



# **WASHOE COUNTY MARIJUANA ESTABLISHMENT LICENSE APPLICATION**

**1001 E. 9TH STREET, BUILDING A  
RENO, NEVADA 89512**

**(775) 328-3733**

**[www.washoecounty.us](http://www.washoecounty.us)**

**April 2018**

# Washoe County Marijuana Establishment (ME) License



## APPLICATION REQUIREMENTS

Washoe County Marijuana Establishment (ME) license applications must have the following:

- **A completed ME license application form, to include all items listed on the application checklist** (Each ME establishment type requires a separate license application form and a separate Washoe County license);
  - **License application fee of \$77.75** (Checks are made payable to Washoe County); **and,**
  - **A CD/DVD or a flash drive (memory stick) with the complete application material.**
  - **Applications must be submitted in person at the business license office.** Applicants for a marijuana distributor license whose place of business is not located within Washoe County may submit the application through the U.S. Postal Service or other mail carriers. Please use the P.O. Box mailing address on the cover of this application.
1. **NEVADA PROVISIONAL or ISSUED LICENSE.** Applicant must submit a copy of the provisional or issued license for the proposed marijuana establishment from by the Nevada Department of Taxation.
  2. **BUSINESS NAME DOCUMENTATION.**
    - a. If your business is a corporation, you must provide a copy of the current Nevada Secretary of State's Office articles of incorporation or corporate seal with your marijuana establishment license application. For corporation information call (775) 684-5708 or visit the Secretary of State's offices at 202 North Carson Street in Carson City. Their website is [www.nvsos.gov](http://www.nvsos.gov).
    - b. If your business is utilizing a fictitious firm name (DBA), it must be registered with the Washoe County Clerk's Office. You must provide a copy of the current fictitious firm name certificate with your marijuana establishment license application. The Washoe County Clerk's Office is located at 1001 E. 9th St. Bldg A – 1<sup>st</sup> Floor in Reno. Their phone number is (775) 784-7287.
  3. **STATE BUSINESS LICENSE.** You must register with the Nevada Secretary of State's Office for a Nevada State business license. You may register online at [www.nvsilverflume.gov](http://www.nvsilverflume.gov). You may also register with them in person at their office located at 202 North Carson Street in Carson City. Their phone number is (775) 684-5708. Proof of registration must be submitted with your marijuana establishment license application.
  4. **TAXATION.** You must register with the Nevada Department of Taxation. You may complete the sales and use tax permit registration online at [www.nvsilverflume.gov](http://www.nvsilverflume.gov). You may also register with them in person at their office located at 4600 Kietzke Lane, Building "L", Suite 235 in Reno. Their phone number is (866) 962-3707. Proof of registration (clearance letter, stamp, email, or bill) must be submitted with your marijuana establishment license application.
  5. **STATE INDUSTRIAL INSURANCE.** You are required to complete a Nevada Division of Industrial Relations affirmation of compliance, even if you have no employees. You may obtain an affirmation of compliance online at [www.nvsilverflume.gov](http://www.nvsilverflume.gov). You may also complete the Nevada Division of Industrial Relations Insurance compliance form included with this application packet and submit the completed form to the Division of Industrial Relations. If you have employees and have questions, you must contact the Nevada Division of Industrial Relations at 400 W. King Street, Suite 400 in Carson City or at (775) 684-7270. You must submit either the affidavit of compliance or the completed compliance form with your application.
  6. **STORM WATER DISCHARGE PERMITS.** Certain types of commercial and industrial businesses are required to obtain a storm water discharge permit from the Nevada Division of Environmental Protection (NDEP). All applicants are encouraged to contact NDEP at (775) 687-9417 to determine if the proposed business activity requires a storm water discharge permit.
  7. **FEDERAL OR STATE LICENSES.** Please provide proof of any required federal or other Nevada licenses with your application.
  8. **SUPPLEMENTAL DOCUMENTATION.** Complete and attach the **AFFIDAVIT OF PROPERTY OWNERSHIP/CONSENT FOR BUSINESS USE, RELEASE OF ALL CLAIMS, CONSENT AND AUTHORIZATION TO RELEASE INFORMATION, and CHILD SUPPORT COMPLIANCE OR EXEMPTION FORM** forms with the marijuana establishment license application.
  9. **AGENCY REVIEW AND APPROVALS.** Business License staff will circulate your completed marijuana establishment license application to various Washoe County agencies for review as applicable. You may be required to pay separate inspection fees to one or more of the agencies. You may also be required to obtain separate agency or jurisdiction licenses or permits prior to approval of your marijuana establishment license. Agencies may recommend approval, approval with conditions, or denial of your marijuana establishment license application.

