



Commercial Cannabis Activity Permit Obtaining Provisional Permits

The City of Arcata may, at its sole discretion, issue a provisional, non-operational Commercial Cannabis Activity Permit (CCAP). The purpose is to allow applicants to initiate cannabis license applications at the State level.

Application Form:

Use the City's CCAP application to provide the following information:

- Business information – owner contact and form of business structure (LLC, Corporation, etc.).
- Information about owners, managers, and key employees. Managers and key employees are defined as people who make, or will make, operational or management decisions that directly impact the business.
- Property information and property owner information (also requires the property owner's signature).
- Information about specific State license(s) to be obtained.
- Description of proposed business operation – product, production, source of cannabis materials.
- Business owner signature.

Provide Other Required Information:

- Payment of application and annual fees. See <https://www.cityofarcata.org/691/Commercial-Cannabis-Activity-Permit> for current fees.
- Verification of site control (property ownership, or lease).
- Verification that live scans have been submitted by owners, managers and key employees. We recommend that live scans be submitted as early as possible – even before submitting an application for a provisional permit – as the time required for processing can be variable.

We also recommend that, whenever possible, live scans be performed at the Arcata Police Department. They may be submitted elsewhere, but we have no way to track the submission.

City Process on Submission of All Items:

- Review of information submitted.
- Verification that the proposed use is allowed at the site.
- Review of live scans through the Arcata Police Department. All owners, managers, and key employees must pass without disqualifying felonies.

Submit a provisional application at the City of Arcata, 736 F Street, Arcata CA 95521. Electronic copies are acceptable for all items except those requiring signatures.

Questions? Call Susan Diehl McCarthy at 707-825-2168 or email sdiehlmccarthy@cityofarcata.org.