

## **Class A Marijuana Microbusiness Application Instructions**

### **Adult-Use Marijuana Establishment Licensing Application Process**

**DO NOT** SUBMIT THIS MARIJUANA ESTABLISHMENT LICENSE APPLICATION UNLESS YOUR MARIJUANA ESTABLISHMENT WILL BE READY TO PASS ALL PRE-LICENSURE INSPECTIONS WITHIN 60 DAYS OF SUBMISSION.

Failure to pass all pre-licensure inspections within 60 days may result in the denial of the license application.

This application must be completed in its entirety upon submission. If the Cannabis Regulatory Agency (CRA) identifies a deficiency in an application, the CRA will notify the applicant. The applicant must submit all missing information or proof that the deficiency has been corrected in its entirety to the CRA within 5 calendar days of the date the applicant received the notice of deficiency. The failure of an applicant to completely correct a deficiency within 5 days of notification by the CRA may result in the denial of the application.

**Cannabis Regulatory Agency**  
**Phone: (517) 284-8599**  
**Website: [www.michigan.gov/CRA](http://www.michigan.gov/CRA)**  
**Email: [CRA-Adult-Use-Marijuana@Michigan.gov](mailto:CRA-Adult-Use-Marijuana@Michigan.gov)**

## **Class A Marijuana Microbusiness Application Instructions**

### **Adult-Use Marijuana Establishment Licensing Application Process**

**Before initiating the application process, be advised the following documents are due at the time of application submission:**

Establishment License Application [Link to Attestations](#)

- Attestation 2-A – Acknowledgment & Consent to Investigations, Statute & Rule Compliance
- Attestation 2-B – Interest & Experience Attestation
- Attestation 2-C – Confirmation of Section 6 Compliance
- Attestation 2-D – Confirmation of Insurance
- Acknowledgment of Attestations

Business Specification

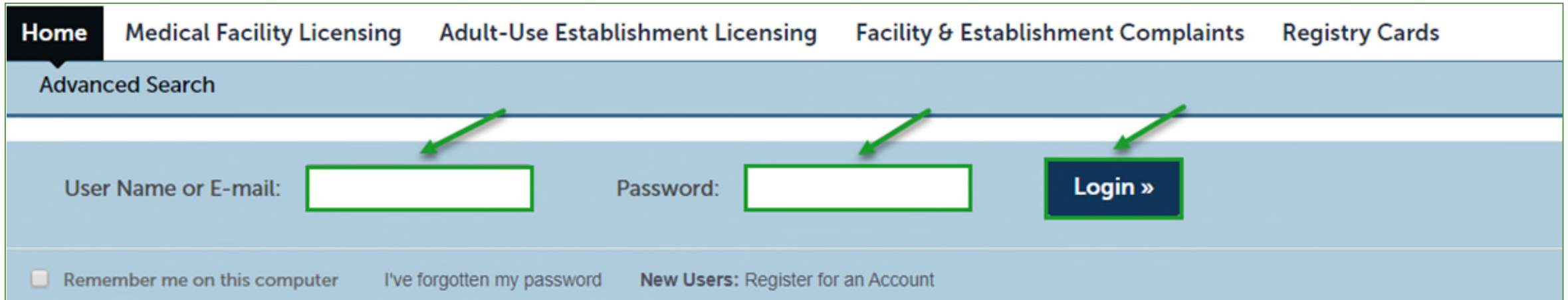
- Copy of Certificate of Use and Occupancy
- Copy of deed or lease agreement
- Copy of proof of financial responsibility (e.g., insurance policy, constant value bond)
- Copy of marijuana business location plan
- Copy of floor plan
- Copy of business plan, including but not limited to:
  - Technology plan
  - Marketing plan
  - Staffing plan
  - Inventory and recordkeeping plan
- DBA documentation (if applicable) (obtained at county-level)
- Certificate of Assumed Name (if applicable) (obtained from LARA Corporations Division)

**\*All applicable items on the checklist are required to be provided at the time of application submission.  
\*Failure to submit any of the items may result in the denial of your application.**

