



CHECKLIST FOR CANNABIS PRODUCTION AND CULTIVATION ESTABLISHMENTS LOCATED OUTSIDE THE CITY OF LAS VEGAS

REQUIRED DOCUMENTS:

- ☐ [Las Vegas Business License Application](#) - (Form #BL001)
- ☐ [Temporary License Request](#) - Optional - (Form # PL200)
- ☐ Copy of State License from the Cannabis Compliance Board
- ☐ Copy of valid local jurisdiction Business License

Corporations:

- ☐ Most recent Financial Statements
- ☐ List of stockholders holding more than 10% and/or involved in the day-to-day operation
- ☐ List of officers and directors as filed with the Secretary of State
- ☐ Most recent Annual Report (publicly traded); or
- ☐ Most recent Form 10-K filed with SEC (publicly traded)
- ☐ Articles of Incorporation
- ☐ Organizational chart of related companies (if applicable)

NOTE: If the ownership structure of the business applying for the license is made up of other entities (e.g. the member of an LLC is a corporation and another LLC), documents outlined under the entity type must be provided for each entity.

Trusts:

- ☐ Complete Trust Agreement and Amendments
- ☐ List of all Trustees
- ☐ Organizational chart of related companies (if applicable)

Limited Liability Companies (LLC):

- ☐ Articles of Organization
- ☐ Operating Agreement (must include management and membership percentage details)
- ☐ List of members and contributions if not included in Operating Agreement
- ☐ Organizational chart of related companies (if applicable)

Partnerships/Limited Partnerships:

- ☐ Partnership Agreement
- ☐ List of Partners if not in the Agreement
- ☐ Organizational chart of related companies (if applicable)

OTHER REQUIRED DOCUMENTS:

- ☐ File-stamped copy of Certificate of Business Fictitious Firm Name
- ☐ Nevada State Business Registration or Notice of Business Exemption (copy of license or proof of application from NV SOS)
- ☐ Nevada State Sales/Use Tax Permit (copy of permit or proof of application)

OTHER REQUIRED DOCUMENTS (Con't):

- ☐ [Waiver Request Form](#) - (Form #PL225)
- ☐ [Drug Acknowledgement Statement](#) - (Form #PL108)
- ☐ [Cannabis Establishment Addendum](#) - (Form #MM007)

FEES: (Checks must be made payable to the City of Las Vegas)

- ☐ **Initial Processing Fee (non-refundable):**
 - ☐ \$100
- ☐ **Initial License Fee:**
 - ☐ **Production:** \$1,500.00 (Prorated for initial fee)
 - ☐ **Cultivation:** \$5,000.00 (Prorated for initial fee)
- ☐ **Semi-Annual Renewal License Fee:**
 - ☐ **Production:** 1% of gross revenue/sales or \$1,500 (whichever is greater - not exceeding 3%)
 - ☐ **Cultivation:** 1% of gross revenue/sales or \$5,000.00 (whichever is greater - not exceeding 3%)
- ☐ **Waiver Fees:**
 - ☐ \$100 per person being waived (Waiver Request form required per person)
- ☐ **Temporary Request Fees (non-refundable):**
 - ☐ \$500

NOTE: Cannabis establishments based outside of the city limits who sell products to cannabis establishments inside the city limits are required to be licensed with the City of Las Vegas (LVMC 6.95.100). They must also use a city licensed cannabis distributor to bring the product to the city based establishment.

FOR CHANGE OF OWNERSHIP ON AN EXISTING BUSINESS (In addition to above items include):

- ☐ Purchase and Sale Agreement or Escrow Instructions signed by all parties
- ☐ Cannabis Compliance Board approval

*** IMPORTANT ***

Applications are taken by appointment only, Monday through Thursday. Call (702) 229-1840 for appointment.

If you are more than 15 minutes late, your appointment will be cancelled.

Incomplete applications will not be accepted and your appointment will be cancelled. You will need to call back to reschedule.

If we make any copies, you will be charged \$1.00 per page.

Notary services are also offered in our office for a charge of \$5.00 per signature.