

### **Procedure to obtain Medical Cannabis License and Permit to Operate**

1. Pick up application for the medical cannabis license at DPHSS.
2. Complete application, pay appropriate non-refundable fee, and submit application at DPHSS.
3. DPHSS shall approve or deny the application within 30 calendar days
4. DPHSS shall provide written notification to responsible official of an incomplete application within seven (7) days of determination and specify where the application is incomplete.
5. Responsible official has 14 days to complete and submit application.
6. If application is rejected, DPHSS shall provide the responsible official with a written notification within seven days of rejection and specify the reason for rejection.
7. If approved, DPHSS shall notify responsible official and issue the medical cannabis license once responsible official pays the appropriate fee. Responsible official given an application for Permit to Operate.
8. Complete application, pay appropriate non-refundable fee, and submit application.
9. If approved, DPHSS shall notify responsible official that Permit to Operate is ready.
10. DPHSS will issue the Permit to Operate once responsible official pays the appropriate fee
11. The medical cannabis license and Permit to Operate is valid for one year from date of issue.
12. All applications and annual renewals for a license or Permit to Operate must be submitted to DPHSS 60 days prior to the date of expiration. DPHSS shall notify businesses to renew or reapply with seven days of the 60<sup>th</sup> day.
13. Failure to submit application to renew in the prescribed time frame will result in the forfeiture of the cannabis.
14. The licensed medical cannabis business shall be give 24 hour notice by DPHSS of the expiration of the license.
15. On date of expiration, DPHSS shall revoke the business' Permit to Operate and DPHSS is authorized to seize all forfeited cannabis. The medical cannabis business may destroy all cannabis prior to the expiration and provide the required documentation of the destruction and disposal of cannabis.
16. DPHSS may suspend the Permit to Operate of any licensed cannabis business that is found to be in violation.
17. DPHSS shall provide a written notice to the licensed medical cannabis business that includes the specific reason or reasons for the revocation and the process for requesting a hearing of the Department's decision.
18. The licensed medical cannabis business shall be given no more than 30 calendar days to be in compliance.
19. Failure to comply will result in revocation of a licensed medical cannabis business license and forfeit of the cannabis on its premises.