## Class A Marijuana Microbusiness Application Instructions

### Adult-Use Marijuana Establishment Licensing Application Process

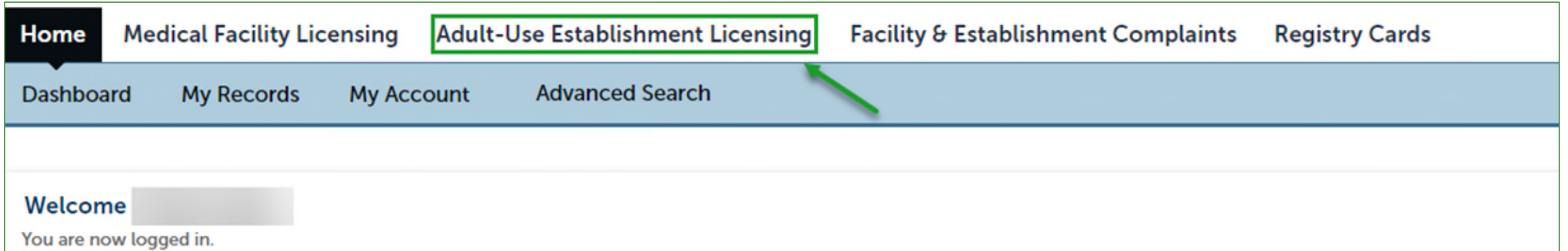
- Enter *User Name or E-mail*.
- Enter *Password*.
- Select *Login*.

A screenshot of a web application's login page. At the top, there is a navigation bar with five items: "Home" (highlighted in a dark blue box), "Medical Facility Licensing", "Adult-Use Establishment Licensing", "Facility & Establishment Complaints", and "Registry Cards". Below the navigation bar is a light blue header area with the text "Advanced Search". The main content area is a light blue box containing three elements: a text label "User Name or E-mail:" followed by a white input field with a green border; a text label "Password:" followed by a white input field with a green border; and a dark blue button with white text "Login »". Three green arrows point from the top of the input fields down to the "Login »" button. At the bottom of the light blue box, there is a row of three items: a checkbox labeled "Remember me on this computer", a link "I've forgotten my password", and a link "New Users: Register for an Account".

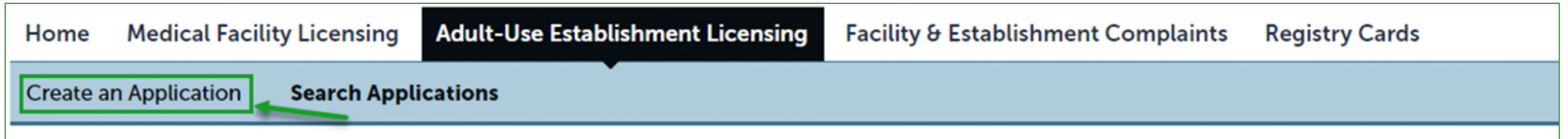
# Class A Marijuana Microbusiness Application Instructions

## Adult-Use Marijuana Establishment Licensing Application Process

- Select **Adult-Use Establishment Licensing**.

A screenshot of the website's navigation menu. The top row contains five items: "Home" (highlighted with a dark background), "Medical Facility Licensing", "Adult-Use Establishment Licensing" (highlighted with a green box), "Facility & Establishment Complaints", and "Registry Cards". The second row contains four items: "Dashboard", "My Records", "My Account", and "Advanced Search". A green arrow points from the "Advanced Search" item to the "Adult-Use Establishment Licensing" item. Below the navigation menu, there is a "Welcome" message and a greyed-out user name, followed by the text "You are now logged in." data-bbox="34 320 960 583"/>

