

License Application Checklist

The following checklist is provided to assist license applicants seeking to be licensed as an Adult-use Marijuana Establishment ("ME") and/or Medical Marijuana Treatment Center ("MTC"). This checklist is not legal advice. If you have additional questions regarding the legal requirements for ME/MTC licensure in the Commonwealth, you are encouraged to consult an attorney.

Application Fees

- ☐ Required non-refundable marijuana license application fee.

Application Waiver of Fees (Adult-Use)

- ☐ Businesses controlled by and with majority ownership comprised of Social Equity Program Participants (SEP) and/or Economic Empowerment Priority Applicants (EEA) must provide their SEP and/or EEA number(s).
- ☐ Massachusetts Minority Business Enterprises (MBE), Women Business Enterprises (WBE), or Veteran Business Enterprises (VBE) must provide a valid certification from the SDO and an attestation stating the applicant is considered to be Small Business as defined by the Commission.

Application of Intent

Business Information

- ☐ Tax Identification Number (EIN)
- ☐ Business Contact Information (Business Name, Business Email Address, Business Phone Number, Mailing Address and Business Address).

Business Designation

- ☐ Priority Applicant Economic Empowerment Application Certification Number.
- ☐ RMD Priority (Certification Number, Name of RMD, Department of Health RMD Registration Number, Operational and Registration Status, Certificate of Registration)
- ☐ Certified Disadvantage Business Enterprises (DBEs) documentation.

Persons with Direct or Indirect Authority ("PDICs")

- ☐ Ownership and Control percentages for all PDICs.



- ☐ Role of all PDICs.
- ☐ Contact information for all PDICs
- ☐ Capitalization Table
- ☐ Operating Agreement

Entities with Direct or Indirect Authority (“EDICs”)

- ☐ Ownership and Control percentages for all EDICs.
- ☐ Contact information for EDICs.
- ☐ Entity and Relationship description for all EDICs.

Capital Resources

- ☐ Capital Resources – Individuals and/or entities
- ☐ Contact information of individual and/or entity providing capital resources.
- ☐ Type and amount of capital.
- ☐ Sources of Capital documentation.
- ☐ **Pre-Certification applicants-** Not required to provide capital resources

Business Interests in other States or Countries

- ☐ Documentation for any written disclosures showing whether the applicant and/or the individuals or entities listed in the current application have past or present marijuana-related business interests in other states.

Disclosure of Individual Interests

- ☐ Documentation for any in-state interest of the applicant or each individual/entity named in the application in any other Marijuana Establishment application for licensure or license.

Marijuana Establishment Property Details

- ☐ Documentation of a surety bond (issued by an entity licensed to transact business in the Commonwealth) or escrow account with the appropriate funds made payable to the Marijuana Regulation Fund or Cannabis Control Commission.
- ☐ Documentation of property interest in the proposed address, which is held by the applicant in its name, signed, and dated by all relevant parties.
- ☐ **MTCs** - MTCs that are located in two locations under one license must provide documentation for each municipality.
- ☐ **Pre-Certification applicants-**Not required

Host Community Information

- ☐ Executed Host Community Agreement or Host Community Waiver.
- ☐ Community Outreach Meeting Attestation Form.
- ☐ Documentation of the published Community Outreach Notice in a newspaper of



- general circulation.
- ☐ Documentation of the Community Outreach Notice filed with the city or town clerk of the host community.
- ☐ Documentation of the notice sent to all abutters within 300 feet of the property line of the proposed establishment.
- ☐ Plan to remain compliant with local zoning.
- ☐ **MTCs** - MTCs that are located in two locations under one license must provide documentation for each municipality.
- ☐ **Pre-Certification applicants**-Not required

Plan for Positive Impact

- ☐ Contains at least one (1) goal, program and measurement tailored only to Commission-approved areas of disproportionate impact.
- ☐ Contains percentages for goals that include hiring.
- ☐ Dollar amount and/or amount of volunteer hours, for goals that include providing donations in the form of monies or volunteer hours to a charity and/or non-profit.
- ☐ Letter from the organization stating they are able to accept the monetary donations or volunteer hours, for goals that include providing donations in the form of monies or volunteer hours to a charity and/or non-profit.
- ☐ Dollar amount for goals that include donating to the Cannabis Social Equity Trust Fund.

