



250 East L Street • Benicia, CA 94510 • (707) 746-3412 • Fax (707) 747-0131

Police Department

CANNABIS PUBLIC SAFETY LICENSE APPLICATION

Administered by the Police Department, applicants seeking Cannabis Use Permits must also obtain a Cannabis Public Safety License. Applicants must submit comprehensive security plans, site plans, and floor plans demonstrating that the proposed safety and security strategies for the licensed premises comply with State and local regulations. All applicants must complete the application that follows.

I. SUBMITTAL INSTRUCTIONS

Applicants shall complete and submit the cannabis public safety license application and pay all associated fees at time of submittal. Applicants shall contact the Police Department at 707-746-4245 prior to submitting the application to arrange a non-disclosure agreement with the City.

Applicants shall submit three (3) hard copies of a complete application and all affiliated materials in one package by mail, courier, or in person to:

City of Benicia Police Department
RE: Cannabis Public Safety License
City of Benicia
200 East L Street
Benicia, CA 94510

II. APPLICATION CHECKLIST

Below is a list of application materials and documentation instructions. Please refer to sections III, IV, and V for further details about content and regulatory requirements.

- ☐ **Cannabis Public Safety License Application** completed and signed by applicant.
- ☐ **Non-Disclosure Agreement** completed and signed by applicant and relevant City representatives.

- ☐ **Conceptual Site and Floor Plans** demonstrating compliance with Benicia Municipal Code Chapter 9.60 Cannabis Public Safety License and applicable State regulations.
- 3 copies on 11x17 inch sheets and 1 copy on 24x36 inch sheets
 - Floor plans shall comply with applicable layout requirements in BMC Chapters 9.60 and 17.84.
 - Conceptual site and floor plans shall demonstrate compliance with State and local law and may include the following:
 - Surveillance equipment locations, including all cameras
 - All doors and access points including locking mechanisms and personnel access permissions
 - All points of external access
 - All rooms accessible to customers, members of the public, and/or third-party contractors
 - All areas where the following will be stored, handled, and/or processed:
 - Cannabis and cannabinoid products
 - Garbage and refuse storage
 - Money and currency
 - Sensitive documentation
 - Security recordings, and/or security and alarm system monitors and/or control centers

III. BACKGROUND INFORMATION

- Provide one valid government-issued form of photo identification, such as a state driver's license or identification card. Acceptable forms of government-issued identification include, but are not limited to, driver's license or photo identity cards issued by the state Department of Motor Vehicles (or equivalent) that meet REAL ID benchmarks, a passport issued by the United States or by a foreign government, U.S. Military ID cards (active duty or retired military and their dependents) or a permanent resident card.
- Provide a certified copy of the proposed business's Secretary of State chapters of incorporation, certificate(s) of amendment, statement(s) of information and a copy of the cannabis business's bylaws.
- If the proposed business is an unincorporated association, provide a copy of the chapters of association.
- Name, address, electronic mail address, and mobile phone number of the applicant's or licensee's current designated agent for service of process.
- The name, electronic mail address, and mobile phone number, of an owner, operator, or manager to act as an on-site community relations staff person to whom

the city may provide notice of any operating problems or emergencies associated with the cannabis business.

IV. BACKGROUND INVESTIGATIONS AND LIVESCAN

All applicants, interested parties, and employees of the licensee are required to clear a background check to qualify for a Cannabis Use Permit. This includes a Live Scan Service and may also include additional investigation by the City if deemed necessary. Cannabis Public Safety Licenses will not be approved if the applicant, owner(s), operator(s), and employees have been convicted of an offense that is substantially related to the qualifications, functions, or duties of a cannabis business.

Contact the Police Department at 707-746-4245 to arrange fingerprinting for all required parties.

The following offenses are substantially related to the qualifications, functions, or duties of a cannabis business:

- A violent felony conviction, as specified in Penal Code Section 667.5(c).
- A serious felony conviction, as specified in Penal Code Section 1192.7(c).
- A felony conviction involving fraud, deceit, or embezzlement.
- A felony conviction for hiring, employing, or using a minor in transporting, carrying, selling, giving away, preparing for sale, or peddling, any controlled substance to a minor; or selling, offering to sell, furnishing, offering to furnish, administering, or giving any controlled substance to a minor.
- A felony conviction for drug trafficking and enhancements pursuant to Health and Safety Code Section 11370.4 or 11379.8.
- A conviction for cultivation or production of a controlled substance on public or private lands pursuant to Fish and Game Code Section 12025 or 12025.1.
- A conviction for unauthorized commercial cannabis activities in any city, county or city and county in the five years immediately preceding the issuance of a cannabis public safety license or cannabis public safety renewal license.
- A conviction for any controlled substance felony subsequent to licensure shall be grounds for revocation of a license or denial of the renewal of a license.

V. SECURITY PLAN

Provide a security plan which will provide adequate security on the property of the proposed business. The plan must include standards showing compliance with BMC 9.60.030(C), including:

- The interior and exterior physical layout and design plans and operational details as they relate to security. The layout, plans, and operational details shall be approved by the chief of police. The following minimum security standards shall be maintained at all times:
 - Surveillance System.
 - Each cannabis business shall be monitored at all times by closed-circuit television surveillance system. The camera and video recording surveillance system must be capable of providing surveillance of both interior and exterior areas of the cannabis business as directed by the police department in the interest of public safety and must be of adequate quality, color rendition and resolution to allow the ready identification of an individual on or adjacent to the property. The recordings shall be maintained at the cannabis business for a period of not less than 30 days and shall be provided to the city police department within 24 hours of a written request from the police department for any recordings. Each licensee shall notify the chief of police immediately after discovering any of the following: diversion, theft, loss, or any criminal activity involving the cannabis business; significant discrepancies identified during inventory; or any other breach of security.
 - A sign shall be posted inside and at the entrances to the establishment indicating that the property is under camera/video surveillance.
 - Windows and Window Coverings: Store fronts (front facade of the cannabis business) shall be primarily glass with glass occupying at least 45 percent of the entire store front and 60 percent of the horizontal length of the store. Window and door areas shall not be covered, tinted, or made opaque in any way, or obscured in any way by landscaping, floor displays, equipment, or the like. The chief of police may modify these standards for windows and doors, if the police chief determines standards may be reduced from a public safety standpoint due to the location and/or type of business.
- Loitering Adjacent to a Cannabis Business: Licensees, owners, and operators shall take reasonable measures to reduce loitering by cannabis business employees, owners, managers, customers, members, patrons, guests and invitees in public areas, sidewalks, alleys and areas surrounding the property and adjacent premises during the business hours of the cannabis business.

VI. ONGOING FILING REQUIREMENTS

Where a cannabis business or licensee replaces, hires, appoints or employs new operators and/or employees, all such operators and employees shall submit to fingerprinting and a criminal background investigation pursuant to subsection 9.60.040(B.3). A cannabis business or licensee has an ongoing obligation to immediately report to the police chief any conviction for an offense listed in BMC 9.60.050(A.4) suffered by an owner, operator and/or employee of the cannabis business or licensee. A cannabis business or licensee shall also have an ongoing obligation to immediately report to the police chief any of the events listed in BMC 9.60.050(A.5) and BMC 9.60.050(A.6)

VII. ACKNOWLEDGEMENT

I _____, declare under penalty of perjury, that I have personal knowledge of the information contained in the application and that the information contained herein is true and correct.

Applicant Name _____

**Applicant
Company/Entity** _____

**Proposed
Facility Address** _____

**Authorized
Agent (print)** _____ **Title** _____

Signature _____ **Date** _____