



Boulder County Marijuana & Liquor Licensing
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Intake Stamp

Checklist for New Marijuana Business/Establishment Licenses & Permits

This checklist is designed to help you with gathering all of the required documentation, signatures, and appointments needed for the Boulder County application process. We have also included contact information that you might find helpful during this process.

Before Submitting the Application:

These are things that all applicants should consider before turning in their application. Please call Boulder County Marijuana Licensing with any questions:

- Which Boulder County marijuana license(s) or permit are you applying for:**
 - Retail Marijuana Store
 - Retail Marijuana Products Manufacturing Facility
 - Retail Marijuana Cultivation Facility
 - Retail Marijuana Testing Facility
 - Off-Premises Storage Permit
 - Medical Marijuana Center
 - Medical Marijuana Infused Product Manufacturer
 - Medical Marijuana Optional Premises Cultivation
 - Medical Marijuana Testing Facility
- Have you scheduled a meeting with a Boulder County Land Use planner regarding the parcel you are considering for your Marijuana Business or Establishment?**
 - Boulder County Land Use – 303-441-3930 (Ask for an on-call planner)
- Have you scheduled a meeting with Boulder County Marijuana Licensing regarding the license(s) or permit you are considering?**
 - Boulder County Marijuana Licensing – 303-441-3829
- What zoning district are you applying to have your Marijuana Businesses or Establishment license located in? All Marijuana Businesses and Establishments are defined as “Marijuana Establishments” in the Boulder County Land Use Code and are allowed in five zones:**
 - Business
 - Commercial
 - Transitional
 - Light Industrial
 - General Industrial
- Does your license application for a Marijuana Business or Establishment follow these distance guidelines:**
 - If the property you are looking to rent/own is in a Business, Commercial or Transitional zone district, you are required to be 500 ft. or more away from any other marijuana business or establishment in the same zone district.
 - Any Retail Marijuana Store, Medical Marijuana Center or Dual Retail Business Operation needs to be 1000 ft. or more away from any alcohol or drug treatment facilities, licensed child care facilities and educational facilities (below college grade level).
- Are you applying for an Off-Premises Storage Permit? This is an extension of your current licensed premises and is defined as a “Warehouse & Distribution Center” by Boulder County Land Use Code and allowed in two zones:**
 - Light Industrial
 - General Industrial

Submitting the Application:

When submitting your application to the Boulder County Marijuana Licensing Authority, please include all of the following:

- Make sure the **entire application** is complete with **all required signatures**.
- A Completed Colorado Business Medical (DR 8530) or Retail (DR 8548) Marijuana License Application** – You will need to submit a completed and signed copy of your application.
- Fees** – Make checks payable to the **Boulder County Treasurer**.
- Include with your application **all** well and septic permits, and the Onsite Wastewater Treatment System Certificate of Final Approval for your parcel **or** include a utility bill if you are connected to a local utility company.
- Apply with State for Retail** – The Marijuana Enforcement Division will forward your state application and application fee to Boulder County Marijuana Licensing.

- Include/attach **Sales Tax License**.
- Site plan:** The site plan should include the following plans for the premises and attached drawings should be 8.5x11 or 11x17 inches in size. Use the checklist below as a guide of elements to illustrate on your site plan. Also include a site plan drawing of all buildings on the property of where the premise is located.
 - North Arrow
 - Standard Scale
 - Use of Land and Structures
 - Address
 - Size of Property in Acres
 - Preparation Date
 - Name of Project
 - Dimensions of Property
- Floor Plan:** Include a floor plan showing how the floor space is or will be used. This includes the dimensions and use of every room. Please include detail as to what floor area will be devoted to each use.
- Parking Plan:** Include a parking plan for the premises. This includes parking for the entire parcel.
- Total Floor Area of Building(s):** The total floor area of the buildings should be documented. If there is more than one building on the parcel, this includes the floor area of all buildings located on the parcel.
- Lighting & Signage:** The nature and location of any existing/proposed lighting and, if proposing signage, existing/proposed signage. Please include information on existing/proposed exterior lighting for the building where the Marijuana Business/Establishment use occurs. This can be accomplished by providing photos or a diagram. If proposing signage, please include information for the entire parcel. This may be accomplished with photos or a diagram and must include dimensions and elevations. Information on lighting and signage is available in Articles 7-1600 and 13 of the Boulder County Land Use Code.
- Sustainability Report:** A Sustainability Report is required for a Medical Marijuana Optional Premises Cultivation or a Retail Marijuana Cultivation Facility. The owner(s) must submit a sustainability report to the Building Official that directly offsets 100% of the electricity consumption through a verified subscription in a Community Solar Garden, renewable energy generated on site, or equivalent. In lieu of the offset requirement a facility may choose to pay fees to the Boulder County Energy Impact Offset Fund (BCEIOF). The owner(s) of such facilities must sign a BCEIOF agreement and abide by all terms, requirements, and conditions.

Fee Structure for Boulder County:

New Medical Marijuana Business:

Application Fee	\$2,500
Annual Operating Fee	\$4,000
Accessory License Operating Fee	\$250

New Retail Marijuana Establishment:

Application Fee	\$2,500 (received from State)
Annual Operating Fee	\$4,000
Accessory License Operating Fee	\$250

Off-Premises Storage Permit:

Application Fee	\$2,500
Annual Operating Fee	\$4,000

Other Useful Contact Numbers:

Marijuana Licensing Authority	303-441-3829
Boulder County Sheriff's Office	303-441-3600
Boulder County Land Use	303-441-3930
Boulder County Water Quality	303-441-1564
Colorado Department of Public Health & Environment (For Caregivers)	303-692-2184
Department of Revenue – Marijuana Enforcement Division	303-205-8421
Colorado Department of Agriculture (For Industrial Hemp)	303-869-9050