

State of California, Department of Cannabis Control  
Licensee Notification and Request Form

# Notifications and Requests to Modify a License

This form is for use by licensees who need to provide a notification to the Department or request approval from the Department, as required under the regulations. Directions for completing the form and providing supporting documents can be found below under Form Instructions.

Licensee Name:

License Number:

License Expiration Date:

Email a completed copy of this form and supporting documents to [licensechange@cannabis.ca.gov](mailto:licensechange@cannabis.ca.gov) to update any of the following:

- Labor Peace Agreement - § 15023(b)
- Change in Ownership - § 15023(c)
- Change in Financial Interest Holders - § 15023(d)
- Change in Contact Information - § 15023(e)(1)
- Change in Legal Name of Owner or Legal Business Name - § 15023(e)(2)
- Change in Business Trade Name/“Doing Business As” (DBA) or Fictitious Business Name (FBN) - § 15023(e)(3)
- Change in Bond - § 15023(e)(4)
- Modify Adult-Use (A) or Medicinal (M) Designation** - § 15023(f)
- Microbusiness: Add or Remove an Activity - § 15023(g)
- Death, Incapacity, Receivership, Assignment of Creditors, or Other Event Rendering an Owner Incapable - § 15024(a)

- Physical Modification of Premises (excluding cultivators) - § 15027
- Criminal Conviction of Any Owner - § 15035(a)
- Civil Penalty or Judgement Against Licensee or Any Owner - § 15035(b)
- Administrative Order or Civil Judgement for Violation of Labor Standards - § 15035(c)
- Revocation of a Local License, Permit, or Other Authorization - § 15035(d)

Use space below for additional information, as needed.

## Disclosures

### Mandatory Submission

Submission of the requested information is mandatory unless otherwise noted in regulation. Failure to provide any of the required information may result in disciplinary action.



## Notifications and Requests to Modify a License – Form Instructions

Pursuant to the provisions in the Department’s regulations and the Medicinal and Adult-Use Cannabis Regulation and Safety Act (MAUCRSA), there are specific instances when licensees are required to notify the Department of changes to business operations. When completing this form, please mark the box next to the item(s) that require Department notification or request and attach any other information required and relevant to the notification requirement(s). The general requirements for each notification or request item are listed below. Specific requirements can be found in the relevant code sections of the Department’s regulations. All sections are in reference to the California Code of Regulations, Title 4, Division 19.

### Labor Peace Agreement - § 15023(b)

If at the time of licensure, a licensee employed less than 20 employees and later employs 20 or more employees, within 60 days of employing 20 or more employees, the licensee shall provide to the Department a notarized statement that the licensee will enter into a labor peace agreement and will abide by the terms of the agreement.

### Change in Ownership - § 15023(c)

If one or more of the owners of a license change, a new license application and fee shall be submitted to the Department within 14 calendar days of the effective date of the ownership change. The business may continue to operate under the active license while the Department reviews the the qualifications of the new owner(s) to determine whether the change would constitute grounds for denial of the license, if at least one owner is not transferring ownership interest and will remain as an owner under the new ownership structure. If all owners will be transferring their ownership interest, the business shall not operate under the new ownership structure until the new license application has been approved by the Department.

A change in ownership occurs when a new person meets the definition of owner in section 15003. A change in ownership does not occur when one or more owners leave the business by transferring their ownership interest to the other existing owner(s). In cases where one or more owners leave the business by transferring their ownership interest to the other existing owner(s), the owner or owners that are transferring their interest shall provide a signed statement to the Department confirming that they have transferred their interest within 14 calendar days of the change.

### Change in Financial Interest Holders - § 15023(d)

When there is a change in financial interest holder(s) in the commercial cannabis business who do not meet the requirements for a new license application, the licensee shall submit the information required by section 15002(c)(15) to the Department within 14 calendar days of the change. For financial interest holders that are individuals, this information includes the first and last name of the individual, a contact phone number and email address, and the type and

number of the individual's government-issued identification, such as a driver's license. For financial interest holders that are entities, this information includes the legal business name, the name and phone number and email address of the entity's primary contact, and federal taxpayer identification number of the entity. If an individual who was previously listed as a financial interest holder no longer has a financial interest, provide the first and last name of the individual and indicate that this individual no longer has a financial interest.

### **Change in Contact Information - § 15023(e)(1)**

If there is any change to any contact information from the information provided to the Department in the original application or subsequent notification, the licensee shall provide the Department with the new contact information within 14 calendar days of the change.