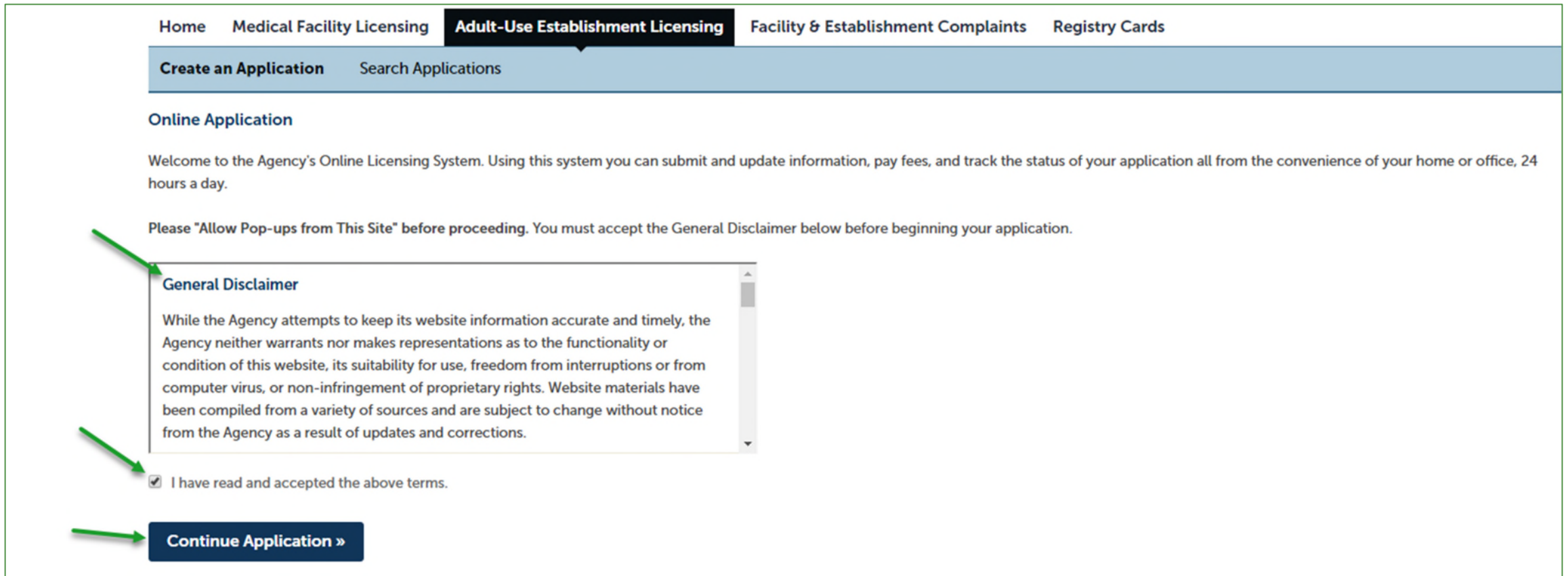
- Select **Create an Application**.

A screenshot of the website's navigation menu, similar to the previous one. The top row contains five items: "Home", "Medical Facility Licensing", "Adult-Use Establishment Licensing" (highlighted with a dark background), "Facility & Establishment Complaints", and "Registry Cards". The second row contains two items: "Create an Application" (highlighted with a green box) and "Search Applications". A green arrow points from the "Search Applications" item to the "Create an Application" item. data-bbox="32 672 960 818"/>

# Class A Marijuana Microbusiness Application Instructions

## Adult-Use Marijuana Establishment Licensing Application Process

- Read the **General Disclaimer**.
- Check the box stating **I have read and accepted the above terms**.
- Select **Continue Application**.

A screenshot of the Michigan Cannabis Regulatory Agency's online application system. The page has a navigation bar with "Home", "Medical Facility Licensing", "Adult-Use Establishment Licensing" (highlighted), "Facility & Establishment Complaints", and "Registry Cards". Below the navigation bar is a blue bar with "Create an Application" and "Search Applications". The main content area is titled "Online Application" and contains a welcome message. A warning message states: "Please 'Allow Pop-ups from This Site' before proceeding. You must accept the General Disclaimer below before beginning your application." Below this is a scrollable box titled "General Disclaimer" containing text about the agency's website accuracy. Underneath the disclaimer is a checked checkbox with the text "I have read and accepted the above terms." At the bottom is a dark blue button labeled "Continue Application »". Three green arrows point to the disclaimer box, the checkbox, and the "Continue Application" button.

## Class A Marijuana Microbusiness Application Instructions

### Adult-Use Marijuana Establishment Licensing Application Process

- Select the arrow next to **Adult-Use Step 2: License Application**.
- Select **Class A Marijuana Microbusiness**.
- Select **Continue Application**.

