

# Revised Attachment A

**REVISED Attachment A - Cannabis Business License Activities and Staff Time Allocations per Business License**

Est. FTEs	Dept	Job Classification	Pre-Application Review Process	Application or Renewal Review Processes for possible Cannabis Business License Application Fee										License Issuance & Compliance Processes for possible separate Cannabis Business Licensing Fee					Total Hours
			Check New or Renewal Application for completeness and acknowledgements	Review information on business operation plan; Review Change in Premises	Review Land Use Entitlement	Review State licenses of existing operations; Approve State licenses of new operations; Align premise and ownership changes with State	Review Cultivation Plan, pesticide storage & use and cultivation waste program	Review Quality Control Plan	Review Energy Conservation Plan***	Review Site Security Plan & Criminal Background Checks; Change of Ownership	Review Inventory Control Plan	Conduct site visit	Review recommendation from departmental reviews; Determine license issuance; Appeals	License issuance and tax compliance check	Respond to complaints, including site visits	Review compliance Operating Requirements, including site visits	Review compliance & implementation of Cultivation, Quality Control, Energy Conservation**; Security & Inventory Control plans, including site visits	Investigation of non-compliance; Compliance Improvement planning; Suspension or Revocation processes, including site visits	
0.5	CEO	Enterprise Leader	1.00	0.75	0.20	0.75						0.75	0.75		0.25	0.50		0.25	5.20
0.0	Fire	Hazmat Engineer I/II **																	0.00
0.0	Fire	Fire Engineer/Inspector **							0.5*		1.00*			0.5*			1.00*		0.00
2.0	Sheriff	Sheriff's Deputy - Special Duty		2.00						2.00	2.00	4.20	2.00		2.00	3.00	1.60	2.00	20.80
1.0	Sheriff	AOP II											7.90		1.00		1.00	0.50	10.40
1.0	Public Health	Environmental Health Specialist						0.60			1.50	3.40			1.50		2.00	1.40	10.40
1.0	Ag/W&M	Ag Bio/W&M Supervisor		0.50			1.00	0.50			0.50	3.00			2.50		2.40		10.40
2.0	Ag/W&M	Ag Bio/W&M Inspector					1.50	1.00			1.00	7.80			5.50		4.00		20.80
0.5	Tax Collector	FOP Senior												5.20					5.20
8.0			1.00	3.25	0.20	0.75	2.50	2.10	2.00***	2.00	5.00	19.15	10.65	5.20	12.75	3.50	12.00***	4.15	83.20
			Section 50-8; 50-15	Section 50-8 b) 1, 2 & 3; 50-13; 50-24	Section 50-8 b) 3	Section 50-8 b) 2	Section 50-12	Section 50-12; 50-14	Section 50-10	Section 50-11; 50-23	Section 50-11; 50-12; 50-14	Section 50-8; 50-10; 50-11; 50-12; 50-13; 50-14; 50-15	Section 50-15	Section 50-16	Section 50-30	Section 50-25	Section 50-8; 50-10; 50-11; 50-12; 50-13; 50-14; 50-15	Section 50-26	

All activities in gray columns are conducted for a renewal of an existing license.  
 \* = No new FTE's, limited permitting of plant extraction and construction process. Cost to be covered by in-place fees schedule. The current fully-loaded hourly rate is \$122.94.  
 \*\* = Fire plans to perform the inspections and issue the permits necessary for "no charge" to the applicant until they can establish an accurate accounting of time spent for inspection.  
 \*\*\* = Planning & Development staff will conduct the review of the Energy Conservation Plan. They will charge their current existing Development Review hourly rate of \$226 and bill applicant/licensee separately. They will charge their current Development Review hourly rate for their time spent on this task and bill applicant/licensee separately through the permit/compliance case.