



**CITY OF BALDWIN PARK**  
Community Development Department  
Planning Division  
14403 Pacific Avenue  
Baldwin Park, CA 91706  
(626) 813-5261

## **COMMERCIAL CANNABIS FREQUENTLY ASKED QUESTIONS (FAQ'S)**

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Thank you for your interest in submitting an application to operate a non-retail commercial cannabis business in Baldwin Park.

### **Is the City of Baldwin Park accepting commercial cannabis permit applications?**

Yes.

### **What type of commercial cannabis businesses are permitted in the City of Baldwin Park?**

The City of Baldwin Park permits indoor commercial cultivation, manufacturing, distribution, and laboratory testing of cannabis and cannabis products. The City continues to prohibit the retail sale of cannabis and/or cannabis products and outdoor commercial cannabis cultivation.

### **Is there a deadline or cap or limit on the number of cannabis permits?**

There is no deadline but there is a limit on the number of licenses that will be approved. The City will issue a maximum of 25 cannabis permits including the exclusive distribution permit that has already been issued. Please contact planning staff to confirm number of available licenses.

### **Is there a size limit on a commercial cannabis facility?**

Yes. The maximum square footage per cannabis permit is 22,000 square feet of building area.

### **Where can a licensed cannabis business be located in the City?**

A licensed cannabis business can be located within the Industrial Commercial (IC) or Industrial (I) zones of the City. Please refer to the [cannabis zoning map](#).

The City's Municipal Code Chapter 127 and Zoning Code Section 153.120.580 sets sensitive use and location restricts that apply to each type of commercial cannabis activity. A site must be identified to submit an application.

### **Where can I obtain a City application?**

The application is available online at <https://www.baldwinpark.com/docssidemenu/community-development/cannabis-application-documents> or at the Planning Division counter located at 14403 Pacific Ave. Baldwin Park CA 91706 on Monday to Thursday from 7:30am to 5:30pm. **Prior to submittal of an application, please consult with Planning staff to ensure a complete application submittal for processing.**

### **What is the application submittal process?**

Step 1: Submit a complete application to the Planning Division on the 2<sup>nd</sup> Floor of City Hall on Monday thru Thursday from 7:30am to 5:00pm. Fingerprinting is conducted on Wednesdays only at the City Police Department on the 1<sup>st</sup> Floor. Forms will be obtained from the Planning Division at the time of application submittal. Application will be reviewed for completeness and to verify the site is in compliance with the City's Municipal Code. Applicant will be notified within 30 days if additional information is needed. Once the application is deemed complete the application will proceed to Step 2.

Step 2: The Baldwin Park Police Department conducts a full background check on all principals or owners of the proposed commercial cannabis business. This may take approximately 6 weeks to be

completed. Applicant will be notified of results of background checks. If City elects to move forward with application Step 3 will commence.

Step 3: Applicant will be contacted by City Attorney to discuss the terms of the Development Agreement and draft Development Agreement will be scheduled for a public hearing before the Planning Commission. This may take approximately 4 weeks.

Step 4: Public hearing before the Planning Commission. Planning Commission makes a recommendation to the City Council whether the City should enter into a development agreement with the applicant for the proposed commercial cannabis activity at the proposed location.

Step 5: Public hearing before the City Council to consider entering into a development agreement with the applicant for the proposed commercial cannabis activity at the proposed location. First reading of ordinance. This may take approximately 4 weeks.

Step 6: 2<sup>nd</sup> Reading of Ordinance to approve the development agreement between the City and applicant for the proposed cannabis activity at the proposed location. Ordinance takes into effect 30 days after the second reading. This may take approximately 4 weeks.

Step 7: Development Agreement is recorded with the Los Angeles County Recorders and a Notice of Exemption is filed with the Los Angeles County Clerk.

Step 8: Initial permitting fees are paid to the City and applicant is approved to proceed to Plan Check with the City, LA County Health Department and LA County Fire Department.

Step 9: Once plans are approved with the City, LA County Health and LA County Fire building permits are issued.

Step 10: Upon completion of improvements, final inspections and issuance of Certificate of Occupancy, applicant is able to apply for a Business License with the City of Baldwin Park with the Finance Department on the 2<sup>nd</sup> Floor of City Hall on Mondays through Thursdays from 7:30am to 5:00pm.

**What is the application fee?**

The application fee is \$2,857.50 in addition to a background check fee of \$937.50 per person and a live scan fee of \$32 per person.

**Is the application fee refunded if the business is denied a permit?**

No.

**Is there a City tax?**

No. The City does not impose cannabis business taxes on permitted cannabis business; however, there is a development agreement administration fee that is due once the permit is approved by Council. There are also mitigation fees. All fees and a payment schedule shall be outlined in the approved development agreement.

**Can I operate a cannabis business with only a State or City license?**

No. A license from both the State and the City must be obtained before operating a cannabis business.

**Which State of California agencies issue licenses for cannabis businesses?**

The Bureau of Cannabis Control (BCC) is responsible for licensing retailers, distributors, testing labs and microbusinesses.

The Manufactured Cannabis Safety Branch, a division of the California Department of Public Health (CDPH), is responsible for licensing the manufacturers of manufactured cannabis products.

CalCannabis Cultivation Licensing, a division of the California Department of Food and Agriculture (CDFA), is responsible for licensing cultivators of cannabis.

**Where can I find additional details or information?**

Additional information on application requirements are contained in the application as well as in the commercial cannabis ordinances available online at <https://www.baldwinpark.com/planning>.