



Your Guide To Submitting A Cannabis Facility License Application PHASE III





Cannabis Application PHASE III Overview

What is Phase III of the Application Process?

Phase III is the final stage of the application process to obtain a license for operating an approved Cannabis Facility. This phase includes inspections of the proposed facility, verification of the Department of Cannabis Control (DCC) license, and the issuance of the local cannabis license.

Can I operate my Cannabis Facility before Phase III?

No. The facility does not need to be fully operational during Phase III, but it must be substantially complete and in a condition that allows for final inspections. Prior to license issuance, inspections will be conducted by the Building Inspector and the Cannabis Licensing team to verify that the facility matches the approved building plans and complies with all applicable regulatory ordinances. These inspections ensure the site is properly constructed, safe, and consistent with the Phase II submitted application before final approval is granted.

What if my facility does not get approved during the inspection?

If a facility does not pass inspection; staff will provide a list of required corrections. The corrections must be resolved and a re-inspection requested before the license can be issued.

When can I operate my facility?

Cannabis facilities may begin operations only after all required final inspections have been approved, including the Building Final (199) Inspection and the required final compliance inspection pursuant to the San Diego County Code of Regulatory Ordinances, Chapter 25, once the County license has been issued, and a license from the Department of Cannabis Control has been issued. Operating prior to receiving final approvals is not permitted.

Review Process Steps

1. Submission

Applications must be submitted to Planning & Development Services. Completed applications should be sent by email to Cannabis.Licensing@sdcounty.ca.gov.

2. Correction Requests

If anything is missing or unclear, you will receive a request for corrections or additional information. You must respond within the timeframe provided.

3. Final Inspection

The final inspection is the last step before a local cannabis license is issued. It is conducted by a Building Inspector and Cannabis Licensing staff.

4. License Issuance

Once all requirements are satisfied, the local licensing authority will issue the official Cannabis Operating License, granting the applicant legal authorization to begin operations.

Cannabis Application Process: PHASE III Flow Chart



1.

SUBMIT

Submit required documents (see next page for full list).

2.

PAY

Pay for Phase III application fee.

3.

BEGIN WORK

Applicant to begin project outlined in scope of work under permit issued.

4.

FINAL INSPECTIONS

Schedule final inspection with Cannabis Licensing and Building Division.

5.

PASS FINAL INSPECTIONS

Pass final site inspections. Approval from both Cannabis Licensing & Building Division are required.

6.

CANNABIS LICENSE ISSUED

Cannabis License will be issued. (Must have state license).

***Please note that depending on the scope of work proposed for the project, various building inspections may be required.



Scheduled Inspections

As construction progresses and approaches completion, applicants must ensure the facility remains in compliance with the scope of work under the issued Building Permit. Scheduled inspections with the Building Division are required to confirm that that facility is built according to the approved plans and all applicable regulatory standards.

Building Inspections

The Building Inspector will conduct inspections at various construction milestones such as rough framing, mechanical/electrical/plumbing (MEP) installations, and final build-out.

These inspections are requested through the County's building permit system and must be passed before progressing to the next construction phase.

A final building inspection will be required prior to license issuance to ensure the structure meets all San Diego County Code of Regulatory Ordinance (SDCCRO) Chapter 25 requirements.

PDS Form 592



How Scheduling Inspections Work

Building Inspector Scheduling:

1. Dial 1-800-351-2551 to access the 24-Hour Inspection Request Hotline.
2. Follow the prompts to schedule, cancel, or check inspection results.
3. Enter your full 12-digit tracking number when prompted.
 - a. The building Division will provide applicants with a 12-digit tracking number when the permit is first issued, be sure to check all documents.
 - b. If an incorrect number is entered, the system will verify using the project address.
4. When scheduling an inspection, enter the appropriate three-digit inspection code (See *PDS FORM 598 or scan QR Code*)
 - a. 199: is the Final Inspection 3-digit code which is required before occupancy and/or permit completion.
5. Record your scheduled inspection date and confirmation information.

