



Office of the City Manager · 555 Santa Clara Street · Vallejo · CA · 94590 · 707.648.4576

City of Vallejo Cannabis Local Regulatory Permit Application Checklist

NOTE: Applications are available in person at the City Manager's Office and on the City's website. All applications must be filed under the owner's name and address that is the subject of the application. All applications shall be submitted to the City of Vallejo City Manager's Office. Do not include this checklist in the application.

Required Contents:

The details included on this form are shortened or abbreviated for ease of use. Refer to the application and Vallejo Municipal Code for complete regulatory and compliance requirements. Your initial application packet must include one (1) copy of everything required unless otherwise noted plus any required attachments. If any of the information included as part of this application is available in digital format, please enclose the information via digital media.

- Completed Cannabis Local Regulatory Permit Application form (and attachments, if applicable)

Section 1

- Manager/Owner photo identification
 - Evidence of Live-Scan
- Applicable to all except Cannabis Testing Lab (CT):
- Limited Immunity Letter
 - City of Vallejo Tax Certificate issues prior to April 23, 2013
 - Statement on edible cannabis

Section 2

- Agent for Service of Process
- Document pertaining to business entity creation
- Approved land use permit or other applicable documentation
- Approved state license for requested permit or other applicable documentation
- If, applicable, listing of other cannabis license and permit types
- Valid CDTFSA seller's permit
- Documentation of current taxes paid to City and State
- Signed Point of Sale Statement
- Description and evidence of point of sale software deployed

Section 3

- Manager(s) and Owner(s) certification

Section 4

- Applicant certification