

How to Submit CCAP Renewals in OpenGov

1. Navigate to the CCAP page on the City website located here: [Commercial Cannabis Activity Permit | Arcata, CA](#).
2. Click on “*Click Here to Apply for a Commercial Cannabis Activity Permit*.”

Commercial Cannabis Activity P

Ready to Apply? Application and Information

Click Here to Apply for a Commercial Cannabis Activity Permit

3. Click on “Login” in the upper right-hand corner.

Login Sign Up

4. Click on “Login using Secure Portal” in blue.

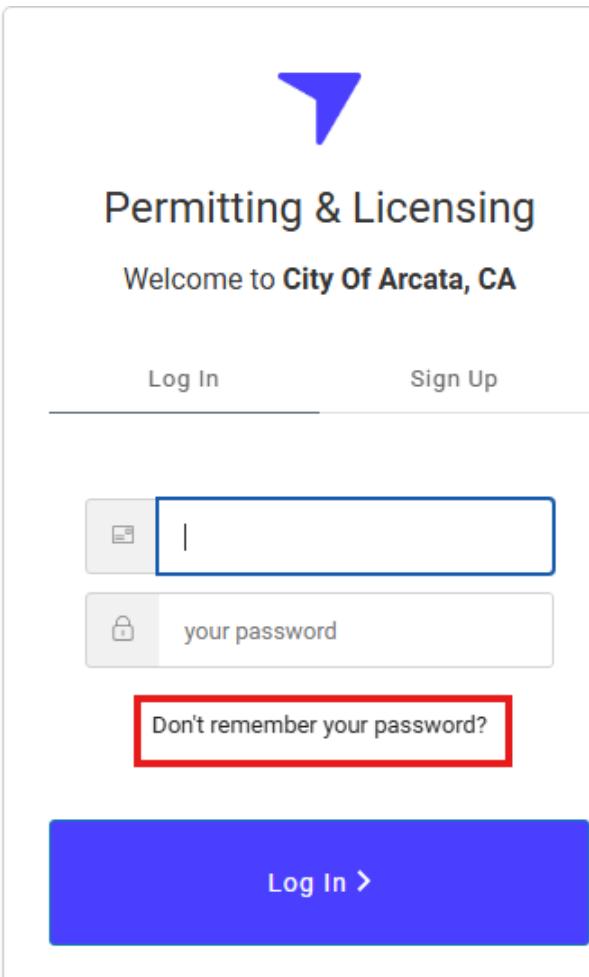
Login with your OpenGov ID

Use your **OpenGov** ID to login to City Of Arcata, CA

For your security, your sign up is performed on our Secure Portal

[Login using Secure Portal](#)

5. Enter your Login information (email and password). If you do not remember your password or you did not create one after your account was established, then you can click on “Don’t remember your password?” to receive a password reset email from OpenGov.



The image shows a placeholder for a login screen. It features a blue triangular logo at the top, followed by the text "Permitting & Licensing" and "Welcome to City Of Arcata, CA". Below this is a horizontal line with "Log In" and "Sign Up" buttons. The main input fields for email and password are shown, with the password field containing placeholder text "your password". A red box highlights the "Don't remember your password?" link. A large blue "Log In >" button is at the bottom.

Permitting & Licensing

Welcome to City Of Arcata, CA

Log In

Sign Up

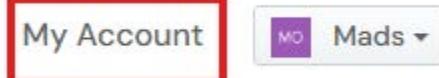
|

your password

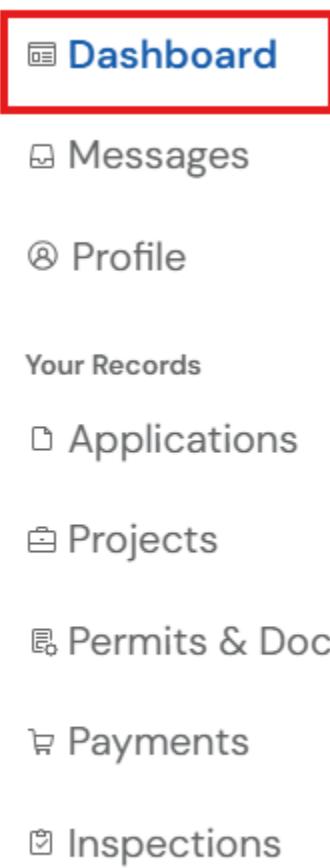
[Don't remember your password?](#)

Log In >

6. Click on “My Account” in the upper right-hand corner.



7. Clicking on “My Account” should automatically direct you to your dashboard. If it does not, click on “Dashboard” on the left-hand side of the page.



8. The top of the Dashboard page should have a section labeled “Action Required” if your permit is ready to be renewed. This section contains the option to renew a record or make payments if you have already renewed the record and the review process has been completed. If you do not see the option to renew your permit, it may be because your renewal period has not opened yet and it is too early to renew. If you would like to know when your renewal period opens, you can email comdev@cityofarcata.org or call (707) 822-5955.

9. If your record is ready to be renewed, click on “Renew Now” in blue next to the permit you would like to renew.

Action Required

Renew your Commercial Cannabis Activity Permit (CCAP)



Commercial Cannabis Activity Permit (CCAP) CCAP-62 ·

Expires on Sep 5, 2025

Renewable until Sep 5, 2025

Renew Now

10. Clicking on “Renew Now” will direct you to the renewal application. Most of the information boxes will be grayed out and you will not be able to change the information. If the information needs to be changed, please email comdev@cityofarcata.org or call (707) 822-5955.

