



Boulder County Community Planning & Permitting  
2045 13th Street • Boulder, CO 80302  
P.O. Box 471 • Boulder, CO 80306  
Phone: 303-441-3930  
Email: [marijuanalicensing@bouldercounty.gov](mailto:marijuanalicensing@bouldercounty.gov)  
Website: [www.bouldercounty.gov](http://www.bouldercounty.gov)

## **Checklist for New Marijuana Licenses & Permits**

The purpose of this checklist is to provide general information on the application process for a new marijuana license or permit in Boulder County.

### **Before Submitting an Application:**

Below are topics that all applicants should consider before submitting an application. Please call Boulder County Marijuana Licensing with any questions.

- ☐ **Determine type of marijuana license or permit:**
  - Medical and/or Retail Marijuana Store
  - Medical and/or Retail Marijuana Product Manufacturer
  - Medical and/or Retail Marijuana Cultivation
  - Medical and/or Retail Marijuana Testing Facility
  - Medical and/or Retail Marijuana Transporter
  - Off-Premises Storage Permit
  - Marijuana Research and Development license
  
- ☐ **Contact a Planner at Boulder County Community Planning & Permitting regarding the proposed location to determine zoning and required approvals under the Land Use Code. All Land Use Code approvals are required PRIOR to submitting a license application.**
  - Boulder County Community Planning & Permitting Department: 303-441-3930
  - Allowed zones for Marijuana Establishments:
    - Business
    - Commercial
    - Transitional
    - Light Industrial
    - General Industrial
  - Distance restrictions for Marijuana Establishments:
    - If the property is in a Business, Commercial or Transitional zone, the Marijuana Establishment must be at least 500 feet from any other Marijuana Establishment in the same zone.
    - Any Retail Marijuana Store or Medical Marijuana Center must be at least 1000 feet from any alcohol or drug treatment facilities, licensed childcare facilities, and educational facilities (below college grade level).
  
- ☐ **Review the Boulder County Marijuana Licensing Regulations**
  - Available online: <https://www.bouldercounty.org/records/licenses/marijuana-licensing/>
  - Outlines licensing requirements and operation requirements for marijuana businesses
  - Contact Boulder County Marijuana Licensing with any questions at 303-441-3930.

### **Submitting an Application:**

Please include the following documents when submitting an application:

- ☐ Boulder County New Marijuana Business License Application
- ☐ State Application
  - For medical marijuana: Colorado Business Medical Marijuana License Application form DR 8530. Please submit a completed copy of this form to Boulder County.
  - For retail marijuana: Colorado Business Retail Marijuana License Application form DR 8548. Apply with the state Marijuana Enforcement Division first, and then the MED will forward the completed state application to Boulder County.
- ☐ Sales Tax License from Colorado Department of Revenue
- ☐ Well and Septic Permits: Provide a copy of well and septic permits and Onsite Wastewater Treatment System Certificate of Final Approval for the property or a utility bill if connected to a local utility company.
- ☐ Site Plan: The site plan should include the following plans for the premises and attached drawings should be 8.5 x 11 or 11 x 17 inches in size. Use the checklist below as a guide of elements to illustrate on your site plan. Also include a site plan drawing of all buildings on the property where the premise is located.
  - North Arrow
  - Standard Scale
  - Use of Land and Structures
  - Address
  - Size of Property in acres
  - Dimensions of Property
  - Name of Project
  - Preparation Date
- ☐ Floor Plan: Provide a floor plan showing how the floor space is or will be used. This includes the dimensions and use of every room.
- ☐ Parking Plan: Provide a parking plan for the property, including parking for the entire parcel.
- ☐ Lighting and Signage: Describe the nature and location of any existing or proposed lighting and signage. If proposing new signage, then include information for the entire parcel. If proposing new lighting, then include information for the building where the marijuana business will be located. Lighting and signage documentation may be photographs or diagram and must include dimensions and elevations. Lighting and signage requirements are outlined in Articles 7-1600 and 13 of the Boulder County Land Use Code.
- ☐ Sustainability: Marijuana cultivations in Boulder County are required to offset 100% of electrical consumption through a verified subscription in a Community Solar Garden, renewable energy generated on site, or equivalent. In lieu of the offset requirements, a marijuana facility may choose to pay fees to the Boulder County Energy Impact Offset Fund (BCEIOF). The owner of such facilities must sign a BCEIOF Participation Agreement and abide by all terms, requirements, and conditions. Please see Article 8.5(i) of the Boulder County Marijuana Licensing Regulations for more information.
- ☐ Fees – make checks payable to Boulder County Treasurer.

## **Fee Schedule for Boulder County Marijuana Licensing**

### **New Marijuana Business fees:**

Application Fee	\$2,500 for each license type
Annual Operating Fee	\$4,000 for first license
Accessory License Operating Fee	\$500 for each additional

### **Additional Contact Information:**

Boulder County Marijuana Licensing Authority	303-441-3930
Department of Revenue, Marijuana Enforcement Division	303-205-8421
Boulder County Community Planning & Permitting	303-441-3930
Boulder County Public Health Water Quality	303-441-1564
Boulder County Sheriff's Office	303-441-3600
Colorado Department of Public Health & Environment (for Caregivers)	303-692-2184
Colorado Department of Agriculture (for Industrial Hemp)	303-869-9050