



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

City of Vallejo Permit to Operate

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. The details included on this form are shortened or abbreviated for ease of use. Refer to Vallejo Municipal Code Chapter 7.100 for complete permit to operate requirements. You must include one (1) copy of everything required unless otherwise noted plus any required attachments. If any of the information is available in digital format, please enclose via digital media.

Cannabis business owners must include information showing compliance as indicated below. Please check all that apply, label Section X, Attachment #. This checklist is to be included in the submittal.

Business Name: _____

Renewal Type: Retail Distribution

Section One: Ongoing compliance within two weeks of any changes

- 1. Changes made to the name, address, telephone number, title, function(s) of each manager. Include copy of manager photo identification.
- 2. A statement dated and signed by each new manager, under penalty of perjury, he or she has read, understands and shall ensure compliance with all operating conditions and prohibited activities.
- 3. Criminal status of any manager and Live-Scan (summary criminal history)
- 4. Incorporation status and any changes to filed articles of incorporation with the Secretary of State, amendments, statements of information, by-laws, charter and constitution.

Section Two: Annual requirements

- 1. Evidence of Live-Scan (summary criminal history) of each manager and owner.
- 2. A signed acknowledgment of responsibility for and compliance with all applicable requirements of sections 16.82.060, 16.58,040 and 16.64.
- 3. A signed acknowledgment of responsibility that no cannabis business activity of any kind other than as described in the corresponding local regulatory permit will be conducted on the cannabis business site.
- 4. A signed acknowledgment that only one cannabis retail business is being operated in the City of Vallejo.

Section Three: Submit annually if there are any changes

- 1. A seller's permit from the California Department of Tax and Fee Administration.
- 2. Name and address of the applicant's current agent for service of process.
- 3. A statement of whether edible cannabis is prepared onsite, and certificate of approval from the applicable regulatory agency.
- 4. A fully integrated point of sale software system acceptable to the finance director.
- 5. The name of the cannabis business (must match on state license, seller's permit, articles, etc.).
- 6. A prohibited activity checklist posted in a public place.