### **Change in Name or Legal Business Name - § 15023(e)(2)**

If the licensee is an individual, the licensee shall notify the Department within 14 calendar days of any change to their name. If the licensee is a business entity, the licensee shall notify the Department within 14 calendar days of any change to the legal business name.

### **Change in Business Trade Name/"Doing Business As" (DBA) or Fictitious Business Name (FBN) - § 15023(e)(3)**

If there is any change in DBA or FBN, the licensee shall notify and provide the Department with the new information for the business trade name and/or fictitious business name within 14 calendar days.

### **Change in Bond - § 15023(e)(4)**

If there is any change to the surety bond required under section 15002(c)(22), the licensee shall notify and provide the Department with a copy of the new or changed surety bond within 14 calendar days.

### **Modify A or M Designation - § 15023(f)**

A licensee may request to **modify their A-designation or M-designation** by sending a notification to the Department. **The request must be submitted by the designated responsible party.** A licensee shall not operate under the requested designation until they have received approval from the Department. The Department will be required to obtain confirmation from the local jurisdiction for the **A-designation** prior to approval.

### **Microbusiness: Add or Remove an Activity - § 15023(g)**

A microbusiness licensee may add a commercial cannabis activity to their license or remove a commercial cannabis activity from their license if doing so is consistent with the requirement that licensees engage in at least three (3) commercial cannabis activities. The licensee will be required to submit all licensing requirements for the requested new activity.



A licensee shall request the modification by completing a request to modify the licensed premises pursuant to section 15027. A licensee shall not engage in a new commercial cannabis activity until they have paid for the modification and received approval from the Department.

### **Death, Incapacity, Receivership, Assignment of Creditors, or Other Event Rendering an Owner Incapable – § 15024(a)**

In the event of the death, incapacity, receivership, assignment for the benefit of creditors or other event rendering one or more owners incapable of performing the duties associated with the license, the owner or owners' successor in interest (e.g., appointed guardian, executor, administrator, receiver, trustee, or assignee) shall notify the Department in writing, within 14 calendar days.

To continue operations or surrender the existing license, the successor in interest shall submit to the

Department the following:

- (1) The name of the successor in interest.
- (2) The name of the owner(s) for which the successor in interest is succeeding and the license number;
- (3) The phone number, mailing address, and email address of the successor in interest; and
- (4) Documentation demonstrating that the owner(s) is incapable of performing the duties associated with the license such as a death certificate, or a court order, and documentation demonstrating that the person making the request is the owner or owners' successor in interest such as a court order appointing guardianship, receivership, or a will or trust agreement.

### **Physical Modification of Premises (excluding cultivators) – § 15027**

A licensee shall not, without the prior written approval of the Department, make a physical change, alteration, or modification of the licensed premises that materially or substantially alters the licensed premises or the use of the licensed premises from the premises diagram originally filed with the license application. A licensee (excluding cultivators) shall request approval of a physical change, alteration, or modification in writing, and the request shall include a new premises diagram, payment of a fee, and any additional documentation as requested by the Department.

### **Criminal Conviction of Any Owner - § 15035(a)**

A licensee shall ensure that the Department is notified in writing of a criminal conviction of any owner, either by mail or electronic mail, within 48 hours of the conviction. The written notification to the Department shall include the date of conviction, the court docket number, the name of the court in which the owner was convicted, and the specific offense(s) for which the owner was convicted.



### **Civil Penalty or Judgment Against Licensee or Any Owner - § 15035(b)**

A licensee shall ensure that the Department is notified in writing of a civil penalty or judgment rendered against the licensee or any owner in their individual capacity, either by mail or electronic mail, within 48 hours of delivery of the verdict or entry of judgment, whichever is sooner. The written notification shall include the date of verdict or entry of judgment, the court docket number, the name of the court in which the matter was adjudicated, and a description of the civil penalty or judgment rendered against the licensee.

### **Administrative Order or Civil Judgment for Violation of Labor Standards - § 15035(c)**

A licensee shall ensure that the Department is notified in writing of an administrative order or civil judgement for violations of labor standards against the licensee or any owner in their individual capacity, either by mail or electronic mail, within 48 hours of delivery of the order. The written notification shall include the date of the order, the name of the agency issuing the order, and a description of the administrative penalty or judgement rendered against the licensee or owner.

### **Revocation of a Local License, Permit, or Other Authorization - § 15035(d)**

A licensee shall ensure that the Department is notified in writing of the revocation of a local license, permit, or other authorization, either by mail or electronic mail within 48 hours of receiving notice of the revocation. The written notification shall include the name of the local agency involved, a written explanation of the proceeding or enforcement action, and the specific violation(s) that led to revocation.