*After scheduling your Building Final (199) Inspection, contact the Cannabis Licensing Land Use Planner with Code Compliance to coordinate the Cannabis Licensing Final Inspection. Passing both a **Building Final Inspection** and a **Cannabis Licensing Final Inspection** are required prior to license issuance.*

Code Compliance Scheduling:

- To schedule the Code Compliance final inspection, contact the Cannabis Licensing Land Use Planner overseeing your project or email Cannabis.Licensing@sdcounty.ca.gov.
- Provide your scheduled 199 final inspection date and time.

Note: Before requesting inspections, ensure your approved plans are issued, permits are active, building permit fees have been paid, and the scope of work is ready for inspection.



State Licenses

Cannabis facilities may be required to obtain other applicable State licenses, permits or authorizations to operate a cannabis facility in San Diego County.

Depending on the proposed operation and site conditions, applicants may be required to obtain applicable permits and implement measures to prevent erosion, sediment discharge, stormwater pollution, and impacts to waters of the state.

State Water Resources Control Board (SWRCB)

Operators interested in engaging in commercial cannabis cultivation may be required to enroll in the State Water Board Cannabis Cultivation Program and comply with the Cannabis Cultivation Policy and Cannabis General Order requirements designed to protect water quality, streams, wetlands, and groundwater resources. At the time of local licensing issuance the following documentation may be required:

- Waste Discharge Identification Number (WDID)
- Notice of Applicability (NOA)
- Active enrollment in the Cannabis Cultivation Program
- National Pollutant Discharge Elimination System (NPDES) Permit
- Stormwater Permit
- Water Rights Permit or Small Irrigation Use Registration (SIUR)

California Department of Fish And Wildlife (CDFW)

Cultivation sites that may affect streams, rivers, wetlands, riparian habitat, or other sensitive biological resources may require permits or agreements from the California Department of Fish and Wildlife. Applicable applicants will be expected to submit a Lake and Streambed Alteration Agreement (LSAA) via the CDFW Environmental Permit Information Management System (EPIMS).

Department of Cannabis Control (DCC)

Cannabis Facilities shall Submit proof of an active Department of Cannabis Control (DCC) license that corresponds to your proposed cannabis activity (e.g., outdoor, mixed-light, indoor cultivation, retail, distribution, manufacturer, microbusiness, testing). Applicants will be expected to submit DCC license number and a current DCC license certificate.

California Department of Tax and Fee Administration (CDTFA)

All applicants shall register with the CDTFA for a seller's permit, if you make sales of cannabis, cannabis products, or tangible personal property (items) in California.

Other Agency Requirements

Applicants are responsible for maintaining all required state licenses, permits, registrations, and environmental authorizations in active status throughout the life of the cannabis business.

County of San Diego

Planning & Development Services

Cannabis Facility Application Guidance Document



ADULT RECREATIONAL AND/OR MEDICAL CANNABIS BUSINESS APPLICATION PHASE III CHECKLIST

PHASE III APPLICATION PROCESS:

Enclosed is an Phase III application for an Adult Recreational and/or Medical Cannabis Facility Operating Certificate. Please read and review it carefully. If you choose to submit this application, complete all sections of the application and the forms attached. Applications shall be submitted to Planning & Development Services. After you've completed your application, please submit via email to Cannabis.Licensing@sdcounty.ca.gov.

DOCUMENTATION:

You will need to submit the following documents with your completed application:

1		Cannabis Facility License Phase III Application
2		Proof of Department of Cannabis Control State License
3		Sellers Permit
4		San Diego County Building (If Applicable Grading) Permit Record ID
5		Cannabis Facility Employees List
6		California Secretary of State: Corporations, Limited Liability Companies Record
7		Proof of Valid Cannabis Tax Certificate - SD County Treasurer-Tax Collectors Office
8		Report of Waste Discharge (WDID, Stormwater Permit, National Pollutant Discharge Elimination System (NPDES) Permit - <i>If Applicable</i>

If there are other questions, please call Planning & Development Services Code Compliance at (858) 694-2705.

San Diego
County PDS

Department of Cannabis
Control

