



South Lake Tahoe Police Department (SLTPD)
Application/Application Renewal for Cannabis Public Safety License

Date of Submission: _____
Due Date for Approval/Denial (21 days): _____ (completed by staff)
Type of Application (check one): Initial Application Renewal

This application must be completed by the business owner and/or operator (CC 4.180.040.B.1). Further, a copy of photo ID must be provided at the time of application/application renewal submission.

SECTION 1—SUBMISSION CHECKLIST (Completed by SLTPD staff at time of submission)

Photo ID Matches Applicant

Copy of Current City Business License Issued by the City of South Lake Tahoe Finance Department

If business is incorporated, California Secretary of State filings to include:

- A certified copy of the Articles of Organization,**
- Certificates of Amendment,**
- Operating Agreement,**
- Bylaws, and**
- Statement(s) of Information**

If business is an LLC, California Secretary of State filings to include:

- A certified copy of the Articles of Organization,**
- Certificate(s) of Amendment,**
- Operating Agreement,**
- Bylaws, and**
- Statement(s) of Information**

If business is an unincorporated association, California Secretary of State filings to include:

- A copy of the articles of association, and**
- Any other filings**

Color Copy of Government ID for each person listed on the staff Roster (Section 3)

LiveScan Results for each person listed on the staff Roster (Section 3)

Security Plan (Section 5)

Review for completeness

Paid Application Fee of \$1,135

City Staff Member Signature

Date

SECTION 2—BUSINESS INFORMATION

Name of Business: _____

DBA (if applicable): _____

Type of Business (check one): Retail Cultivation Microbusiness Distrib. Manufact. Lab

Physical Address: _____

Mailing Address: _____

Mailing Address of Business Owner/Operator: _____

Agent for Service Contact Information: Name _____

Address _____ E-Mail: _____

Mobile Phone _____ Other Phone _____

Emergency Contact: Name _____

Address _____ E-Mail: _____

Mobile Phone _____ Other Phone _____

City of South Lake Tahoe Business License Number: _____

SECTION 3—ROSTER OF LICENSEES, OWNERS, OPERATORS, AND EMPLOYEES

For each application, or application renewal, attach a roster of all persons associated with the business including all licensees, owners, operators, and employees. The form for this roster is included (at end of this document). Use additional sheets as needed. A Public Safety License application will not be deemed complete until all personnel have successfully completed a LiveScan in accordance with City Code 4.180.050.

A legible copy of a valid government-issued form of photo identification is required for every person listed on the roster (CC 4.180.040.B.2.a).

For renewals, a Public Safety License may be denied in the event there are unresolved issues (e.g. lacking LiveScan results, pending corrective action, etc.). Further, the roster must be complete and include all current personnel, even those who were previously listed on past applications. All persons on the roster must also complete a new LiveScan since there may have been changes to the records after the earlier results were received by the SLTPD.

NOTE: Where a cannabis business or licensee replaces, hires, appoints or employs new operators and/or employees, all new operators and employees shall be required to submit to fingerprinting and a criminal background investigation before working under CC 4.180.040.C.

SECTION 4—FEE CALCULATION

In accordance with City Code, the Application or Application Renewal Fee for the Public Safety License is \$1,135 payable at the time of submission.

Additionally, the fee for the LiveScan process at the SLTPD is \$85 for each person, payable at the time services are rendered. If to be completed at SLTPD, please schedule in advance at the counter or via phone at (530) 542-6100. Please understand that LiveScan results can take varying lengths of time (usually about 2 weeks). For some people (e.g. those with common names) LiveScan results can be delayed. On occasion, the need for a manual review of records by DOJ or FBI staff causes additional delays.

NOTE: LiveScan Services can be completed at other locations (fees vary). The vendor rendering these services will need the following information:

Level of Service: Both CA DOJ and FBI
ORI: CA0090200
Mail Code: 00479

If using other LiveScan vendors, we recommend the person take a completed State of California, DOJ Form, BCIA 8016 (Orig. 04/2001: rev. 01/2011). These forms are available at the SLTPD.

NOTE 2: Applications and application renewals which include any owners, employees and operators who have not successfully completed and passed a LiveScan will be denied (CC 4.180.050.B), or, when feasible, a Conditional Public Safety License may be provided.

