



Wes Moore, Governor - Aruna Miller, Lt. Governor - Tabatha Robinson, Director

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## CHECKLIST FOR FINAL LICENSURE

**In order to obtain a final license and authorization to operate, conditional licensees must provide or confirm the items listed below. This checklist is intended to serve as a foundation for conditional licensees seeking approval of the application for a final license - there may be additional requirements depending on your license type, business model or structure or any other unique circumstances of your business.**

**This checklist is not exhaustive and MCA reserves the right to request additional documentation. Please note that MCA staff thoroughly review all application submissions so any delays related to the submission of the items below may delay issuance of the final license.**

### Documentation Provided to MCA\*

- Complete Supplemental Application Filed
- Zoning Approval or completed Zoning form provided to MCA
- All SOPs provided to MCA
  - Grower SOPs listed in [COMAR 14.17.10.09](#)
  - Processor SOPs listed in [COMAR 14.17.11.19](#)
  - Dispensary SOPs listed in [COMAR 14.17.12.11](#)
- Most recent and final versions of any items in the Supplemental Application that have changed or have been updated provided to MCA, including:
  - Officer and Director lists
  - Organizational charts
  - Capitalization Tables
  - Insurance
  - Formation Documents such as Articles of Organization or Articles of Incorporation
  - Audited Financial Statement
  - Any contracts or agreements, including, if applicable:
    - Operating Agreements
    - Shareholder Agreements
  - Complete background information for all new investors or owners, including:
    - Attachments V, W, X and Z to the Supplemental Application
    - Identification and Social Security Cards
    - Information on professional licenses



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- Information on bankruptcy proceedings
- Evidence of entity Trade Name registration with Maryland SDAT
- Nutrient Management plan approved by Dept. of Agriculture and approval provided to MCA (for growers only)
- Detailed Diversity Plan submitted to MCA via OneStop
- Most recent five federal and state (all states where filed) tax returns provided to MCA for:
  - All direct and indirect owners of 5% or more of the business
  - The business itself
- If any tax returns show a debt to any taxing authority, proof that no balance remains has been provided to MCA, or that the taxpayer has entered into an installment agreement and proof of current payment on the installment agreement has been provided to MCA
- All contracts have been provided to MCA, including but not limited to:
  - employment contracts
  - contracts with POS systems and security or surveillance systems
  - contracts with suppliers and contracts with any service providers
  - Promissory notes
- Personal Financial Information Worksheet for each individual with a 5% or more direct or indirect ownership interest in the business
- Evidence of scale calibration provided to MCA
- Use & Occupancy Permit provided to MCA
- Certificate of Use (if applicable) provided to MCA
- Evidence of passing Fire Marshall inspection provided to MCA

#### Documentation Received from MCA

- Received MCA Adequate Capitalization Letter
- Any Management Agreement or CoLocation Agreements have been approved in writing by MCA
- Received approval of Detailed Diversity Plan by MCA REDI division
- Received approval from MCA for all ownership transfers of 5% or more of the business

#### Facility

- Secured legal control of a property (by signed Lease or Deed)
- Secured Local Zoning Approval (for dispensaries, have completed Zoning Form)
- Facility has passed Pre Licensing Inspection
- Scales have been calibrated, if applicable



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### Applicant Obligations

- Reviewed and understands Title 17 of COMAR and Title 36 of the Md. Alcoholic Beverages and Cannabis Article
- License fee paid
- All outstanding requests from MCA have been addressed
- All transfers of ownership have been disclosed to MCA\*
  - For transfers under 5%, contracts and updated capitalization tables have been provided to MCA
  - For transfers of 5% or more, MCA approval has been received
- All 5% or more direct and indirect owners have submitted their fingerprints for criminal history search
- All 5% or more direct and indirect owners have submitted their social security cards
- All 5% or more direct and indirect owners have been interviewed by Citrin Cooperman\*

\*Items are required to be submitted prior to scheduling pre-licensing inspection. For the review of each of these items, please allow 30 business days. Reviews may take longer depending upon the length and complexity of the documents submitted so be sure to submit as early as possible to avoid delays in licensure.