

Marijuana Check Sheet for Submitting City of Auburn Renewal Applications

Please review the checklist and attach the required documentation with a completed application. Please contact Cristy Bourget, Marijuana Licensing Specialist at 207-333-6604 to schedule an appointment to submit the marijuana renewal application.

Name of Establishment & Address	Owners Name	Verified	Manager-needs the background check	Verified	Additional Owners	Verified	Other
Date of Application Submittal							
Medical or Adult Use application Adult Use- must submit a copy of the OMP conditional & the local authorization form							
Store- will you be selling edibles? -if yes- you will need an additional business license with the City of Auburn- A Food Service Establishment License - as applicable please provide copies of any required licenses or proof you have applied for any other licenses.							
Cultivation- Inside or Outside - if outside cultivation-fencing is required- on floor plan please note the fence height and type of fence							
If Adult Use Cultivation- please note the square footage							
Dispensary showing the proposed size in square footage, a layout of the premises -indicate all activities intended to be conducted in the registered dispensary. Identify all rooms							
Manufacturing							
Background check							
Copy of the the following: Medical Card - Individual caregivers card or Adult Use- Individual Identification Card -IIC - w/Name and expiration date							
Passport like Photo							
ID/Drivers License							
Verification of LLC is in good standings & names of all members and a copy of the operating agreement address of the registered office for service process & proof all members are <u>21 years of age</u> .							
Copy of current lease							
Please attach a copy of all current municipal or state marijuana business licenses, including from another town, city or state- if applicable or any pending license applications							

Date & Time of the schedule inspection:

After the submittal of the application please schedule the Team Inspection with Tammy Thatcher, Information Assistant at 207-333-6601 extension 1133. Electrical- All equipment must be third party certified for the United States, the certification label must be listed on the equipment- any questions please contact Charlie DeAngelis Electrical Inspector at 333-6601 extension 1152 or 240-3347- such as fans, condenser units, etc.