11. If the information is correct, you will click “Next” in blue at the bottom of each page.

Next >

12. You will need to complete the property owner information section on Step 6 of 9.

Step 6 of 9 ·

[Save Draft and Exit](#)

Property Owner Information

Property Owner Name *

Owner Mailing Address *

Owner City *

Owner State *

Owner Zip Code *

Owner Email Address *

Owner Phone Number *

13. You will need to complete the contact information section and electronically sign for the renewal on Step 7 of 9. To electronically sign, click on the box under “Applicant’s Signature *” and type in your name.

Property Access, Applicant/Owner Acknowledgments and Certification

Please enter information for the primary business owner contact who will be agreeing to requirements as outlined in this application, and providing acknowledgments and certification below.

Business Owner Applicant Primary Contact *	Mailing Address *
<input type="text"/>	<input type="text"/>
City *	State *
<input type="text"/>	<input type="text"/>
Zip Code *	Email Address *
<input type="text"/>	<input type="text"/>
Phone Number *	
<input type="text"/>	

By signing below, I (we) expressly:

- Consent to entry and inspection of the premises by the City of Arcata Building Official, or designee, upon reasonable notice;
- Authorize the City of Arcata to access all information entered into the City's database to monitor compliance with the Commercial Cannabis Activity Permit (CCAP) and City of Arcata laws and regulations;
- Acknowledge that the contents submitted in this application as well as entered into the City's database may be subject to public disclosure under the California Public Records Act;
- Acknowledge that a CCAP does not authorize nor provide immunity or defense to any activity prohibited under federal law, statute, rule or regulation; and
- Hereby release, indemnify and hold harmless the City of Arcata, and its agents, officers, elected officials, employees and contractors from losses of any kind resulting from this CCAP application, including receiving and/or acting under a Commercial Cannabis Activity Permit.

I (we) certify under penalty of perjury that the information submitted in this application, including all supporting documents and materials is, to the best of my (our) knowledge and belief, true, accurate, and complete. I (we) further certify that I (we) am (are) authorized to sign this application and thereby bind the applicant and all of applicant's owners to compliance with all permit conditions.

Applicant's Signature *

Applicant's Title *

I agree that my electronic signature is equivalent to a handwritten signature and is binding for all purposes related to this transaction *

14. Enter your title under "Applicant's Title *."

15. Click on the box to agree that your electronic signature is equivalent to a handwritten signature.
16. Click “Next.”
17. Step 9 of 9 is where you can upload the requirements for the renewal. The attachments ending in “- REQUIRED” need to be submitted to complete your application. If you want to submit the application but do not have the requirements yet, then you can click “Next” and upload the requirements after you have submitted the renewal. If you have the requirements, then you can click on “Upload” in blue next to each requirement.

Attachment	File	
DCC License – REQUIRED	No file uploaded	Upload
City of Arcata Business License – REQUIRED	No file uploaded	Upload
Add attachment		

18. If you would like to upload additional attachments, you can click on “Add attachment” under the listed attachments.
19. Click “Next” at the bottom of the page when you are finished uploading attachments.
20. The last page titled “Confirm your submission” is where you can review your renewal information. If everything looks correct, click on “Confirm and Submit” at the bottom of the page in blue.

I certify under possible penalty of perjury under the laws of this jurisdiction that the preceding information is true and correct.

[< Back](#)

[Confirm and Submit >](#)

You have now successfully submitted your renewal! The first step in the process after your submission is the “Administrative Review” which will appear on your screen. If you would like to leave a message on that step, you can enter it in the box under “Message the reviewer” and click “Send Message” which will turn blue.

Commercial Cannabis Activity
Permit (CCAP)
CCAP-62
(Renewal)

Administrative Review

● **In progress.** This step is in progress.

Your Submission
Attachments
Guests (0)

● **Administrative Review**

CCAP Permit Fees
City Manager Approval
Commercial Cannabis Activity Permit
Issuance
Update Renewal Notice Date

Message the reviewer

Send Message

You can also submit attachments on this page by clicking on “Attachments” or add a guest account on the record by clicking on “Guests.” For more information on guest accounts, please review the “How to Add a Guest Account on a CCAP Record in OpenGov” guide on the CCAP page on the City website located here: [Commercial Cannabis Activity Permit | Arcata, CA](#).

Commercial Cannabis Activity
Permit (CCAP)
CCAP-62
(Renewal)

Administrative Review

● **In progress.** This step is in progress.

Your Submission
Attachments
Guests (0)

Message the reviewer

Send Message

● **Administrative Review**

CCAP Permit Fees
City Manager Approval
Commercial Cannabis Activity Permit
Issuance
Update Renewal Notice Date

After the review has been completed, the “Administrative Review” step will turn from blue to green. You will now have the option to pay which will appear under the “Action Required” section on your dashboard page.

If an incomplete application has been submitted, a change request will be issued on the record detailing what needs to be submitted and/or changed to complete the application. For more information on change requests, please review the “How to

Complete a CCAP Change Request in OpenGov” guide on the CCAP page. The option to pay will not become available until the change request has been completed. All requirements need to be submitted and the renewal fee needs to be paid by the expiration date on the permit to avoid expiration or additional fees.

If you have any questions or run into any technical problems with your renewal, you can email comdev@cityofarcata.org or call (707) 822-5955. You can also come in person to City Hall Monday – Thursday 9 am – 5 pm and Friday 9 am – 1 pm. If you have any questions about your business license, please contact the Finance Department at finance@cityofarcata.org or (707) 822-5951.