**Washoe County  
Marijuana Establishment (ME) License  
APPLICATION FORM**



Date: \_\_\_\_\_

- Type of ME License Applied For:**
- Retail Marijuana Store/Medical Dispensary
  - Marijuana Cultivation Facility
  - Marijuana Product Manufacturing Facility
  - Marijuana Testing Facility
  - Marijuana Distributor

(check only one; each ME establishment type requires a separate application)

**Note:** A Washoe County marijuana distributor license is only required to deliver marijuana and/or marijuana products to a retail marijuana store. A distributor's license is not required to deliver marijuana and/or marijuana products to a marijuana cultivation facility, to a marijuana product manufacturing facility, to a marijuana testing facility; or, medical marijuana and/or medical marijuana products to a medical dispensary.

List Nevada ME provisional or issued license number: \_\_\_\_\_  
(must provide copy of ME provisional or issued license)

Proposed Start Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Entity Type:  Sole Proprietor  Corporation  Partnership  LLC  Association

Corporation Name (Doing Business in Nevada name or DBA):  
\_\_\_\_\_

Federal Tax Identification Number: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Assessor's Parcel Number (APN): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact for Marijuana Establishment license application:

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

**Names and address of any person(s) who has ownership in the business (attach separate pages if needed):**

Full Name and Title	Mailing address	Phone number	Email
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Is the property owner (or owners) an applicant for the State of Nevada marijuana establishment license and the Washoe County marijuana establishment license?  Yes  No

If the response is no:

1. List property owners name and information below (attach separate pages if needed).
2. Complete and attach *an Affidavit of Property Ownership Consent for Business Use* for each property owner.
3. Each property owner is required to undergo a criminal history inquiry, please complete the *Business License Fingerprint Worksheet* for the owner to bring to the Washoe County Sheriff's Office.

Full Name	Mailing address	Phone number	Email
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Application for a retail marijuana store/medical dispensary only:

Proposed hours of operation: \_\_\_\_\_  
\_\_\_\_\_

All applications must include a copy of the application submitted to the Nevada Department of Taxation for a marijuana establishment license (see application checklist for excluded contents).

I hereby certify that the information given above and attached hereto is true and correct, and that falsification of fact will result in invalidation of the application or suspension/revocation of the Marijuana Establishment license. I understand that all application information, with the exception of the security plan, is a matter of public record and may be made available to interested parties upon request.

_____	_____
Printed Name	Signature
_____	
Date	

**Washoe County**  
**Marijuana Establishment (ME) License**  
**GENERAL INFORMATION AND OPERATIONAL REGULATIONS**



**GENERAL INFORMATION**

The ME license application checklist will be used by Washoe County Business License staff to validate that all required forms and information are submitted as part of the ME license application. The application will not be accepted until all items on the checklist are provided or completed.

All applicants on the Washoe County ME license application must match the applicants listed on the Nevada Department of Taxation ME license application. No new applicants may be added to the Washoe County ME license application without approval by the Nevada Department of Taxation.

If the applicant(s) is not the property owner(s) for the property on which the ME will be established, each property owner (to include general partners, officers and/or directors) must apply to the Washoe County Sheriff's Office for a criminal history inquiry. The ME business license will not be issued until all results from the inquiry are reported to the Washoe County Business License office. The application will be denied if an owner, partner, officer or director has been convicted of an excluded felony offense.

All materials submitted with this ME license application will be retained as part of the permanent public record for this license. Public records requests for ME business license application information will be evaluated by the Washoe County Business License office and the Washoe County District Attorney's Office to determine if any of the information qualifies as a confidential record under State Law or County Codes. The security plan as submitted to Washoe County is deemed to be a confidential document for sole use by the Business License office and reviewing agencies as set forth in WCC Section 25.740. Information deemed to be a public record will be provided to fill the public records request.

The ME license application fee does not include other agency inspection or review fees, fingerprinting, photographing, and/or criminal history inquiry costs. The ME quarterly license fee is in addition to any other license or permit fee imposed by this code or other governmental agencies.

Other licenses or permits may be required prior to Washoe County issuing its ME license. All required licenses or permits must be obtained prior to operation of the marijuana establishment. The applicant is responsible for all changes and additional time required to correct plans and/or obtain other required licenses or permits.

After Washoe County issues its ME license, the applicant shall provide Washoe County Business License with a copy of the issued Nevada Department of Taxation ME license within 10 calendar days of receipt of the State license.

The ME license is a quarterly license and must be renewed each quarter.

