



City of North Las Vegas Registration Checklist

MEDICAL MARIJUANA ESTABLISHMENT

2250 N. Las Vegas Boulevard, Suite 110, North Las Vegas, NV, 89030 - (702-633-1520)

The items below must be provided at the time of application. Faxed or incomplete applications will not be accepted. Applications must be submitted via mail or in person. Applications will not be accepted after 2:00 p.m. This checklist must be returned with the application.

NLVMC 5.29 Medical Marijuana Establishments.

- Complete Medical Marijuana Establishment **Business License Application**. All corporations, limited liability companies, and limited partnerships must provide the exact name as filed with the Nevada Secretary of State as the Applicant Name on the Business License Application.
- Complete **Conditional or Special Use Permit Application** that has been filed with the Planning & Zoning Division (702-633-1537) and all accompanying documents associated with the application. (A license will not be issued until all requirements and conditions have been met.)
- Child Support Form** (Not required for Corporations, Limited Liability Companies or Limited Partnerships).
- Complete **Division of Industrial Relations Affirmation of Compliance Form** for North Las Vegas business location. *For questions related to this form or for assistance in completing the form, please contact the division at 702-486-9080.*
- Documentation showing **current status with the Nevada Secretary of State**, 555 E. Washington Ave., Ste 5200, Las Vegas, NV, 702-486-3000. This is required for all corporations, limited liability companies, and limited partnerships. Information and documentation may be obtained from the Secretary of State's web site, <http://nvsos.gov/>.
- Copy of **current State Business License** or exemption from the Nevada Secretary of State, 555 E. Washington Ave., Suite 5200, Las Vegas, NV, 702-486-3000. Information and documentation may be obtained from the Secretary of State's web site, <http://nvsos.gov/>.
- Copy of **current State Sales Tax Permit/Business Use Tax Permit** or exemption from the Nevada Department of Taxation, 2550 Paseo Verde, Suite 180, Henderson, NV, 89052, or 555 E. Washington Ave., Suite 1300, Las Vegas, NV, 866-962-3707 (www.Tax.State.NV.US). **Proof of current status must be dated within the past 12 months (one year)**. The following are acceptable forms for verification: Department of Taxation approved Exemption form to be provided by local licensing authority, City/County Compliance Letter issued by the Nevada Department of Taxation, copy of your Nevada Business Registration form filed with the Nevada Department of Taxation which has been **stamped and signed by a Department of Taxation representative**, copy of your most recently submitted Sales/Use Tax filing, or a copy of your Registration Confirmation and Application Confirmation pages from the Nevada Department of Taxation online registration website. If you previously filed with the Nevada Department of Taxation and are registered but are unable to provide one of the items referenced above as proof of current status (document must be dated within the past 12 months), please visit a Department of Taxation office to request a City/County Compliance Letter.
- Complete **North Las Vegas Police Department Responsible Person Listing Form**.
- Complete **Clark County Assessor's Form**.
- If the **Business License Application** will be signed by someone other than the owner/officer/manager/member/partner, a **Letter of Authorization** must be provided to the person who will be signing the application. The **Letter of Authorization** must name the person authorized to sign the **Business License Application** and contain the notarized signature of the owner/officer/manager/member/partner or be on company letterhead.
- Application Fee:** One-time, nonrefundable business license application fee of **\$5,000.00** (*If the applicant submits separate applications at the same time for more than one medical marijuana establishment, the application fee for any additional applications shall be \$2,500.00.*)

Business License Hours of Operation: Monday – Thursday, 8:00 a.m. to 5:45 p.m.
Fax Number: 702-399-8099

*****THE FEES LISTED BELOW ARE PROPOSED BY STAFF AND ARE SUBJECT TO CHANGE UNTIL APPROVED BY COUNCIL*****

- Origination Fees:**
 - Cultivation (Apex Overlay District) - \$30,000
 - Production (Apex Overlay District) - \$25,000
 - Testing Laboratory - \$10,000

- License Fees:**
 - Cultivation (Apex Overlay District) – 2% Gross Revenue (no annual fee)
 - Cultivation - \$30,000 Annual fee plus 3% Gross Revenue with a 1% increase every other year to 6%
 - Production (Apex Overlay District) – 2% Gross Revenue (no annual fee)
 - Production - \$25,000 Annual fee plus 4% Gross Revenue with a 1% increase every other year to 6%
 - Dispensary - \$60,000 Annual fee plus 5% Gross Revenue
 - Outside Medical Marijuana Establishment - \$10,000 Annual fee
 - Testing Laboratory – Gross Revenue to be calculated from fee schedule in NLVMC 5.02.080

A. When applying for a new license and the license fees are calculated upon gross sales/revenue as set forth in NLVMC Chapter 5.02, the director shall require the applicant to estimate the probable amount of revenue the business will generate during the initial license period (February – July or August – January). The gross receipts or dollar volume of the business estimated by the applicant shall be used as a basis for the license fee for the initial license period. New licenses shall be prorated on a quarterly (February – April, May – July, August – October or November – January) basis, and any license which will be in effect for any portion of a quarter shall be considered to have been in effect for that entire quarter; provided, however, that no fee may be prorated if the fee for an entire semi-annual period is \$25.00 or less.

B. Unless specifically provided otherwise in this title or in any other provision of this code, each person doing business in the city shall pay to the department, in advance, a semi-annual license fee based on gross sales or gross revenues of the business according to the associated fee listed above.

