



Completed applications must be submitted to:
 Office of the City Manager
 34009 Alvarado-Niles Road
 Union City, CA 94587
 Telephone (510) 471-3232

OFFICE USE ONLY	
Application Submittal Date	
Application Fee	
Accepted By	

ANNUAL CANNABIS PERMIT RENEWAL APPLICATION

Legal name of the business / DBA		Resolution Number and Date Awarding Permit	
Physical address	City	State	Zip
Type of cannabis establishment <input type="checkbox"/> Cultivation <input type="checkbox"/> Manufacturing <input type="checkbox"/> Distribution <input type="checkbox"/> Testing <input type="checkbox"/> Retail		California cannabis license number & issuance date	

Renewal Questions	Date (MM/DD/YY)	Amount
City Council adopted resolution awarding Cannabis Permit*		N/A
Date Permit Holder opened retail shop		N/A
Gross product sales since permit anniversary date		
Cannabis Tax paid to City since permit anniversary date		
Date and amount of most recent Community Benefits payment to City		

The following items must be submitted with your cannabis permit Renewal Application.
Applications will not be approved without them.

Submittal Requirements	Description of Submittal Requirements
Cannabis Permit Renewal Application	Completed and signed Cannabis Permit Renewal Application (<i>this form</i>).
Organizational Chart	On a separate page, provide a chart with roles and responsibilities of each operation position and contact information, including clear identification of individuals with ownership.
Financial interest list	A list of all persons who own or have financial interest in the business including address, phone number, email, percentage (%) of ownership, and government issued ID.
Owner's involvement	A detailed explanation of each owner's involvement with any OTHER cannabis business. This should include name of business, address, capacity there involved, whether there was criminal investigation or prosecution, civil investigations, administrative action or lawsuit, and any denials, suspension, or revocation of revocation of a registration, permit, license or other authorization in any city, county or state and the reason therefore.
Proof of property control	An existing lease showing the property is secured for the duration of the renewal period.
Plans for upcoming year	Provide a brief statement on business plan for upcoming year.

Oath of Applicant

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

The City Manager must make the following findings to approve any commercial cannabis permit renewal:

- The use has been conducted in accordance with this chapter, with the operator's approved operating and security plans, and with all applicable permit conditions of approval, State and local laws and regulations.
- The business for which the permit was approved has not been transferred to another owner or operator.
- There are no outstanding violations of health, safety, or land use.
- The commercial cannabis use for which the permit was approved has remitted all City taxes and fees due. (UCMC Section 5.44.030(F)(2)(a-d).)

A commercial cannabis permit that has been abandoned for a period of 6 months shall automatically expire. (UCMC Section 5.44.030(F)(2).)

* Application for renewal must occur on an annual basis at least 30 days prior to the expiration of the permit.