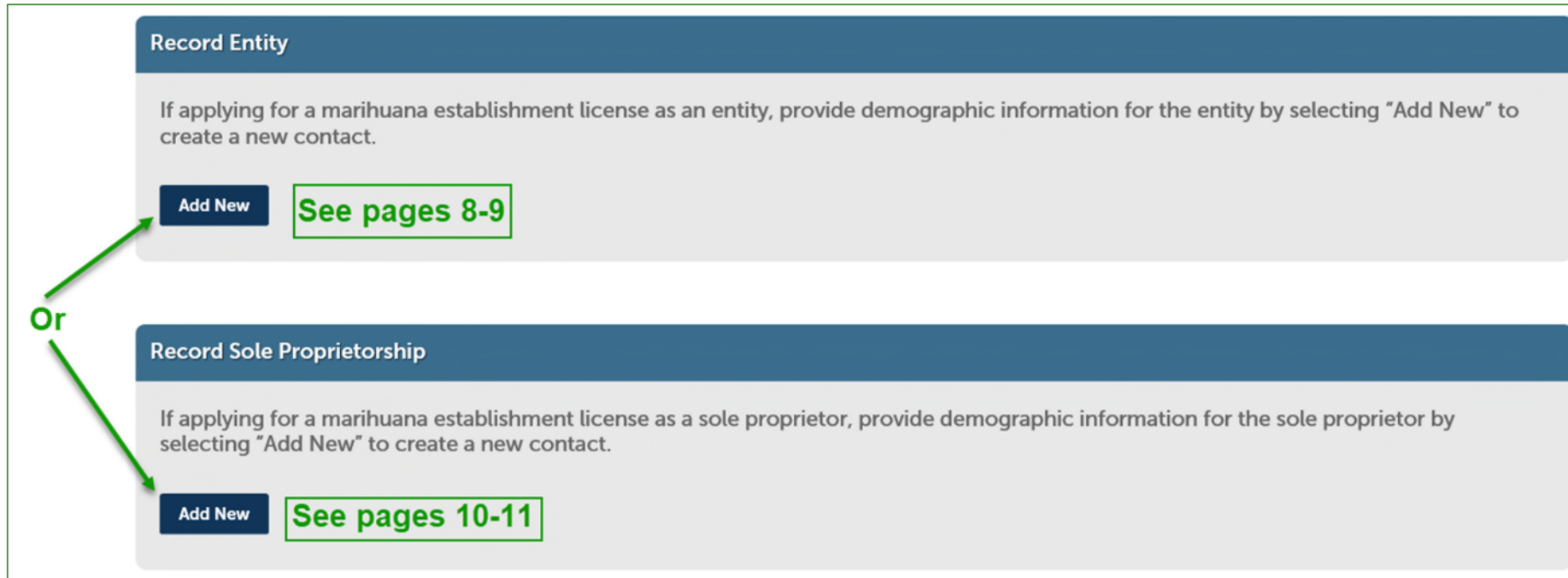
A screenshot of a web application interface showing a list of options for an adult-use marijuana establishment license. The options are grouped into sections. The first section is "Adult-Use Step 1: Prequalification Application". The second section is "Adult-Use Step 2: License Application", which is highlighted with a green arrow. Under this section, there are radio button options for various business classes. The "Class A Marijuana Microbusiness" option is selected, indicated by a blue dot in the radio button, and is also highlighted with a green rectangular box and a green arrow. Other options include Class A, B, and C Marijuana Grower; Designated Consumption Establishment; Excess Marijuana Grower; Marijuana Event Organizer; Marijuana Microbusiness; Marijuana Processor; Marijuana Retailer; Marijuana Safety Compliance Facility; and Marijuana Secure Transporter. Below this list are two more sections: "Adult-Use Special License Application" and "Social Equity Application". At the bottom of the interface is a dark blue button labeled "Continue Application", which is also highlighted with a green arrow.

## Class A Marijuana Microbusiness Application Instructions

### Adult-Use Marijuana Establishment Licensing Application Process

- For a main applicant entity seeking to hold a marijuana establishment state license, provide demographic information for the main applicant entity by selecting **Add New**.
  - See pages 8-9 for a main applicant entity.
- For a main applicant individual (sole proprietor) seeking to hold a marijuana establishment state license, provide demographic information for the main applicant individual (sole proprietor) by selecting **Add New**.
  - See pages 10-11 for a main applicant individual (sole proprietor).

Note: you must **Add New** for either Record Entity OR Record Sole Proprietorship.



The diagram illustrates two alternative paths for adding a new contact. It features two main sections, each with a blue header and a light gray body. The top section is titled "Record Entity" and contains the instruction: "If applying for a marijuana establishment license as an entity, provide demographic information for the entity by selecting 'Add New' to create a new contact." Below this text is a dark blue "Add New" button and a green-bordered box containing the text "See pages 8-9". The bottom section is titled "Record Sole Proprietorship" and contains the instruction: "If applying for a marijuana establishment license as a sole proprietor, provide demographic information for the sole proprietor by selecting 'Add New' to create a new contact." Below this text is a dark blue "Add New" button and a green-bordered box containing the text "See pages 10-11". A green "Or" is positioned between the two sections, with two green arrows pointing from it to the "Add New" buttons of each section.