C. All license fees specified herein as determined on the basis of gross sales/gross revenues shall be calculated on the gross revenues prior to the last day of June and the last day of December of each year, and shall be due and payable on the last day of July and the last day of January immediately following the period of calculation, provided; that, if the due date falls on a weekend, a holiday, or a day on which the department is closed, the fees shall be due and payable on the next succeeding workday.

- The business location is subject to an inspection conducted by an inspector from the City of North Las Vegas. You will be contacted by the inspector to schedule the inspection once you have submitted your application. **Approval from the inspector will be provided to the Business License Division prior to the issuance of the business license and start of business.**

- Police Department **Background Investigation.** There will be a nonrefundable investigation fee as set forth by the North Las Vegas Police Department pursuant to NLVMC 5.42 for each person required to be investigated. **Applicants residing in Nevada must submit their application, investigation documentation and fees in person to the Business License Division.** Investigation documentation consists of the following: Applicant's Request to Release Information, Personal History Questionnaire, and City of North Las Vegas City I.D. Form. Applicants will then be referred to the City of North Las Vegas, Police Department, Work Card Fingerprint Bureau to schedule an appointment. The Police Department is located at 1301 East Lake Mead Boulevard. The Work Card Fingerprint Bureau is open Monday through Thursday, 8:30 a.m. to 4:00 p.m. for processing of business license investigations. The applicant must bring a government issued ID for identification purposes (IE Driver's license, state issued identification card, passport, military ID or permanent resident alien card). Applicants providing a permanent resident alien card must also provide another form of government issued identification. **Applicant's residing outside Nevada may submit their application, investigation documentation and fees via mail.** Applicants must submit all required investigation documentations along with one FBI approved fingerprint card and a color copy of a government issued ID (IE Driver's license, state issued identification card, passport, military ID or permanent resident alien card). Applicants providing a permanent resident alien card must also provide another form of government issued identification. Please note that fingerprint cards must be obtained from a qualified law enforcement agency (IE police department, sheriff's department, etc.) *Please note that the processing time for the investigation is approximately one to two weeks.*

- Work Card** issued by the City of North Las Vegas Police Department. All owners, operators and employees of Medical Marijuana Establishments must obtain and maintain a valid work card from the City of North Las Vegas Police Department. Individuals subject to the background investigation requirement referenced above will submit their work card fee as published pursuant to NLVMC 5.42.010 C along with their investigation fee to the Business License Division at the time their application is submitted. Work cards for these individuals will be provided to the applicants by the Business License Division after the issuance of the business license. Employees will apply for their work cards from the North Las Vegas, Police Department Work Card Section after the issuance of the business license. The owner must contact the Work Card Section to determine what documentation is necessary for employees to apply for their work card. The Work Card Section may be reached at 702-633-1807.

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- A complete and accurate copy of the application and all accompanying documents to be filed pursuant to NRS 453A.322 including, but not limited to:**
 - a) All proposals for operations, business plans, attestations, financial documentation, and required tax reports;
 - b) All documents detailing proposed organizational structure, all narratives, and resumes;
 - c) All documentation required concerning the adequacy of the proposed building and construction plans with supporting details in the form specified by the City Building Official and the payment of all required review and inspection fees;
 - d) All testing, transportation, policy and operations manuals, financial plan, and an environmental plan.
- A water conservation and waste water disposal plan**
- A security plan**, including a depiction of the location and configuration of security cameras, indication how the applicant intends to comply with the requirements related to monitoring and securing the licensed premises as required by Title 5.
- An **accounting plan** that includes how sales and inventory will be tracked on a daily, weekly, and monthly basis, and how this information will be stored and safeguarded.
- An **advertising plan**.
- Copy of **lease, contract, agreement or deed** providing authorization to occupy the business location for the proposed Medical Marijuana Establishment. *(The contract needs to include written documentation stating that the property owner of the proposed location for the establishment is fully aware of the property's intended use.)*
- A copy of all other **contracts, proposed contracts or agreements pertaining to the Medical Marijuana Establishment**.
- A **bond in the amount of \$250,000** to secure the City against all claims and litigation arising from the issuance, operations or ownership of a Medical Marijuana Establishment license.
- A **policy with the minimum amount** that may be required by the City shall be \$1,000,000 per occurrence, \$2,000,000 general aggregate for bodily injury and property damage arising out of licensed activities and \$1,000,000 products and completed operations aggregate, Commercial Automobile Coverage in a minimum of \$1,000,000 and excess liability in a minimum of \$3,000,000
- Additional insured:** The City shall be named as an additional insured on all general liability, umbrella, and excess insurance policies as City, its elected officials, officers, agents, employees and volunteers are included as additional insured. All policies shall be primary over any other valid and collectible insurance
- Prior to the issuance of a Medical Marijuana Establishment license, the licensee shall file and must maintain, a **bond from a surety company qualified and authorized to do surety business in the State of Nevada in the penal sum of \$50,000**. Such bond must be conditioned to be paid to the City for all license fees and penalties owing against such license.
- TESTING LABORATORIES ONLY** must provide a copy of all state laboratory licenses and approvals required to test substances such as medical marijuana.
- City Council approval**, including land use and business license.

Note: Medical Marijuana Establishments must provide a copy of the Medical Marijuana Provisional Certificate issue by the State Division of Public and Behavioral Health prior to issuance of the license. Information can be found at <http://health.nv.gov/medicalmarijuana.htm> or contact them at 4150 Technology Way Carson City, NV 89706, 775-448-5242.

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