Additional Requirements for Certain License Types

Craft Marijuana Cooperatives

- ☐ Evidence of residency within the Commonwealth for the members or shareholders associated with the application for a period of 12 consecutive months prior to the date of application.
- ☐ Evidence of the cooperative's organization as an LLC, LLP, or cooperative corporation under the laws of the Commonwealth.
- ☐ Evidence that one member has filed a Schedule F (Form 1040), Profit or Loss for Farming, within the past five (5) years, or that an agreement to lease land wholly owned by a person or entity that has filed a Schedule F (Form 1040) within the past five (5) years.
- ☐ Evidence that the cooperative is organized to operate consistently with the Seven Cooperative Principles established by the International Cooperative Alliance in 1995.

Marijuana Courier

- ☐ Disclosure and documentation regarding any delivery agreement between the applicant and Marijuana Retailer.
- ☐ Disclosure and documentation regarding any agreement between the applicant and a Third-Party Technology Platform Provider.



Background Check Supporting Documentation

- ☐ CORI Acknowledgement form.
- ☐ Disclosure regarding “Investigative Consumer Report” Background investigation form.
- ☐ Acknowledgement & Authorization for Background Investigation form.
- ☐ Valid Government Identification

Management and Operations Profile

Massachusetts Business Registration

- ☐ Massachusetts Business Identification Number
- ☐ Doing-Business-As Name
- ☐ DBA Registration City:
- ☐ Articles of Organization
- ☐ Department of Revenue Certificate of Good Standing
- ☐ Secretary of Commonwealth Certificate of Good Standing
- ☐ Department of Unemployment Assistance Certificate of Good Standing or Attestation
- ☐ Bylaws or Operating Agreement

Business Plan

- ☐ Plan to Obtain Liability Insurance
- ☐ Proposed Timeline
- ☐ Business Plan

Operating Policies and Procedures

- ☐ Security Plan (*All applicants*)
- ☐ Storage Plan (*All applicants*)
- ☐ Transportation Plan (*All applicants*)
- ☐ Energy Efficiency and Conservation Procedures (*All applicants*)
- ☐ Inventory Procedures (*All applicants*)
- ☐ Restricting Access to Individuals 21 or Older (*Adult-use applicants*)
- ☐ Prevention of Diversion Plan (*All applicants*)
- ☐ Quality Control and Testing Procedures (*All applicants*)
- ☐ Dispensing Procedures (*required for Marijuana Retailers, MTCs, Marijuana Delivery Operators, and Social Consumption Establishments*)
- ☐ Personnel Policies (*All applicants*)
- ☐ Record Keeping Procedures (*All applicants*)
- ☐ Maintenance of Financial Records Plan (*All applicants*)



- ☐ Detailed Description of Qualification and Intended Trainings for Agents (*All applicants*)

Diversity Plan (*All applicants*)

- ☐ Contains Statement of Purpose
- ☐ Contains at least two (2) goals, programs and measurements that promotes equity among (1) People of color, particularly Black, African American, Hispanic, Latinx, and Indigenous people (2) Women (3) Veterans (4) Persons with disabilities and (5) LGBTQ+ individuals.
- ☐ Contains percentages for each demographic for goals that include hiring or contracting with diverse suppliers, vendors and/or contractors.

Additional Requirements for Certain License Types

MTCs

- ☐ Plan to provide reduced cost or free Marijuana to patients with documented verified financial hardship.
- ☐ A plan to comply with delivery regulations, if applicable.
- ☐ Operational plan for the cultivation of marijuana in compliance with 935 CMR 501.120, including pesticide use.
- ☐ List of all products that the applicant plans to produce.
- ☐ Methods of production.
- ☐ Safety plan for the manufacturing and production of products.
- ☐ Sample of any unique identifying mark (product logo) that will appear on the product.

