

Division of Cannabis Regulation

Section for Compliance & Enforcement

Instructions for Business Change Application: Change of Facility Location

Pursuant to 19 CSR 100-1.100(2) and 19 CSR 100-1.100(3), respectively, marijuana and medical facility licensees must apply for and obtain the department's approval before they may change the licensee's facility location.

INSTRUCTIONS

Licensees are required to complete the applicable Business Change Application Checklist.

The following must be submitted through the online registry portal for the business change application to be considered complete:

- the applicable Business Change Application Checklist;
- fee; and
- **all** documentation outlined on the checklist.

The documents and information outlined in the checklist are the minimum required to verify the proposed change complies with Article XIV and 19 CSR 100-1. Considering the uniqueness of each request, the Division of Cannabis Regulation (DCR) cannot anticipate questions that might arise from the documentation submitted or the need for additional documentation. Pursuant to 19 CSR 100-1.030(2)(B)3, licensed or certified entities must provide documents or records requested as part of an inspection or investigation within seven (7) days of the department issuing the request unless additional time is requested and granted. A department request for documents or records made as part of reviewing an application submitted by a licensee, such as a business change application, shall be considered an inspection of records. In addition, failure to timely provide requested documents or records may result in a fine of up to five thousand dollars (\$5,000) for every day the requested documents or records have not been provided after the deadline.

Failure to submit all checklist documentation and payment within this timeframe will result in denial of the business change application, and the licensee will be required to submit a new application for DCR to process the requested change. A new application fee will be required for applications denied for missing or incomplete documentation.

Business change applications will be approved if the request contains all documentation and fees required by 19 CSR 100-1.100, and the resulting change in location does not violate any provision of 19 CSR 100-1 or Article XIV. If DCR determines that an applicant has provided false or misleading information in the application, the license/certification may be subject to penalties, up to revocation. If you have any questions about the documentation or information requested in the Business Change Application Checklist, please reach out to your license's assigned Business Licensing Services Specialist.

Business Change Application Checklist – Change of Facility Location

Licensee Name		License Number	
Indicate License Type:			
<input type="checkbox"/> Marijuana Facility License (includes comprehensive and microbusiness licenses as well as testing and transportation certifications)			
<input type="checkbox"/> Medical Facility License (licenses designated as medical only)			
Verify	DCR Requested Document	Licensee Uploaded Document Name(s)	
<input type="checkbox"/>	Proposed blueprints for the facility that outline the entire facility and feature all rooms and areas clearly labeled, including purpose and square footage, camera locations, limited access areas, and access permissions.		
<input type="checkbox"/>	Documentation from the local government with jurisdiction over the facility's location confirming that the proposed location complies with local distance requirements or stating that there are none.		
<input type="checkbox"/>	If the local government in which the facility will be located has enacted applicable zoning restrictions, documentation from the local government with jurisdiction over the facility's location confirming that the proposed location complies with applicable zoning restrictions.		
<input type="checkbox"/>	Location lease agreement and/or proof of ownership. <i>Lease or Purchase Agreements should be contingent upon DHSS approval of location change</i> <i>Lease agreements should not allow access to regulated product in the event of default or eviction.</i>		
<input type="checkbox"/>	Facility Management Agreement(s)		
<input type="checkbox"/>	Payment of the administrative and processing fee.	Payment is to be made through the registry system at time of application submission.	
<input type="checkbox"/>	Narrative description of change <i>Detail all aspects of the proposed change, including:</i> <ul style="list-style-type: none"> • <i>Proposed address</i> • <i>The reason for change</i> • <i>Describe your plan for moving marijuana product to the proposed location?</i> • <i>Outline what will be needed from the approved location in order to operate at the proposed location? (ex: security cameras)</i> 		
<input type="checkbox"/>	Completed Business Change Application Checklist.		