**Record Entity**

If applying for a marijuana establishment license as an entity, provide demographic information for the entity by selecting "Add New" to create a new contact.

**Add New** See pages 8-9

**Or**

**Record Sole Proprietorship**

If applying for a marijuana establishment license as a sole proprietor, provide demographic information for the sole proprietor by selecting "Add New" to create a new contact.

**Add New** See pages 10-11



## Class A Marijuana Microbusiness Application Instructions

### Adult-Use Marijuana Establishment Licensing Application Process

#### For a main applicant entity:

Main applicant individuals (sole proprietors) skip to page 10.

- Enter **Main Applicant Entity** name.
- Enter **Assumed Name** if operating publicly with a name other than the main applicant entity name. Separate multiple assumed names with commas.
- Enter **Federal Employer Identification Number (FEIN)**.
- Enter **Phone Number**.
- Enter **E-mail Address**.
- Select **Add Contact Address**. Another window will open. **Please see next page to continue.**

#### Contact Information

\* Entity Name:  1

Assumed Name:  2

\* FEIN:  3

\* Phone:  4

\* E-mail:  5

\* Individual/Organization:  
Organization

▼ Contact Addresses

**Add Contact Address** 6

To edit a contact address, click the address link.  
Required contact address type(s): Mailing

Showing 0-0 of 0

Address Type	Address
No records found.	

**Continue** **Clear** Discard Changes



## Class A Marijuana Microbusiness Application Instructions

### Adult-Use Marijuana Establishment Licensing Application Process

#### For a main applicant entity:

- **Mailing Address** type is required. Please note: the physical license will be sent to this address.
  - Enter **Street Address**.
  - Enter **City**.
  - Select to add **State**.
  - Enter **ZIP Code**.
  - Select **Save and Close**.
- **Contact Address Added Successfully** message will appear.
  - Select **Continue**.

### Contact Information

#### Contact Address Information

\* Address Type:

Mailing ▼

\* Address Line 1:

\* City:      \* State:      \* ZIP Code:

--Select-- ▼

Save and Close

Save and Add Another

Clear Discard Changes

▼ Contact Addresses

Add Contact Address

To edit a contact address, click the address link.  
Required contact address type(s): Mailing

✔ Contact address added successfully.

Showing 1-1 of 1

Address Type	Address
Mailing	

Continue

Clear Discard Changes

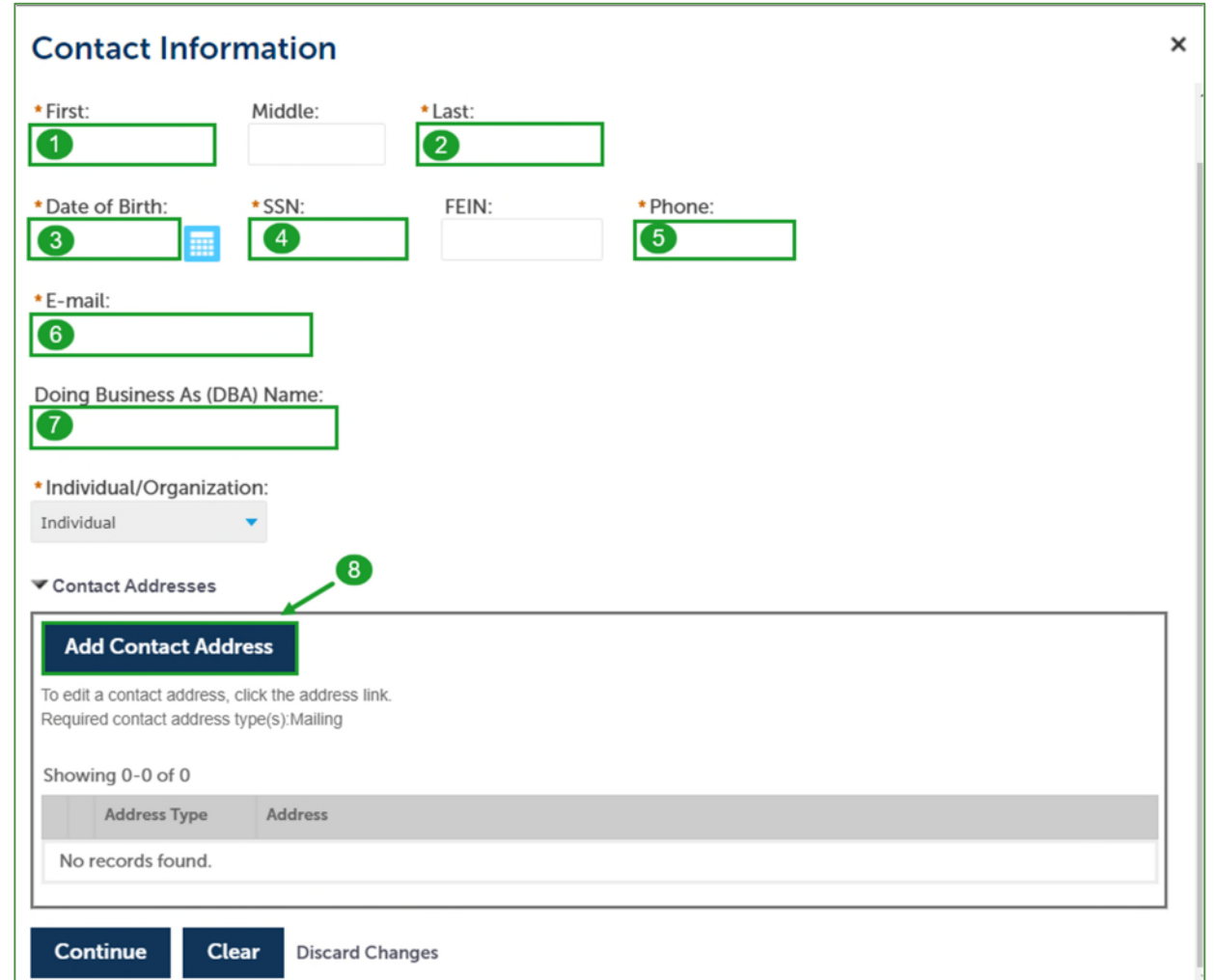
## Class A Marijuana Microbusiness Application Instructions

