

Cannabis Establishment Retail License Application General Checklist

This document is not a Retail License Application.

The information in this document is not legal advice nor an exhaustive list of licensure requirements. For complete cannabis establishment Retail License Application requirements, please refer to CCC Regulation 560-RICR-10-10-1.

Facility and Zoning	<input type="checkbox"/> Address and plat/lot numbers <input type="checkbox"/> Final zoning approval from host municipality <input type="checkbox"/> Attestation of compliance with all local ordinances <input type="checkbox"/> Proof of property ownership or lease agreement that permits operation of a cannabis establishment <input type="checkbox"/> Proof that the property is not within 500 feet of any K-12 school <input type="checkbox"/> Floor and site plan that details all areas and activities occurring inside and outside of the establishment, including security and ADA compliance
Business Information	<input type="checkbox"/> Legal business name and any DBA (doing business as) names <input type="checkbox"/> Articles of Incorporation <input type="checkbox"/> Proof of authority to transact business in Rhode Island <input type="checkbox"/> Federal Employer Identification Number (FEIN) <input type="checkbox"/> Compliance Officer <input type="checkbox"/> Taxpayer status attestation
Ownership and Disclosures	<input type="checkbox"/> Operating agreement, bylaws, or other governance documents, as applicable <input type="checkbox"/> List of all owners, officers, managers, interest holders and key persons as defined in 560-RICR-10-10-1-1.2(A)(12) <input type="checkbox"/> Disclosure of all financial interests and plan for divestiture of prohibited financial interests <input type="checkbox"/> Disclosure of any prior or existing cannabis licenses and any associated violations <input type="checkbox"/> Disclosure of any agreements related to the operation or ownership of the cannabis establishment or applicant
Business Plan	<input type="checkbox"/> Description of business experience, including in cannabis <input type="checkbox"/> Disclosure of sources of funding (equity, debt, operating capital) <input type="checkbox"/> Start-up funding and long-term financial feasibility plan <input type="checkbox"/> Compliance plan and financial oversight strategy <input type="checkbox"/> Detailed timeline for initiating operations
Security and Safety Plan	<input type="checkbox"/> Facility security system details (alarm, cameras, procedures) <input type="checkbox"/> Proposal to ensure safety regarding third-party vendors <input type="checkbox"/> Standard Operating Procedures <input type="checkbox"/> Details of cash management and payment systems <input type="checkbox"/> Secure banking plans
Operations Manual	<input type="checkbox"/> Procedures for recordkeeping and data security <input type="checkbox"/> Policies for ID checks, sales procedures, employee training, alcohol and drug free workplace <input type="checkbox"/> Policies for inventory tracking, labeling, packaging, marketing and advertising, product storage <input type="checkbox"/> Procedures for odor control, emergency plan, community safety plan, quarantine and recalls
Other Requirements	<input type="checkbox"/> Geographic zone selection (only one application allowed per applicant per geographic zone) <input type="checkbox"/> Application fee of \$7,500 unless waived for social equity applicants