COMMUNITY DEVELOPMENT
Planning & Development Services

CANNABIS TESTING LABORATORY PERMIT RENEWAL APPLICATION

FOR OFFICE USE ONLY	
CASE #:	
SUBMITTAL DATE:	
APPLICATION FEE:	
BACKGROUND FEE:	
ACCEPTED BY:	

BUSINESS INFORMATION

LEGAL NAME OF BUSINESS REQUESTING CHANGES			DBA
PRIOR IRVINE CANNABIS PERMIT#	CALIFORNIA CANNABIS LICENSE#		BUSINESS LICENSE ISSUANCE DATE
PHYSICAL ADDRESS			PHONE
CITY	STATE	ZIP	EMAIL

BUSINESS OWNER NAME	PHONE	EMAIL
1.		
2.		
3.		
4.		

PROPERTY OWNER INFORMATION

OWNER NAME			TITLE
HOME ADDRESS*			PHONE*
CITY	STATE	ZIP	EMAIL*

SUBMITTAL REQUIREMENTS

APPLYING FOR (SELECT ONE): ☐ ANNUAL LICENSE RENEWAL **-OR-** ☐ MODIFICATION OF PREMISES
(Material change to the licensed premises)

Review the following submittal requirements and ***only*** submit those items that are required for your type of application. ***Applications will not be approved without them.*** For more information, see Submittal Requirements descriptions and pricing.

SUBMITTAL REQUIREMENTS	ANNUAL LICENSE RENEWAL	MODIFICATION OF PREMISES
☐ Cannabis Testing Laboratory Permit Renewal Application	YES	YES
☐ Application Fee (as per application type)	NO	NO
☐ Background Check Application (per individual)	YES	NO
☐ Property Owner Statement of Consent	YES	YES
☐ Lease or other Proof of Property Control	YES	YES
☐ Current Employee Listing	YES	NO
☐ Proof of Insurance	YES	YES

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☐ Business and Community Liaison Contact	YES	NO
☐ Organization Chart/Financial Interest List	YES	NO
☐ Current Floor Diagram	YES	YES
☐ Proposed Floor Diagram	NO	YES
☐ Security Camera Diagram	YES	YES
☐ Security Alarm Contract	YES	YES

MODIFICATION OF PREMISES

A licensee must submit an application prior to performing any material changes to the premises. Material changes include, but are not limited to any increase or decrease in physical size, changes to ingress or egress from limited-access areas, addition of sales counters or display cases, and installation or replacement of electrical fixtures or equipment for purposes of increasing production. Licensees may not modify their licensed premises until approved by state and local authorities.

PROPOSED CHANGES TO PREMISES

IF MODIFICATION IS TEMPORARY, PROVIDE TIME PERIOD WHEN PROPOSED CHANGE WILL OCCUR

START DATE: END DATE:

FEES

After submittal, you will receive an invoice via email for permit fees and inspection fees as detailed in the Planning and Development Services Fee Schedule.

OATH OF APPLICANT

I understand I am responsible for knowing and complying with all Local laws and regulations governing commercial cannabis business in the City of Irvine pursuant to Irvine Municipal Code (IMC) Title 4, Division 22, Ordinance 18-02 Cannabis Testing Laboratories, to establish standards and regulations for commercial cannabis uses.

I declare under penalty of perjury in the second degree that I have read the following application and all attachments thereto and that all information therein is true, correct and completed to the best of my knowledge.

PRINT NAME _____ TITLE _____

SIGNATURE** _____ DATE _____

**An Electronic/Digital Signature Disclosure may be submitted with your application in lieu of a wet signature.

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The City of Irvine has examined the following application and supporting documentation thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

DATE REQUEST FILED: _____ ☐ **APPROVED**

PRINT NAME: _____ APPROVED BY: _____

TITLE: _____ DATE: _____