### Adult-Use Marijuana Establishment Licensing Application Process

#### For a main applicant individual (sole proprietor):

Main applicant entities skip to page 12.

- Enter Sole Proprietor's **First Name**.
- Enter Sole Proprietor's **Last Name**.
- Enter Sole Proprietor's **Date of Birth (DOB)**.
- Enter Sole Proprietor's **Social Security Number (SSN)**.
- Enter Sole Proprietor's **Phone Number**.
- Enter Sole Proprietor's **E-mail Address**.
- Enter Sole Proprietor's **Doing Business As (DBA)**, if applicable.
- Select **Add Contact Address**. Another window will open. **Please see next page to continue.**



**Contact Information**

\*First:  1 Middle:  \*Last:  2

\*Date of Birth:  3  \*SSN:  4 FEIN:  \*Phone:  5

\*E-mail:  6

Doing Business As (DBA) Name:  7

\*Individual/Organization:  
Individual

▼ Contact Addresses 8

**Add Contact Address**

To edit a contact address, click the address link.  
Required contact address type(s): Mailing

Showing 0-0 of 0

Address Type	Address
No records found.	

# Class A Marijuana Microbusiness Application Instructions

## Adult-Use Marijuana Establishment Licensing Application Process

### For a main applicant individual (sole proprietor):

- **Mailing Address** type is required. Please note: the physical license will be sent to this address.
- Enter **Street Address**.
- Enter **City**.
- Select to add **State**.
- Enter **ZIP Code**.
- Select **Save and Close**.
- **Contact Address Added Successfully** message will appear.
- Select **Continue**.

### Contact Information

#### Contact Address Information

\* Address Type: Mailing 9

\* Address Line 1:   10

\* City:   11

\* State: --Select-- 12

\* ZIP Code:   13

Save and Close Save and Add Another Clear Discard Changes

▼ Contact Addresses

**Add Contact Address**

To edit a contact address, click the address link.  
Required contact address type(s): Mailing

✔ Contact address added successfully.

Showing 1-1 of 1

Address Type	Address
Mailing	

Continue Clear Discard Changes

## Class A Marijuana Microbusiness Application Instructions

### Adult-Use Marijuana Establishment Licensing Application Process

- Choose *Select from Account*.

**Person Completing Application**

Provide demographic information for the person completing the online application by selecting "Select from Account" to use your existing contact.

- Select the box for *Mailing Address*.
- Select *Continue*.

**Select Contact from Account**

Person Completing Application

Select contact addresses for this contact to attach to the record.

