



MEDICAL CANNABIS DELIVERY PERMIT CHECKLIST

Application for a Medical Cannabis Delivery Permit must comply fully with Hesperia Municipal Code Chapter 5.50 and Chapter 16.16, in addition to all other state and local laws. Please review the Medical Cannabis Delivery Business Permit checklist carefully and submit all required documents to the City.

There are two portions of the Medical Cannabis Delivery Permit. The Medical Cannabis Delivery Permit reviewed by the Development Review Committee and issued by the Director's Designee; and the Business License, Tenant Improvement-Certificate of Occupancy issued by the Building and Safety Department.

This checklist denotes the Development Review Committee Portion as Part I, and the Building and Safety portion as Part II. Each part has requirements that shall be met prior to issuance of a permit by the issuing department.

Required with Part I Application (For City Use Only):

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|---|--|---|
| <input type="checkbox"/> Completed Medical Cannabis Delivery Permit Application | <input type="checkbox"/> Commercial Cannabis Delivery Site Plan | <input type="checkbox"/> Security Plan |
| <input type="checkbox"/> Photometric Study for Lighting Plan | <input type="checkbox"/> Will Serve/Letter of Intent to Insure from Insurance provider at limits specified | <input type="checkbox"/> Floor Plan |
| <input type="checkbox"/> Payment of All Required Fees for Part I | <input type="checkbox"/> Proof of submission of Livescan on City form for all business owner(s) and applicants | <input type="checkbox"/> Notarized Owner Permission (if Business Owner different than Property Owner) |
| <input type="checkbox"/> Color copies of Driver License or State Issued Identification for each Applicant | <input type="checkbox"/> Examples of inventory, invoices, receipts, and state reporting mechanism | |
| <input type="checkbox"/> Corporation or LLC Filing Documents | | |

Required with Part II Application (For City Use Only):

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|---|---|--|
| <input type="checkbox"/> Completed Cannabis Business License Application | <input type="checkbox"/> Completed Letter of Intent/Building Permit Worksheet/TI Packet | <input type="checkbox"/> Payment of All Required Fees for Part II |
| <input type="checkbox"/> Approval Letter and Approved Floor Plan from Part I | <input type="checkbox"/> Completed Certificate of Occupancy Application | <input type="checkbox"/> Tenant Improvement Plans |
| <input type="checkbox"/> **Seller's Permit from State | <input type="checkbox"/> **Proof of Insurance at limits specified must be provided | <input type="checkbox"/> **Color copies of Driver License or State Issued Identification for each employee |
| <input type="checkbox"/> **Executed alarm contract and records management information | <input type="checkbox"/> **Proof of METRC Registration | |

**** Must be submitted prior to final of Tenant Improvement Permit**

FEE SCHEDULE

These are the typical fees due; they may not include all fees based upon type of project, additional conditions of approval, etc. The City of Hesperia reserves the right to charge fees for services in addition to the fees listed below.

Fees are subject to change upon approval of Hesperia City Council.

Part I Fees

Due upon application for Medical Cannabis Delivery Business Permit	Amount
Medical Cannabis Delivery Business Permit	\$ 2,128
Engineering Site Plan Review Fee	\$ 172.00
Sub-Total:	\$ 2,300.00
8% Automation Fee (applies to all fees):	\$ 184.00
Grand Total:	\$ 2,484.00

Part II Fees

Due upon approval of Medical Cannabis Delivery Business Permit	
Medical Cannabis Delivery Business License Fee	\$4,500.00
Medical Cannabis Delivery Business Investigation Fee	\$4,500.00
Business License Tax	\$ 50.00
Tenant Improvement Permit Fee**	
Certificate of Occupancy	\$ 134
SB 1186 License Fee	\$ 4.00
Grand Total:	\$9,188.00

****Tenant Improvement Permit Fees are based upon the square footage of the building and will vary.**

ANNUAL RENEWAL FEES Due yearly upon business license renewal

Medical Cannabis Delivery Business License/Investigation Fee	\$ 4,500.00
Business License Tax	\$ 50.00
Admin Fee	\$ 4,500.00
SB 1186 License Fee	\$ 4.00
Grand Total:	\$ 9,554.00

PLAN SUBMITTAL REQUIREMENTS

The following plans shall be included with Part I or Part II as noted.
The descriptions of plans below are to be used as a guide only.

