

## PROVISIONAL CCAP (PCCAP) *In effect 12-14-17*

### Medicinal and Non-Medicinal

#### CCAP APPLICATION IS ALREADY IN PROCESS

- Submit letter or email request (to Edie) for PCCAP. No additional fees.
- If PCCAP requirements are met, provisional permit will be issued. See requirements below.

#### NO CCAP APPLICATION IS IN PROCESS

- Submit 3-page CCAP application. Check “provisional” box, in addition to other application types. Pay CCAP fees.
- At the time PCCAP requirements are met, provisional permit will be issued. See requirements below.

#### PCCAP REQUIREMENTS

PCCAP approvals are based on components of a full CCAP application. The following must be completed for a PCCAP. *Applicants should refer to Exhibit A of Resolution 178-23 for details.*

- CCAP application signed by business owner and property owner.
- Verification of site control.
- Live scans for all owners & key employees.
- Description of State license to be obtained.
- Description of proposed operation.
- Payment of PCCAP fees (same as CCAP).

City Staff must determine:

- Site is properly zoned.
- No owner or key employee has been convicted of any proscribed offense.

**Note that the PCCAP is NOT AN OPERATIONAL PERMIT. Applicants must complete the full CCAP application process prior to operating.**

## NON-MEDICINAL USE CCAP

Medicinal Use is differentiated from Non-Medicinal Use. Separate CCAPs are required.

#### CURRENT MEDICINAL CCAP HOLDER

##### A. Add Non-Medicinal Use – Same Permit Type and Site

Current medicinal CCAP holder, same permit type and same location.

- Submit 3-page CCAP application and updated Description of Operations for non-medicinal use.
- Adds new use. New fees required. \$4,148 annual operating fee

##### B. Change to Non-Medicinal Use – Same Permit Type and Site

Current medicinal CCAP holder, changing from medicinal to non-medicinal use. Same permit type and same location.

- Submit new CCAP application with all checklist items.
- New application. New fees required. \$2,593 application fee \$4,418 annual operating fee \$51.90 business form change fee

##### C. Add Non-Medicinal Use – Different Permit Type or Site

Current medicinal CCAP holder, adding non-medicinal use with new permit type(s) or new location.

- Submit new CCAP application with all checklist items.
- New application. New fees required. \$2,593 application fee \$4,418 annual operating fee

#### CCAP MEDICINAL APPLICATION IN PROCESS

##### A. Change from Medicinal to Non-Medicinal Use

Medicinal use CCAP application currently in process. Change is to non-medicinal use, with no change to permit type or site.

- Submit updated CCAP 3-page application and updated Description of Operations for non-medicinal use.
- Not a new application. Processing fee required. \$51.90 processing fee.

##### B. Add Non-Medicinal as Additional Use Type

Medicinal use CCAP application currently in process. Non-medicinal use added as second use type.

- Submit updated CCAP 3-page application and new Description of Operations for non-medicinal use.
- New application. New fees required. \$2,593 application fee \$4,418 annual operating fee