Craft Marijuana Cooperatives

- ☐ Operational plan for the cultivation of marijuana.
- ☐ List of all products that the applicant plans to produce.
- ☐ Methods of production
- ☐ Safety plan for the manufacturing and production of products.
- ☐ Sample of any unique identifying mark (product logo) that will appear on the product.

Marijuana Product Manufacturers

- ☐ A detailed description of the applicant's proposed plan for obtaining marijuana from licensed Marijuana Establishments.
- ☐ List of all products that the applicant plans to produce.
- ☐ Methods of production
- ☐ Safety plan for the manufacturing and production of products.
- ☐ Sample of any unique identifying mark (product logo) that will appear on the



product.

Marijuana Microbusinesses

- ☐ Operational plan for the cultivation of marijuana.
- ☐ List of all products that the applicant plans to produce.
- ☐ Methods of production.
- ☐ Safety plan for the manufacturing and production of products.
- ☐ Sample of any unique identifying mark (product logo) that will appear on the product.
- ☐ A detailed description of the applicant's proposed plan for obtaining marijuana from licensed MEs (if only performing product manufacturing operations)
- ☐ If seeking a Delivery Endorsement, a detailed description of the applicant's proposed plan to be compliant with 935 Code Mass. Regs. § 500.145: Additional Operating Requirements for Delivery of Marijuana and Marijuana Products to Consumers.

Marijuana Retailers

- ☐ A detailed description of the applicant's proposed plan for obtaining marijuana from licensed Marijuana Establishments.

Independent Testing Laboratories

- ☐ If available, applicants for licensure as an Independent Testing Laboratory ("ITL") shall include their ISO 17025:2017 certification from a third-party accrediting body that is a signatory to the International Laboratory Accreditation Cooperation Mutual Recognition Arrangement. *(If an applicant for an ITL is unable to procure their ISO 17025:2017 certification prior to provisional licensure, then the applicant will be required to provide this ISO certification before being granted a final license by the Commission. This documentation may be provided to Commission staff upon inspection.)*

Marijuana Courier

- ☐ Delivery Plan and Procedures

Marijuana Delivery Operator

- ☐ Delivery Plan
- ☐ Plan to obtain Marijuana and Marijuana Products
- ☐ Any documentation and information pertaining to agreements with Third-Party Technology Platforms.
- ☐ White Labeling Plan, if applicable. *(Should include at a minimum: the image or logo to be used as part of the label and whether the applicant or the Marijuana Establishment will be the one to affix the label.)*

Social Consumption Establishment (Pre-Certification application)

- ☐ Plan to prevent consumers from bringing marijuana and marijuana products onto the



- premises.
- ☐ Disposal procedures for unsold and unconsumed marijuana products.
 - ☐ Procedures to ensure that consumers are not overserved.
 - ☐ Procedures to educate consumers about the risk of impairment and penalties for operating under the influence.
 - ☐ Operational plan to ensure the ME makes a diligent effort to assist impaired customers in finding means of transportation and is tailored to the ME's geographical region.
 - ☐ If vaporization or other non-smoking forms of consumption involving heat are permitted indoors, plans and building plans to ensure the following:
 - a. Consumption area involving heat takes place isolated from other areas, separated by walls and a secure door, with access only from the ME.
 - b. Employees have access to a smoke-free, vapor-free area.
 - c. A ventilation system that directs smoke vapor from the consumption area to the outside of the building through a filtration system sufficient to remove vapor, consistent with all applicable building codes and ordinances, and adequate to eliminate odor at the property line.
 - ☐ Procedures to ensure no sales occur within the consumption area.
 - ☐ Procedures to ensure employees monitor the consumption from a smoke-free, vapor-free area including, but not limited to, an employee monitoring the exit of the ME.
 - ☐ Procedures to ensure that smoking as defined by M.G.L. c. 270 §22 is prohibited indoors.
 - ☐ Procedures to ensure sanitary practices are utilized.

Questions?

If you have additional questions regarding types of Marijuana Establishments, please contact the Commission at (774) 415-0200 or Licensing@CCCMass.Com.