- **Applicant shall submit during Part I**
 - Commercial Cannabis Delivery Site Plan: Three (3) of each, sized 24" x 36" (plans must conform to this size requirement)
 - Floor Plan: Three (3) of each, sized 24" x 36" (plans must conform to this size requirement)
 - Medical Cannabis Delivery Lighting and Security Plan: Three (3) of each, sized 24" x 36" (Plans must conform to this size requirement)
- **Applicant shall submit during Part II**
 - Tenant Improvement Plans. Ten (10) of each, sized 24" by 36"
 - Completed Tenant Improvement Packet
- **Applicant shall submit before Final of Building Permit issued in Part II**
 - List of Employees, job title and copies of valid ID's for each
 - Valid insurance that meets City requirements (policy can be purchased before final of Tenant Improvement, however, Applicant should be aware, insurance purchased that does not conform to City requirements will delay Final on Building Permit)
 - Copy of the executed agreement with an alarm company that complies with HMC 5.50.100 C (4).
- Plans shall be professionally prepared, dimensioned, and drawn to scale
- Applicant shall not make any changes to any facility until plans are approved; and permits are obtained.
- Unauthorized changes to a facility shall deem an applicant non-compliant and could result in the City denying the application.

All plans shall include at a minimum the requirements of the Hesperia Municipal Code Chapter 5.50 and shall comply with all applicable state and local laws and the development standards of the City of Hesperia. *The specifications below are a guide and can be used in conjunction with the regulations contained within the Hesperia Municipal Code to prepare the plans.*

Commercial Cannabis Delivery Site Plan and Floor Plan **Submit Three (3) Sets of each**

A detailed site plan and floor plan of the facility including but not limited to: All entrances and exits, all loading and unloading zones, external loading doors, all storage areas, internal doors, walls, windows, restrooms, a complete floor plan, emergency exits, employee areas, and roof access (if any).

Include a detailed plan of the parking area. Include all landscape areas, trash enclosures, and driveways. If delivery service vehicles are to be parked at the facility, except during loading and unloading, denote where vehicles will be kept.

A detailed plan denoting how cannabis product will be stored, protected, and secured inside the building. Show cannabis storage room. Show all racking and storage containers located within facility.

Show all existing features, facilities, proposed features, and changes to facilities. Changes to an existing facility will require the submittal of professionally drawn Tenant Improvement Plans and all applicable permits, and inspections required to approve the proposed Tenant Improvements.

Medical Cannabis Delivery Lighting and Security Plan
Submit Three (3) Sets

A detailed plan of the facilities security lighting, **both interior and exterior**. Plans shall include all required lighting, including the foot-candle of lighting where a specific foot-candle is required. Plans shall include all emergency lighting, shall denote whether the light is motion detecting or automatic, shall note whether the lighting is existing or proposed. Plans shall clearly show existing lighting and proposed lighting, and lighting shall be labeled, existing or proposed.

Cannabis facilities are required to have at least five (5) exterior points of light, additionally, motion-detected lights are required above each entrance, exit, and any roll-up doors. The motion-detected lights do not count as part of the five required lights, but are in addition to them.

The plan shall include the following:

1. A to scale drawing of the parking area, showing all parking lot lighting, parking security lighting, and the building (existing or proposed). The position of each required security camera and the zone the camera will capture.
 - a. Details showing how records will be stored, where they will be stored, and denote the security measures in place to secure both records and product from theft, or unauthorized access.
 - b. A photometric study for all lighting on premises.
 - c. Lighting plan shall show each existing light each new proposed light and shall show a plan view of the lighting installed, denoting the area each light will cover.
 - d. Details showing secure cannabis room and method of security (i.e. safes, vaults, secure storage containers, etc.)
2. Proof of registration in the Track and Trace Program or registration in METRC training
3. Sample Order Forms or screen shots of electronic paperless program
4. Sample Receipts or screen shots of electronic paperless program
5. Plan for security of inventory (may be a notes page within plans)
6. Summary of use of electronic product monitoring program, or summary of business plan stating how delivery service will ensure delivery to persons with a valid medical cannabis card issued through the recommendation of a physician.

Medical Cannabis Insurance Requirements
Submit One (1) Copy

All Medical Cannabis Delivery Businesses shall maintain at a minimum, the required insurance adopted in Chapter 5.50.100(F) of the Hesperia Municipal Code.

Applicant shall furnish proof of required insurance prior to Final of the Building Permit issued as part of Part II