DEPARTMENT PROCESS & INSTRUCTIONS

To be provided after the City has approved a Commercial Cannabis Permit

- **Read the instructions below carefully and complete this application prior to scheduling a Live Scan appointment.**
- After the application is fully completed and you have the required documents, call the Special Investigative and Administrative Services Unit of the Grass Valley Police Department at 530.477.4600 to schedule an appointment for Live Scan Service [fingerprinting] at 111 Bank Street (UPS Store).
- Submit required documents at the time of Live Scan Service. If any of the required documents are missing at the time of the Live Scan appointment, the Live Scan [fingerprinting] will not be processed and will be rescheduled.

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The following required documents must be submitted to the Grass Valley Police Department within 30 days of the date in which the City approved a Commercial Cannabis Permit.

**Failure to complete the entire process within 30 days may result in the Commercial Cannabis Permit being revoked.**

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1. **Identification:** Proof that the applicant is over 21-years-old; *valid* California driver license or identification card with current address, issued to the applicant.
  2. **Police Department Form:** Police Department Process & Instructions (signed)
  3. **Police Department Form:** Employment Forms
  4. **Police Department Form:** Authorization to Release Information (**read, do not sign**)
  5. **Police Department Form:** Background Investigation Discovery Waiver (**read, do not sign**)
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- **Background Check.** Pursuant to California Penal Code Sections 11105(b)(11) and 13300(b)(11), which authorizes city authorities to access state and local summary criminal history information for employment, licensing, or certification purposes; and authorizes access to federal level criminal history information by transmitting fingerprint images and related information to the Department of Justice to be transmitted to the Federal Bureau of Investigation, every person listed as an owner, manager, supervisor, employee, or volunteer of the commercial cannabis business must submit fingerprints and other information deemed necessary by the police chief or his/her designee for a background check by the City of Grass Valley's Police Department. Pursuant to California Penal Code Sections 11105(b)(11) and 13300(b)(11), which require that there be a requirement or exclusion from employment, licensing, or certification based on specific criminal conduct on the part of the subject of the record. No person shall be issued a permit to operate a commercial cannabis business or a related work permit unless they have first cleared the background check, as determined by the police chief or his/her designee, as required by this section. A fee for the cost of the background investigation, which shall be the actual cost to the City of Grass Valley to conduct the background investigation as it deems necessary and appropriate, shall be paid at the time the application for a commercial cannabis permit is submitted.
- Any of the listed documents or forms not thoroughly completed and/or current will stop the process and an additional appointment will be scheduled to complete the process.



- A. The city manager, or his/her designee charged with enforcing the provisions of the City of Grass Valley Municipal Code, or any provisions thereof, may enter the location of a commercial cannabis business at any time during business hours, without notice, and inspect the location of any commercial cannabis business, as well as any recordings and records required to be maintained pursuant to this chapter or under applicable provisions of state law.
- B. It is unlawful for any person having responsibility over the operation of a commercial cannabis business, to impede, obstruct, interfere with, or otherwise not to allow, the city to conduct an inspection, review or copy records, recordings or other documents required to be maintained by a commercial cannabis business under this chapter or under state or local law. It is also unlawful for a person to conceal, destroy, deface, damage, or falsify any records, recordings or other documents required to be maintained by a commercial cannabis business under this chapter or under state or local law.
- C. The city manager, or his/her designee charged with enforcing the provisions of this chapter may enter the location of a commercial cannabis business at any time during the hours of operation and without notice to obtain samples of the cannabis to test for public safety purposes. Any samples obtained by the City of Grass Valley shall be logged, recorded, and maintained in accordance with the procedures established by the City of Grass Valley City Manager or these regulations.

**I HAVE READ THE AFORESAID INFORMATION AND UNDERSTAND ITS CONTENTS:**

I understand that this application may be denied if it contains false or misleading information.  
**(To be signed and dated in the presence of Grass Valley Police Department).**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

## **APPLICANT INFORMATION**

**TO BE SUBMITTED BY EACH COMMERCIAL CANNABIS  
OWNER - MANAGER - PARTNER - INVESTOR - EMPLOYEE - VOLUNTEER**

**PLEASE PRINT OR TYPE**

NAME: \_\_\_\_\_ MAIDEN NAME: \_\_\_\_\_

OTHER NAMES USED: \_\_\_\_\_

DRIVER'S LICENSE NUMBER: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_

PREVIOUS ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_

SEX: \_\_\_\_\_ HAIR COLOR: \_\_\_\_\_

EYE COLOR: \_\_\_\_\_

WEIGHT: \_\_\_\_\_ HEIGHT: \_\_\_\_\_

RACE: \_\_\_\_\_

### **EMPLOYMENT HISTORY (LAST 3 YEARS)**

EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_ DATES (FROM/TO): \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_ DATES (FROM/TO): \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_ DATES (FROM/TO): \_\_\_\_\_