**OPERATIONAL REGULATIONS**

In addition to Nevada State regulations (NRS and NAC) on marijuana establishments, the following are Washoe County operational regulations (please consult Washoe County Chapter 25 for the complete marijuana establishment regulations):

- Any other business activities at a marijuana establishment require a separate Washoe County business license.
- Public use or consumption of marijuana and/or marijuana products is prohibited at any marijuana establishment.

- Delivery of marijuana and/or marijuana products directly to a consumer by a retail marijuana store/ medical dispensary must adhere to the provisions of NRS Chapter 453D and NAC Chapter 453D.
- Marijuana establishment licensees are required to notify Washoe County Business License of any action by the Nevada Department of Taxation regarding the State’s marijuana establishment license for the business. Licensees must also notify Business License if the business is closed or ceases operations.
- The required quarterly marijuana establishment license fee is 3% of an establishment’s reported quarterly gross revenue.
  - The license fee is due at the start of each calendar quarter (January 1, April 1, July 1 and October 1) and must be paid in full no later than 15 calendar days after the start of the calendar quarter.
  - Marijuana establishment licensees shall report quarterly gross revenue and include that information, together with the calculation for the required 3% fee (plus any penalty charges or reinstatement fees), with the license payment.
  - The quarterly license fee may be paid all, or in part, in advance of the payment due date.
- Marijuana establishment licensees shall submit an annual report to Washoe County Business License no later than December 31 of each year. The report must contain, at a minimum, the following:
  - A copy of the most recent Nevada Department of Taxation marijuana establishment license issued for the establishment; and,
  - A copy of the most recent Nevada Department of Taxation inspection for the establishment.
- Any agent, employee, and/or volunteer working at a marijuana establishment must obtain and maintain a Washoe County Sheriff’s Office registration card. This registration card must be displayed on the person at all times when working at the marijuana establishment.
  - The registration card is obtained at the Washoe County Sheriff’s Office. Applicants must provide a copy of a valid Nevada Department of Taxation marijuana establishment agent registration card, complete a personal history form provided by the Sheriff’s Office, have a photograph taken, and pay the proper fees as required by the Sheriff’s Office.
  - The registration card is in addition to the State marijuana establishment agent registration card.
- Issuance of a Washoe County ME license constitutes permission for the Washoe County license division, Sheriff, Fire Marshal, and/or District Health Officer (or their designees) to inspect the licensed establishment. Inspections may be with or without notice, and include required annual inspections for business license, safety, health or sanitation. The business owner is responsible to pay any required inspection fees.
- Requirements of the business and the building:
  - The current Nevada Department of Taxation ME license, the current Washoe County ME license, and any other State or County permits or licenses required to operate the establishment must be prominently displayed.
  - Graffiti appearing on the building must be removed or covered within 48 hours (upon discovery or notification by the Washoe County’s Sheriff’s Office).
  - Public access to a retail marijuana store/medical dispensary is from 8:00 a.m. to midnight, and hours are initially set forth in the approved Washoe County marijuana establishment license application. Changes to the hours of operation must be approved in advance by Washoe County Business License.
  - No marijuana or associated products or paraphernalia shall be visible from outside of the building.
  - Disposal of marijuana, marijuana-infused products, by-products and other waste material shall be in a safe, sanitary and secure manner. The disposal location and manner shall be approved by the Nevada Department of Taxation and the Washoe County Sheriff’s Office. Disposed material must be rendered unusable, be protected from possession or ingestion (by persons and animals), and not placed within the ME’s exterior refuse containers.



# Washoe County Marijuana Establishment (ME) License APPLICATION CHECKLIST



**Note:** If applying for a Marijuana Distributor ME license and the business office is located outside of unincorporated Washoe County, see separate Application Checklist.

