



Department of Business License

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DIRECTOR

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<http://www.clarkcountynv.gov/businesslicense>

Instructions for Cannabis Business License Applications

The Department is accepting applications for cannabis establishments. Cannabis establishments include Cannabis Stores, Cultivation and Production Facilities, Cannabis Testing Facilities and Cannabis Distributors.

Applicants for Cannabis Stores, Cultivation and Production Facilities and Cannabis Testing Facilities must have a valid license from the State of Nevada Cannabis Compliance Board and approval from the Clark County Department of Comprehensive Planning.

Applicants for Cannabis Distribution need either a State of Nevada Import/Wholesale Liquor License or a valid State of Nevada Cannabis Compliance Board Distribution license.

The following instructions are intended to aid the Owner or Operator of the proposed Cannabis Establishment in completing the Application Form and providing required information and documents.

PLEASE PROVIDE THE ORIGINAL APPLICATION FORM AND REQUIRED DOCUMENTATION AND SUBMIT IN PERSON BY APPOINTMENT.

Only one submittal of the Application Form and required information is required for all Cannabis Establishments are located at the same location in the County and have the exact same ownership.

If you have any questions, please submit them to:

CHAP@ClarkCountyNV.gov

APPLICATION FORM INSTRUCTIONS

All forms are available for download at:

https://www.clarkcountynv.gov/business/doing_business_with_clark_county/divisions/cannabis_establishments.php

1. Complete the Business License Application Form.
2. Provide a completed Odor Control Plan certified by an industrial hygienist or professional engineer. The Odor Control Plan will be submitted to the Clark County Department of Air Quality for approval. See the attached Odor Control Plan Template for information.
3. Complete Section 2 of the Financial/Business Supplemental Questionnaire (BSQ) for all owners. Must provide 3 months bank statements and 3 years tax returns.
4. Publicly Traded applicants must obtain the Purchase agreement/transfer of interest agreement, confirmation of the sources of funds used to finance the purchase, expenses associated with the transfer of interest and the Annual/Quarterly/Significant Event filings of the Publicly Traded Company.
5. Provide a copy of the application that was submitted to the State of Nevada Cannabis Compliance Board for a cannabis license.
6. Provide a detailed organizational chart.
7. Provide updated property information, such as any revised, amended or replaced leases or deeds or any changes in the documentation of the right to use the property as a cannabis establishment.
8. Provide a copy of a completed Ownership Disclosure Form.
9. Provide an FBI background check for any and all applicants for whom one has not already been conducted. State of Nevada Cannabis Agent card may be used in lieu of an FBI background.

Upon receipt of the application and information required in #1 through #9 above and the required fees, the Department of Business License will begin processing your application by entering data into our system and requesting a review by the Current Planning Division (Zoning) for verification that a Special Use Permit has been approved for the location of the proposed Cannabis Establishment and the status of any conditions placed on the permit.

Following sign-off from Zoning, public safety inspections will be conducted as applicable. Once all public safety inspections have been performed and the applicable agencies have signed off that the applicant is in compliance with the Code and regulation, the Department will schedule a Code Conference with the applicant to review the requirements and provisions of the County Code that may affect the applicant and the operations of the cannabis establishment.

At the Code Conference, the applicant must provide the Business Plan for the Cannabis Establishment for review by the Department. The Business Plan will not be retained by the Department.

NOTICE: No business may be conducted until a Clark County Business License has been approved and issued by the Department.

APPLICATION FEE:

The Application for a Cannabis Establishment Business License must be accompanied with the application fee as follows:

Application Fee for Cannabis Establishment	\$1,500.00
For Cannabis Distributors	\$ 250.00
For each additional Establishment at the same location with identical ownership	\$ 500.00

For example: for retail cannabis store, a retail cannabis cultivation facility and a retail cannabis product manufacturing facility at the same location with the same exact ownership, the application fee would be \$2,500 (\$1,500 + \$500 + \$500)