SECTION 5—SECURITY PLAN

Attach a copy of the Security Plan. A copy of the plan submitted to the State of California, Bureau of Cannabis Control, is sufficient; however, the video feed provided to the State must also be available to the SLTPD before a Public Safety License is issued (CC 4.180.030.C.1.a.iii). Additional information to ensure compliance with City Code, 4.180.030.C should be included if not covered by the Security Plan provided to the State.

Provide internet access instructions here: _____

For renewals, if there have been no changes since the previous application or renewal, no security plan is required. Initial as needed:

No change (no Security Plan attached)

Plan has changed (see attached Security Plan)

SECTION 6—ACKNOWLEDGEMENTS (Applicant initials each statement)

Changes to the security plan requires prior approval

Before any person can be employed, a successful LiveScan is required (CC 4.180.040.C and 4.180.050.A.1)

The business is required to report to the SLTPD criminal convictions by any owner, operator, or employee outlined in City Code 4.180.050.A.3.

A renewal application is required annually—at least 30 days before expiration (CC 4.180.060.C)

The Public Safety License is non-transferable (CC 4.180.030.F)

In accordance with City Code 4.180.070, the Chief of Police shall suspend or revoke a Public Safety License for any of the following:

- 1. Any violation of Chapter 4.180.**
 - 2. Any operation in violation of the required Security Plan.**
 - 3. Operations which constitute a nuisance.**
 - 4. Failure to comply with conditions set forth in CC 4.180.030.C.**
 - 5. Business has ceased operations for thirty (30) days or more.**
 - 6. Results of background check which establishes the Licensee, Owner(s), Operator(s) and/or Employee who has been convicted of crime as outlined in 4.180.050.A.3.**
 - 7. Applicant has been convicted, cited, fined, or penalized by the State or any city or county, or enjoined by any court in five years immediately preceding the application for any unauthorized cannabis activities.**
 - 8. Applicant has been convicted, cited, fined, or penalized by the State or any city or county, or enjoined by any court in five years immediately preceding the application for cultivation or production of a controlled substance on public or private lands.**
 - 9. The business is being operated in a manner which conflicts or violates State Cannabis Laws.**
 - 10. The Cannabis Use Permit, pursuant to Chapter 6.55, has been terminated or revoked.**
 - 11. Licensee has attempted to transfer or has transferred the Cannabis Public Safety License to another person or entity.**
 - 12. The Licensee’s State License has been suspended, terminated or revoked.**
- I have read and agree to comply with all provisions of City Code 4.180 and 6.55**
I understand that I am responsible to train all managers, agents, operators, and employees to ensure compliance with all state law and local law to include City Code 4.180 and 6.55.

SECTION 7—SIGNATURE

Under penalty of perjury, I _____ (applicant name) have personal knowledge that the information contained in this application on behalf of _____ (business name), is true and correct.

Applicant (Owner/Operator) Name

Signature
(Inked original signature required)

Date

SECTION 8—INSPECTION (COMPLETED BY SLTPD STAFF)

An on-site inspection is required prior to the issuance or renewal of a Public Safety License (CC 4.180.030.D).

Name of inspector: _____ Date of Inspection: _____

- Confirm existence of an executed development agreement (CC 4.180.040.A.2)
- Confirm existence of the appropriate California State License to operate (CC 4.180.030.C.3) The Security Plan matches onsite inspection (4.180.070.A.2)
- Passing LiveScan results for all owners, operators, managers, and employees (CC 4.180.050)
- Video surveillance signs are posted at entrance(s) and inside the business (CC 4.180.030.C.1.a.ii)
- Online access to both real time video feeds and historical video is confirmed at SLTPD (CC 4.180.030.C.1.a.iii)
- Completed onsite inspection of identification verification system (CC 4.180.030.C.1.c)
- Conspicuous display of the Cannabis Use Permit and Public Safety License (CC 6.55.800.A.6)
- Review of records to confirm absence of violations of CC 4.180.070.

Upon completion of the inspection process, the inspector will prepare a Public Safety License and arrange for the Chief's signature and issuance to the business. All application materials will be filed with the Administrative Assistant to the Chief.

SLTPD Inspector Signature

Date