Submitted	Requirement
	Copy of Nevada Department of Taxation provisional or issued license for the proposed ME
	Completed <i>Washoe County ME License Application</i>
	Application fee (\$77.75)
	Business name documentation
	Articles of Incorporation or Corporate Seal from Nevada Secretary of State (if applicable)
	Fictitious Firm Name Certificate from Washoe County Clerk (if applicable)
	Nevada State Business License from the Nevada Secretary of State
	Nevada sales and use tax permit registration through the Nevada Department of Taxation
	Nevada Division of Industrial Relations affirmation of compliance (verification or completed form)
	Storm water discharge permit from Nevada Division of Environmental Protection (if applicable)
	List of federal or state licenses or permits required to operate the medical marijuana establishment
	If the applicant is <u>not</u> the property owner: <ul style="list-style-type: none"> <li>a. Completed <i>Affidavit of Property Ownership Consent for Business Use</i> form from each property owner of the business location</li> <li>b. The name, mailing address, physical business address, business phone number of each property owner; If owner is a partnership or corporation, this information shall be required of each general partner, officer or director</li> <li>c. Each property owner is required to complete a criminal history inquiry through the Washoe County Sheriff's Office; complete the <i>Business License Fingerprint Worksheet</i></li> </ul>
	Completed <i>Release of all Claims</i> form
	Completed <i>Consent and Authorization to Release Information</i> form
	Completed <i>Child Support Compliance or Exemption Form</i> from each business owner
	Copy of the ME application submitted to the Nevada State Department of Taxation. The application must be of the same ME type as the Washoe County ME license application. Do <b>not</b> include: <ul style="list-style-type: none"> <li>a. Documentation on the amount and source of liquid assets</li> <li>b. Evidence of taxes or other financial contributions made to the State of Nevada or its political subdivisions</li> <li>c. A narrative demonstrating past experience working with government agencies and others</li> <li>d. Resumes</li> <li>e. Financial plan including available resources, funds, and budgets</li> </ul>
	Names of on-site managers to be contacted in case of emergencies or required inspections
	A plan that complies with existing Washoe County Health District regulations governing air quality for the marijuana establishment that prevents or controls any dust, fumes, vapors, or odor of marijuana off the premises of the establishment
	A list of persons associated with the ME who have received, or will request, a marijuana establishment agent registration card from the Nevada Department of Taxation



## APPLICATION CHECKLIST (continued)

Submitted	Requirement (continued)
	<p>Site Plan containing:</p> <ul style="list-style-type: none"> <li>a. Name of ME, ME type or combination of types, site address and assessor’s parcel number</li> <li>b. Description of the portion of the building(s) to be occupied</li> <li>c. Washoe County regulatory zone for the property</li> <li>d. Proposed employee, public and business vehicle parking (as applicable)</li> <li>e. Retail marijuana store/medical dispensary only: Elevation drawings or photographs which demonstrate that the building is or will be consistent with the traditional style of pharmacies and medical offices of the adjacent community</li> <li>f. A signed and attested certificate demonstrating the distance restrictions for MEs of 1,000 feet from a public or private school and 300 feet from a community facility; certificate must identify the physical address and Assessor’s Parcel Number (APN) of each lot and the use or uses within each building or parcel within 1,000 feet of the ME location and building</li> </ul>
	<p>Security Plan containing:</p> <ul style="list-style-type: none"> <li>a. A safety plan detailing safety measures and actions to be taken for the public and/or employees in the case of emergencies or criminal activity. The safety plan shall include, at a minimum, the appropriate safety provisions from the most recently adopted International Fire Code</li> <li>b. Information detailing the location and handling of the storage, loading and unloading, and disposal of marijuana and marijuana products</li> <li>c. Proposed hours of operation for public access to the retail marijuana store/medical dispensary (if applicable) <ul style="list-style-type: none"> <li>(1) Requested hours of operation cannot exceed 8:00 a.m. to midnight</li> <li>(2) Hours of operation approved in this ME license application cannot be changed without prior approval from the Washoe County business license office</li> </ul> </li> <li>d. A plan for how employees and customers enter, exit and move within the building, to include entrances and/or exits which are secured for employee use only</li> <li>e. A plan on the handling and storage of money in the physical form of currency, such as banknotes and coins</li> <li>f. A statement describing what business and marijuana related activities will occur on the site <ul style="list-style-type: none"> <li>(1) If the application is for a retail marijuana store/medical dispensary, a description of the products and/or services to be provided to the public</li> </ul> </li> <li>g. For an existing building, any physical changes to the interior or the exterior of the building <ul style="list-style-type: none"> <li>(1) No proposed physical changes to the building are allowed until approved by the appropriate County departments or other public agencies</li> </ul> </li> <li>h. A description of all toxic, flammable or other materials regulated by a federal, state or local government with authority over the business that will be used or kept at the ME <ul style="list-style-type: none"> <li>(1) The location of such materials and the location of the MSDS sheets</li> <li>(2) How such materials will be stored</li> <li>(3) How such materials will be used</li> </ul> <p>The Truckee Meadows Fire Protection District, or the North Lake Tahoe Fire Protection District, Fire Marshall shall review the application for compliance with local, state and federal regulations</p> </li> </ul>