As a Commercial Cannabis \_\_\_\_\_, I will be working full-time \_\_\_ part-time \_\_\_  
Title

Name of Establishment: \_\_\_\_\_

City of Grass Valley Business License Number: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature



**TO BE SUBMITTED BY EACH COMMERCIAL CANNABIS  
OWNER - MANAGER - PARTNER - INVESTOR - EMPLOYEE - VOLUNTEER**

**HAVE YOU EVER BEEN:**

...**convicted** on any charge other than traffic? Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer is YES, state details, including date(s) and nature of offense.

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... or are you now registered as a sex offender? Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer is YES, state details, including date and nature of offense.

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... **arrested** for fraud or embezzlement? Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer is YES, state details, including date(s) and nature of offense.

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As a Commercial Cannabis \_\_\_\_\_, I will be working full-time \_\_\_ part-time \_\_\_  
Title

Name of Establishment: \_\_\_\_\_

City of Grass Valley Business License Number: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature



**AUTHORIZATION TO RELEASE INFORMATION**

TO: \_\_\_\_\_

I have applied to the City of Grass Valley for a permit for a position in a commercial cannabis retail establishment, which requires a personal background investigation. I hereby authorize you, your organization, and persons in your employ, to release any and all information which you may have concerning me, including information which may be of a confidential, privileged, and derogatory nature, including, but not limited to, employment information, medical records, school transcripts and any other information which you may possess.

I release and hold harmless you, your organization, its officers, agents and assigns, from any liability or damages, whether in law or in equity, now and in the future, for furnishing the information requested in person by an officer of the Grass Valley Police Department or through the U.S. Mail in conjunction with the official request. This authorization or a photo copy of it, is valid for 180 calendar days from the date I have indicated below.

I have specifically and permanently waived any rights I may have to review or inspect any and all information developed in this investigation, so your responses will be completely confidential. You may retain this form for your files.

I certify that I have read this authorization and understand its meaning and purpose.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

**REQUEST FOR LIVE SCAN SERVICE**

BCII 8016 (3/07)

**Applicant Submission**

ORI: 0290100 Type of Application: LICENSE  
Code assigned by DOJ

Job Title or Type of License, Certification or Permit: COMMERCIAL CANNABIS

Agency Address Set Contributing Agency:

CITY OF GRASS VALLEY POLICE DEPARTMENT 06968  
Agency authorized to receive criminal history information Mail Code (five-digit code assigned by DOJ)

129 S. AUBURN STREET  
Street No. Street or PO Box Contact Name (Mandatory for all school submissions)

GRASS VALLEY CA 95945 ( 530 ) 477 - 4600  
City State Zip Code Contact Telephone No.

**Name of Applicant:** \_\_\_\_\_  
(Please print) Last First MI

**Alias:** \_\_\_\_\_ **Driver's License No.:** \_\_\_\_\_  
Last First

**Date of Birth:** \_\_\_\_\_ Sex:  Male  Female **Misc. No. BIL -** \_\_\_\_\_  
Agency Billing Number

**Height:** \_\_\_\_\_ **Weight:** \_\_\_\_\_ **Misc. Number:** \_\_\_\_\_

**Eye Color:** \_\_\_\_\_ **Hair Color:** \_\_\_\_\_ **Home Address:** \_\_\_\_\_  
Street No. Street or PO Box

**Place of Birth:** \_\_\_\_\_ City, State and Zip Code

**Social Security Number:** \_\_\_\_\_

Your Number: \_\_\_\_\_ OCA No. (Agency Identifying No.) **Level of Service:**  DOJ  FBI

If resubmission, list Original ATI Number: \_\_\_\_\_

Employer: (Additional response for agencies specified by statute)

Employer Name \_\_\_\_\_

Street No. \_\_\_\_\_ Street or PO Box \_\_\_\_\_ Mail Code (five digit code assigned by DOJ) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ ( ) \_\_\_\_\_  
Agency Telephone No. (optional)

Live Scan Transaction Completed By: \_\_\_\_\_ Name of Operator \_\_\_\_\_ Date

Transmitting Agency \_\_\_\_\_ ATI No. \_\_\_\_\_ Amount Collected/Billed \_\_\_\_\_