



Boulder County Marijuana & Liquor Licensing
1325 Pearl Street · Boulder, CO 80302
P.O. Box 471 · Boulder, CO 80306
Phone: 303-441-3829
Email: marijuanalicensing@bouldercounty.org
Website: www.bouldercounty.org

Intake Stamp

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 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 application:**
 - Medical Marijuana Center
 - Medical Marijuana Infused Product Manufacturer
 - Medical Marijuana Optional Premises Cultivation
 - Medical Marijuana Testing Facility
 - Medical Marijuana Transporter
 - Off-Premises Storage Permit
 - Retail Marijuana Store
 - Retail Marijuana Products Manufacturing Facility
 - Retail Marijuana Cultivation Facility
 - Retail Marijuana Testing Facility
 - Retail Marijuana Transporter
 - Marijuana Research and Development

- Contact Boulder County Land Use regarding the proposed location to determine zoning and required approvals under the Land Use Code**
 - Boulder County Land Use 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 located 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 child care 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: 303-441-3829

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 Medical Marijuana Business:

Application Fee	\$2,500
Annual Operating Fee	\$4,000
Accessory License Operating Fee	\$250

New Retail Marijuana Establishment:

Application Fee	\$2,500 (received from state MED)
Annual Operating Fee	\$4,000
Accessory License Operating Fee	\$250

Off-Premises Storage Permit:

Application Fee	\$2,500
Annual Operating Fee	\$4,000

Additional Contact Information:

Boulder County Marijuana Licensing Authority	303-441-3829
Department of Revenue, Marijuana Enforcement Division	303-205-8421
Boulder County Land Use	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