## APPLICATION CHECKLIST (continued)

Submitted	Requirement (continued)
	<p>Security Plan (continued):</p> <ul style="list-style-type: none"> <li>i. The name and location of any off-site medical marijuana cultivation facilities, marijuana cultivation facilities, facilities for the production of edible marijuana products or marijuana-infused products, and/or marijuana product manufacturing facilities providing the marijuana(as applicable; and, the name and location of the medical marijuana independent testing laboratory and/or marijuana testing facility providing laboratory service(as applicable)</li> <li>j. Completed <i>Marijuana Establishment Security Checklist</i></li> </ul>
	<p>If applying for a Marijuana Distributor ME license and the <u>business office is located within unincorporated Washoe County</u>:</p> <ul style="list-style-type: none"> <li>a. Location where Nevada Department of Taxation required transportation records will be kept and stored</li> <li>b. Location where business vehicles will be stored (such location may require additional Washoe County approval and/or permits)</li> <li>c. Location where undelivered marijuana and/or marijuana products will be stored</li> </ul>

## Marijuana Distributor (business office **NOT** in unincorporated Washoe County **only**)

### APPLICATION CHECKLIST

Submitted	Requirement
	Copy of Nevada Department of Taxation provisional or issued license for the proposed ME
	Completed <i>Washoe County ME License Application</i>
	Application fee (\$77.75)
	Business name documentation
	Articles of Incorporation or Corporate Seal from Nevada Secretary of State (if applicable)
	Fictitious Firm Name Certificate from Washoe County Clerk (if applicable)
	Nevada State Business License from the Nevada Secretary of State
	Nevada sales and use tax permit registration through the Nevada Department of Taxation
	Nevada Division of Industrial Relations affirmation of compliance (verification or completed form)
	Completed <i>Release of all Claims</i> form
	Completed <i>Consent and Authorization to Release Information</i> form
	Completed <i>Child Support Compliance or Exemption Form</i> from each business owner

**Marijuana Distributor** (not in unincorporated Washoe County)

**APPLICATION CHECKLIST** (continued)

Submitted	Requirement (continued)
	<p>Copy of the ME application submitted to the Nevada Department of Taxation. The application must be of the same ME type as the Washoe County ME license application.</p> <p>Do <b>not</b> include:</p> <ul style="list-style-type: none"> <li>a. Documentation on the amount and source of liquid assets</li> <li>b. Evidence of taxes or other financial contributions made to the State of Nevada or its political subdivisions</li> <li>c. A narrative demonstrating past experience working with government agencies and others</li> <li>d. Resumes</li> <li>e. Financial plan including available resources, funds, and budgets</li> </ul>
	Names of on-site managers to be contacted in case of emergencies or required inspections
	A list of persons associated with the ME who have received, or will request, a marijuana establishment agent registration card from the Nevada Department of Taxation
	<p>The following information:</p> <ul style="list-style-type: none"> <li>a. Location where Nevada Department of Taxation required transportation records will be kept and stored</li> <li>b. Location where business vehicles will be stored (such location may require additional Washoe County approval and/or permits)</li> <li>c. Location where undelivered marijuana and/or marijuana products will be stored</li> </ul>

**Washoe County  
Marijuana Establishment (ME) License Application**



**AFFIDAVIT OF PROPERTY OWNERSHIP  
CONSENT FOR BUSINESS USE**

A separate form is required for each property owner.

Date: \_\_\_\_\_

STATE OF NEVADA            )  
  ) ss:  
COUNTY OF WASHOE        )

Proposed Marijuana Establishment:

Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

I, \_\_\_\_\_ being duly sworn, depose, and say that I am a property owner (see **Note**) of the property shown below involved in this Marijuana Establishment (ME) license application. **By my signature, I consent and agree for the proposed Marijuana Establishment business to be established on my property.**

Assessor's Parcel Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Printed Name \_\_\_\_\_

Signed \_\_\_\_\_

**Note:** Property owner refers to the following. Please mark the appropriate box.

- Owner/Joint Owner (a separate Affidavit is required from each owner)
- Partnership (a separate Affidavit is required from each general partner)
- Corporation or other form of limited liability legal entity (a separate Affidavit is required from each officer and director)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public in and for said county and state

My commission expires: \_\_\_\_\_

**Washoe County**  
**Marijuana Establishment (ME) License Application**  
**BUSINESS LICENSE FINGERPRINT WORKSHEET**  
**For Marijuana Establishment Property Owners**



Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_  
Street Address City Zip Code

**NOTE TO APPLICANT:**

Signatures of each owner, officer, or director on this worksheet constitutes that person’s written permission authorizing the Washoe County Sheriff’s Office to forward their fingerprint impressions to the appropriate law enforcement agency for a criminal history background inquiry.

