

Procedure to obtain a Medical Cannabis License

1. Pick up the application for the medical cannabis license at DPHSS.
2. Complete application, pay appropriate non-refundable fee, and submit the application at DPHSS.
3. DPHSS shall approve or deny the application within thirty (30) calendar days.
4. DPHSS shall provide written notification to responsible official of an incomplete application within seven (7) business days of determination and specify where the application is incomplete.
5. The Responsible Official has fourteen (14) business days to complete and submit application.
6. If application is rejected:
 - a. DPHSS shall provide the Responsible Official with a written notification within seven (7) business days of rejection and specify the reason for rejection.
 - b. The Responsible Official has ten (10) business days to appeal decision to Director.
 - c. The medical cannabis business cannot apply again for six (6) months from date of rejection.
7. If approved:
 - a. DPHSS shall notify the Responsible Official
 - b. DPHSS shall issue the medical cannabis license within five (5) business days of approval and after the appropriate fee is paid.

The medical cannabis license and Permit to Operate are valid for one year from date of issue.

Procedure to obtain a Permit to Operate

1. Pick up the application for the Permit to Operate at DPHSS.
2. Complete application, pay appropriate non-refundable fee, and submit the application at DPHSS.
3. DPHSS has thirty (30) calendar days of receipt to conduct an inspection of facility.
4. If the business fails the inspection:
 - a. DPHSS will notify Responsible Official within two (2) business days and specify reasons.
 - b. The Responsible Official will notify DPHSS and request to schedule date of reinspection.
5. If the business passes the inspection:
 - a. DPHSS shall notify the Responsible Official.
 - b. DPHSS shall issue the Permit to Operate within five (5) business day and after the appropriate fee is paid.

FEES	License Application	License New	License Renewal	Permit Application	Permit New	Permit Renewal
Type I	\$2000	\$3000	\$3000	\$2000	\$2000	\$2000
Type II	\$5000	\$5000	\$7500	\$5000	\$5000	\$5000
Type III	\$10000	\$10000	\$15000	\$15000	\$15000	\$15000
Manufacturer	\$5000	\$5000	\$5000	\$5000	\$5000	\$5000
Dispensary	\$5000	\$5000	\$5000	\$5000	\$5000	\$5000
Testing Lab	\$2000	\$2000	\$2000	\$2000	\$2000	\$2000

Amendments to the License or Permit

- The Responsible Official shall notify DPHSS of any changes to the information given on the application for the medical cannabis license or permit within ten (10) business days of the change.
 - Change of Responsible Official
 - Change of Responsible Official's information
 - Change in location of business
 - Change in ownership or board members
 - Change in the type of business
 - Change in the size of cultivation site
 - Structural changes to the facility

Renewal of the License or Permit

- All applications and annual renewals for the medical cannabis license or permit must be submitted to DPHSS sixty (60) days prior to the date of expiration.
- DPHSS shall provide a written notice to renew or reapply within seven (7) calendar days of the 60th day.
- Failure of Responsible Official to renew in the prescribed time frame will result in the forfeiture of cannabis.

Expired License or Permit

- DPHSS shall give the medical cannabis business at least a 24-hour notice of the expiration of the license or permit.
- 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.

Suspension or Revocation of License or Permit

- DPHSS may suspend the Permit to Operate of any licensed cannabis business that is found to be in violation (See §10237 of PL 34-80).
- DPHSS shall provide a written notice to the licensed medical cannabis business within seven (7) business days of suspension that includes the specific reason(s) for the revocation and the process for requesting a hearing within ten (10) business days of receiving the notice.
- The licensed medical cannabis business shall be given no more than thirty (30) calendar days to address the violations and be in compliance.
- Failure to comply within the prescribed time frame will result in the revocation of the medical cannabis business license and forfeiture of all the cannabis on its premises.
- Upon suspension of the Permit to Operate or revocation of the medical cannabis license, the medical cannabis business will cease operations immediately.
- DPHSS is authorized to seize and destroy all forfeited medical cannabis in accordance to PL 34-80.