**Records Division:**

**Sheriff’s Office:**

Please retain a copy as proof of compliance with Washoe County Code Section 25.724.

The following people must have fingerprints taken:

Property owner, partner, officer and/or director	Title	Date fingerprints taken	Employee’s initials
_____	_____	_____	_____
Print Name			
_____			
Signature			
_____	_____	_____	_____
Print Name			
_____			
Signature			
_____	_____	_____	_____
Print Name			
_____			
Signature			

**APPLICANT:**

**Please return this form back to Washoe County Business License once all the fingerprints have been taken.**

You will need to contact the Washoe County Sheriff’s Office, Records Division, to determine appropriate fees for fingerprinting and any charges levied by the State of Nevada or the Federal Bureau of Investigation to complete the criminal history check [WCC 25.724(3)].

Reno Office  
 911 Parr Blvd.  
 (775) 328-3017

Incline Office  
 625 Mount Rose Hwy.  
 (775) 832-4107

**Washoe County  
Marijuana Establishment (ME) License Application**



**RELEASE OF ALL CLAIMS**

A separate form is required for each business owner as listed on the ME application.

Proposed Marijuana Establishment:

Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

The undersigned has applied with Washoe County for a Marijuana Establishment (ME) license. No action will be taken on the ME license application except after a deliberate, intensive and thorough investigation of the undersigned, associates, and finances. The undersigned does for himself, his heirs, executors, administrators, successors and assigns, hereby release and forever discharge the County of Washoe, the Washoe County Board of County Commissioners, and any and all Washoe County agencies or departments, including but not limited to any county agents or employees from any and all manner of actions, causes of action, suits, debts, judgments, executions, claims, and demands whatsoever, known or unknown, in law or equity, which the undersigned ever had, now has or may have, or claim to have against any or all of said entities or individuals arising out of or by reason of the processing or investigation of or other action relating to the proposed ME license application.

I, the undersigned, have read this release and understand all its terms; I execute it voluntarily and with full knowledge of its significance. In signing I also acknowledge that I have either consulted with legal counsel concerning the significance of this form, or that I have decided to knowingly, voluntarily, and intentionally waive my right to consult with legal counsel concerning the significance of this form.

IN WITNESS WHEREOF, I have executed this release at \_\_\_\_\_ on the \_\_\_\_\_ day  
of \_\_\_\_\_, 20 \_\_\_\_\_.

Printed Name \_\_\_\_\_

Signed \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public in and for said county and state

My commission expires: \_\_\_\_\_

**Washoe County  
Marijuana Establishment (ME) License Application**



**CONSENT AND AUTHORIZATION TO RELEASE INFORMATION**

To be completed by the ME license applicant.

Proposed Marijuana Establishment:

Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

As the duly authorized representative of the above named Washoe County ME license application and applicant, I am required to furnish information for use in determining my qualifications to hold the license. I acknowledge and consent that all information submitted to the Washoe County Business License Division as a component of this ME license application is a public record and will be shared with the appropriate reviewing agencies for the Washoe County ME license application.

I authorize release of any and all information pertaining to this application, to include any and all information of a confidential or privileged nature, to Washoe County and its reviewing agencies, and the public as appropriate upon request. By signing this *Consent and Authorization to Release Information* form, I hereby acknowledge and agree that Washoe County, its subdivisions, including the Washoe County Business License Division and its employees and other representatives are not responsible for any consequences, liability or damages related to the release of the information identified in this consent.

I, the undersigned, have read this release and understand all its terms; I execute it voluntarily and with full knowledge of its significance. In signing I also acknowledge that I have either consulted with legal counsel concerning the significance of this form, or that I have decided to knowingly, voluntarily, and intentionally waive my right to consult with legal counsel concerning the significance of this form.

IN WITNESS WHEREOF, I have executed this release at \_\_\_\_\_ on the \_\_\_\_\_ day  
of \_\_\_\_\_, 20 \_\_\_\_\_.

Printed Name \_\_\_\_\_

Signed \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public in and for said county and state

My commission expires: \_\_\_\_\_

**Washoe County**  
**Marijuana Establishment (ME) License Application**  
**CHILD SUPPORT COMPLIANCE OR EXEMPTION FORM**



A separate form is required from each business owner.

Date: \_\_\_\_\_

Proposed Marijuana Establishment:

Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Owner: \_\_\_\_\_

The Welfare Reform Act, as implemented by SB 356 of the 1997 Nevada Legislature session, requires that professional and occupational licensing agencies add certain questions regarding child support to all applications for new licenses and renewals. Pursuant to this legislation, each new owner of this Marijuana Establishment (ME) license application is required to complete a *Child Support Compliance Statement or Exemption Form* depending on the business structure. Failure to complete and return this form is good cause to deny your ME license application.

***CHILD SUPPORT COMPLIANCE (NRS 425.520) (NOTE: THE APPLICATION FOR THE ISSUANCE OR RENEWAL OF THIS LICENSE WILL BE DENIED IF THE APPLICANT FAILS TO INDICATE WHICH OF THE THREE OPTIONS IS APPLICABLE BELOW)***

- \_\_\_\_\_ 1. I am not subject to a court order for the support of a child.
- \_\_\_\_\_ 2. I am subject to a court order for the support of one or more children and am in compliance with the order or a plan approved by the District Attorney or other public agency enforcing the order for repayment of the amount owed pursuant to the order.
- \_\_\_\_\_ 3. I am subject to a court order for the support of one or more children and am NOT in compliance with the order or a plan approved by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

**EXEMPTION.** The business structure applying for this TME business license is a:

- \_\_\_\_\_ 1. Multiple Shareholder Corporation.
- \_\_\_\_\_ 2. Limited Liability Company.

Printed Name \_\_\_\_\_

Signed \_\_\_\_\_



**Washoe County**  
**Marijuana Establishment (ME) License Application**  
**MARIJUANA ESTABLISHMENT SECURITY CHECKLIST**



**NOTE TO APPLICANT:**

Information must be provided as part of the Washoe County ME license application in sufficient detail to enable the Washoe County Sheriff's Office to evaluate the application specific to each item shown below. Additional information may be requested by the Washoe County Sheriff's Office, and must be provided by the applicant, as part of their review of the business license application.

**Information required pursuant to Nevada Administrative Code 453A.420, Security:**

- Security equipment** to deter and prevent unauthorized entrance into limited access areas to include:
  - Devices to detect unauthorized intrusion;
  - Exterior lighting to facilitate surveillance;
  - Electronic monitoring, including, without limitation:
    - At least one call-up monitor that is 19 inches or more;
    - A video printer capable of immediately producing a clear still photo from any video camera; and,
    - Video cameras of at least 704 x 480 resolution which:
      - provide coverage of all entrances to and exits from limited access areas;
      - provide coverage of all entrances to and exits from the building; and,
      - are capable of identifying any activity occurring in or adjacent to the building.
    - A video camera at each point-of-sale location which allows identification of any person purchasing marijuana;
    - A low light video camera in each grow room which is capable of identifying activity;
    - A method for storing video recordings from the video cameras for at least 30 calendar days;
    - A system failure notification with audible and visual notification; and,
    - Battery backup for video cameras and recording equipment to support at least 5 minutes.
  - Immediate automatic or electronic notification to alert local law enforcement agencies of an unauthorized breach of security at the marijuana establishment in the interior of each building of the marijuana establishment.
  
- Policies and procedures:**
  - That restrict access to the areas of the marijuana establishment that contain marijuana to persons authorized to be in those areas only;
  - That provide for the identification of persons authorized to be in the areas of the establishment that contain marijuana;
  - That prevent loitering;
  - For conducting electronic monitoring; and
  - For the use of the automatic or electronic notification to alert local law enforcement agencies of an unauthorized breach of security at the marijuana establishment.

## **Marijuana Establishment Security Checklist** (continued)

### **Information required pursuant to NRS 453.362, *Requirements concerning storage and removal of marijuana*:**

- Marijuana must be stored only in an enclosed, locked facility.
  - Marijuana must be stored in a secure, locked device, display case, cabinet or room within the enclosed, locked facility, protected by a lock or locking mechanism that meets at least the security rating established by Underwriters Laboratories for key locks.



## Washoe County

# Master Business License Fee Schedule

Washoe County Code Chapter 25

Effective April 20, 2018

### **ANNUAL BUSINESS LICENSE RENEWAL FEES**

<b>Annual Gross Receipts<sup>1</sup></b>	<b>Annual Business License Fee<sup>2</sup></b>
\$ 25,000 or less	\$ 57.75
\$ 25,001 to \$ 50,000	\$ 67.75
\$ 50,001 to \$ 100,000	\$ 117.75
\$ 100,001 to \$ 300,000	\$ 142.75
\$ 300,001 to \$ 500,000	\$ 237.75
\$ 500,001 to \$ 1,000,000	\$ 347.75
\$ 1,000,001 to \$ 2,500,000	\$ 602.75
\$ 2,500,001 to \$ 5,000,000	\$ 632.75
\$ 5,000,001 or more	\$ 657.75

Note:

1. "Annual Gross Receipts" is defined in Washoe County Code Section 25.013.
2. All annual business license fees include a \$2.75 Regional Technology Fee. The Regional Technology Fee was adopted by the Washoe County Board of County Commissioners on June 28, 2016 and became effective on October 31, 2016.

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Most recent Resolution amending business license fees adopted by the Washoe County Board of County Commissioners on April 10, 2018.

## **MARIJUANA ESTABLISHMENT LICENSE FEES**

### **Application fee; Term of License; Quarterly 3% License fee; Payment of fee**

A marijuana establishment license application fee is \$ 77.75. The application fee includes the \$ 2.75 Regional Technology Fee.

All marijuana establishment licenses are issued for one calendar quarter of a year, and must be renewed within 15 calendar days after the start of the calendar quarter. The calendar quarter periods for each year are as follows:

1. The first quarter begins on January 1<sup>st</sup> of each year. The quarterly license fee must be paid on or before January 15<sup>th</sup> of each year.
2. The second quarter begins on April 1<sup>st</sup> of each year. The quarterly license fee must be paid on or before April 15<sup>th</sup> of each year.
3. The third quarter begins on July 1<sup>st</sup> of each year. The quarterly license fee must be paid on or before July 15<sup>th</sup> of each year.
4. The fourth quarter begins on October 1<sup>st</sup> of each year. The quarterly license fee must be paid on or before October 15<sup>th</sup> of each year.

Each marijuana establishment licensed by Washoe County shall pay a quarterly marijuana establishment license fee. **The quarterly license fee is 3% of the marijuana establishment's reported quarterly gross revenue for the preceding quarter.** Gross revenue is defined in WCC Section 25.013. Each marijuana establishment must submit its quarterly gross revenue report to the license division no later than 15 calendar days after the start of each calendar quarter (see chart above). Each marijuana establishment shall calculate its quarterly license fee. The license division will not bill the establishment, but may send courtesy reminder notices to the establishment.

Each quarterly license fee must be paid in full no later than 15 calendar days after the start of each quarter (WCC Section 25.728, and see chart above). License fees may be paid in full, or in parts, in advance of the quarterly calendar due date.

The amount of the license fee which can be charged to any marijuana establishment is limited by the provisions of NRS Chapter 244, which establishes the maximum fee of 3% of a marijuana establishment's gross revenue. Since the license fee is established within State Law, the regional technology fee will not be collected as part of the marijuana establishment license fee.

Any marijuana establishment license may be automatically renewed when the establishment has paid in full the required quarterly license fees and has satisfied all of the provisions of WCC Section 25.748, to include the information required as part of an annual report.

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Most recent Resolution amending business license fees adopted by the Washoe County Board of County Commissioners on April 10, 2018.

## Applications and fees for a new marijuana establishment license

An applicant for a new marijuana establishment license must pay the license application fee at the time of application submittal. The application must contain the information as set forth in WCC Section 25.712.

An applicant for a marijuana establishment license to replace an existing Washoe County medical marijuana establishment license and/or temporary marijuana establishment license must pay the license application fee at the time of application submittal. The application must contain the information as set forth in WCC Section 25.716.

Once the license division issues the marijuana establishment license, the licensee shall pay the quarterly 3% marijuana establishment license fee. The license fee starts on the date of the next calendar quarter (see chart above). The quarterly license fee must be paid in full no later than 15 calendar days after the start of the calendar quarter. The licensee may pay all of, or in parts, the quarterly license fee in advance.

For example, a marijuana establishment license is issued on August 15. The establishment's quarterly marijuana establishment license fee starts on October 1. The quarterly gross revenues are calculated for the time frame from August 15 (when the establishment opened for business) through September 30. The licensee may pay the quarterly license fee in advance, but the license fee must be paid in full on or before October 15.

## Quarterly license fee

Each licensed marijuana establishment must pay a quarterly 3% marijuana establishment fee in full no later than 15 calendar days after the start of each calendar quarter (WCC Section 25.728, and see chart above). The licensee may pay all of, or in parts, the quarterly license fee in advance.

For example, a marijuana establishment will report its quarterly gross revenue for the period from January 1 through March 31 for the second quarterly license fee (starts on April 1). The licensee may pay the quarterly license fee in advance, but the license fee must be paid in full on or before April 15.

## Relocation application fee

The application fee for relocation of a Department licensed marijuana establishment to another physical location is \$ 500. The marijuana establishment relocation application and the process for review of the application are available from the Washoe County License Division.