Showing 1-1 of 1

<input type="checkbox"/>	Address Type	Address
<input checked="" type="checkbox"/>	Mailing	

- After entering the demographic information for the main applicant and the person completing the application, select *Continue Application*.

## Class A Marijuana Microbusiness Application Instructions

### Adult-Use Marijuana Establishment Licensing Application Process

Provide the physical address of the marijuana establishment seeking a state license.

- Enter establishment **Street Number**.
- Enter establishment **Street Name**.
- Select **Street Type**.
- Select **Unit Type**, if applicable.
- Enter **Unit Number**, if applicable.
- Enter establishment **City**.
- MI is required for **State**.
- Enter establishment **ZIP Code**.

#### Establishment Address

Provide the physical address of the marijuana establishment seeking a state license.

Street No.:  Street Name:  Street Type:  3

Unit Type:  4 Unit No.:

City:  State:  7 Zip:

- Enter Establishment **Location Zoning Category**.
- Select **Continue Application**.

#### Business Location Zoning Category

LOCATION ZONING CATEGORY

Provide the establishment location zoning category:  9

## Class A Marijuana Microbusiness Application Instructions

### Adult-Use Marijuana Establishment Licensing Application Process

- Select **Add a Row** to provide information regarding the ownership of the marijuana establishment to be licensed. Please note, this table pertains to the ownership of the physical marijuana establishment as opposed to the ownership of the main applicant.

**Establishment Ownership Information**

**OWNERSHIP INFORMATION**  
Provide the following information regarding ownership of the marijuana establishment to be licensed.

Showing 0-0 of 0

Property Tax ID Number	Owner of Record	Property Street Address	City	State	Zip	Type of Ownership or Use Interest
No records found.						

Add a Row ▼
Edit Selected
Delete Selected

- Enter **Property Tax ID Number**.
- Enter **Owner of Record**.
- Enter **Property Street Address**.
- Enter **City**.
- Enter **State**.
- Enter **ZIP Code**.
- Enter **Type of Ownership or Use Interest**.
- Click **Submit**.

**OWNERSHIP INFORMATION**  
Provide the following information regarding ownership of the marijuana establishment to be licensed.

\*Property Tax ID Number: ?

\*Owner of Record: ?

\*Property Street Address:

\*City:

\*State:

\*Zip:

\*Type of Ownership or Use Interest:

Submit
Cancel

## Class A Marijuana Microbusiness Application Instructions

### Adult-Use Marijuana Establishment Licensing Application Process

- Enter **Name of municipality in which the marijuana establishment will be located.**
- Enter **City of Municipality.**
- Select **State of Municipality.**
- Enter **Zip Code of Municipality.**
- Enter **County of Municipality.**
- Select **Continue Application.**

**Municipality Information**

**MUNICIPALITY INFORMATION**

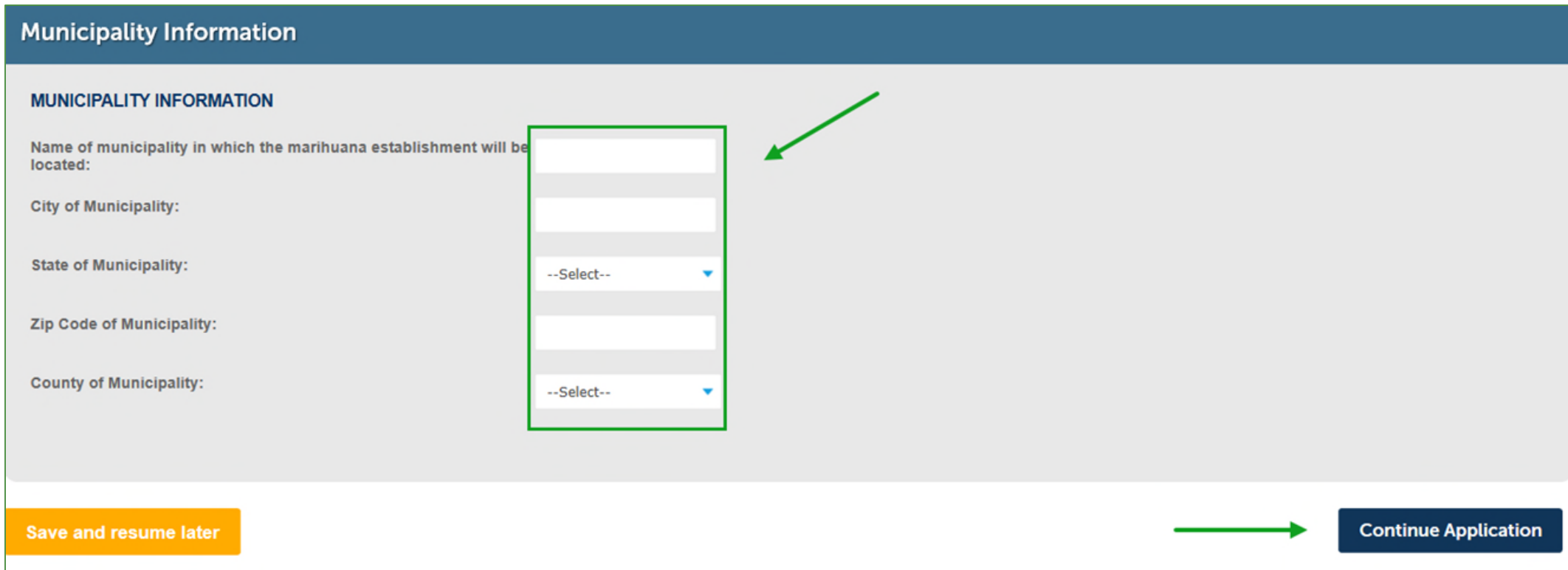
Name of municipality in which the marijuana establishment will be located:

City of Municipality:

State of Municipality:

Zip Code of Municipality:

County of Municipality:

A screenshot of the 'Municipality Information' form. The form has a blue header and a light gray body. A green box highlights the input fields for Name of municipality, City of Municipality, State of Municipality, Zip Code of Municipality, and County of Municipality. A green arrow points to the State of Municipality dropdown menu. At the bottom, there are two buttons: 'Save and resume later' (orange) and 'Continue Application' (dark blue). A green arrow points from the 'Continue Application' button towards the right.



## Class A Marijuana Microbusiness Application Instructions

### Adult-Use Marijuana Establishment Licensing Application Process

- Enter the number of employees who will work for this marijuana establishment (if unknown, estimate).
- Select ***Continue Application***.

### Employee Information

**EMPLOYEE INFORMATION**

Number of employees who will work for this marijuana establishment (if unknown, estimate):

[Save and resume later](#) [Continue Application »](#)

# Class A Marijuana Microbusiness Application Instructions

## Adult-Use Marijuana Establishment Licensing Application Process

- All applicable items on the checklist are required to be provided at the time of application submission.
- Failure to submit any of the applicable checklist items may result in the denial of your application.
- Each document in the checklist must be uploaded individually; documents cannot be combined and uploaded as a single PDF.

**Attachment**

Please attach the following documents:

*Establishment License Application* [Link to Attestations](#)

- Attestation 2-A – Acknowledgment & Consent to Investigations, Statute & Rule Compliance
- Attestation 2-B – Interest & Experience Attestation
- Attestation 2-C – Confirmation of Section 6 Compliance
- Attestation 2-D – Confirmation of Insurance
- Acknowledgment of Attestations

*Business Specifications*

- Copy of Certificate of Use and Occupancy
- Copy of deed or lease agreement
- Copy of proof of financial responsibility (e.g., insurance policy, constant value bond)
- Copy of marijuana business location plan
- Copy of floor plan
- Copy of business plan, including but not limited to:
  - Technology plan
  - Marketing plan
  - Staffing plan
  - Inventory and recordkeeping plan
- DBA documentation (if applicable) (obtained at county-level)
- Certificate of Assumed Name (if applicable) (obtained from LARA Corporations Division)

\*All applicable items on the checklist are required to be provided at the time of application submission.  
\*Failure to submit any of the items may result in the denial of your application.

The maximum file size allowed is 500 MB.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;mnc;mnp;mst;php;pit;scr;scrt;shb;sys;vbs;vxd;wsc;wsf;wsh are disallowed  
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents  
Floor Plan, Deed/Lease Agreement, Attestation 2-A, Attestation 2-B, Attestation 2-C, Attestation 2-D, Certificate of Use and Occupancy, Proof of Financial Responsibility,  
Marihuana Business Location Plan

Name	Type	Size	Latest Update	Action
No records found.				

Add
← 1

- To attach documents, Select **Add** on the attachments page.
- Select **Add** on the file upload pop out window. Please see next page to continue.

**File Upload** ×

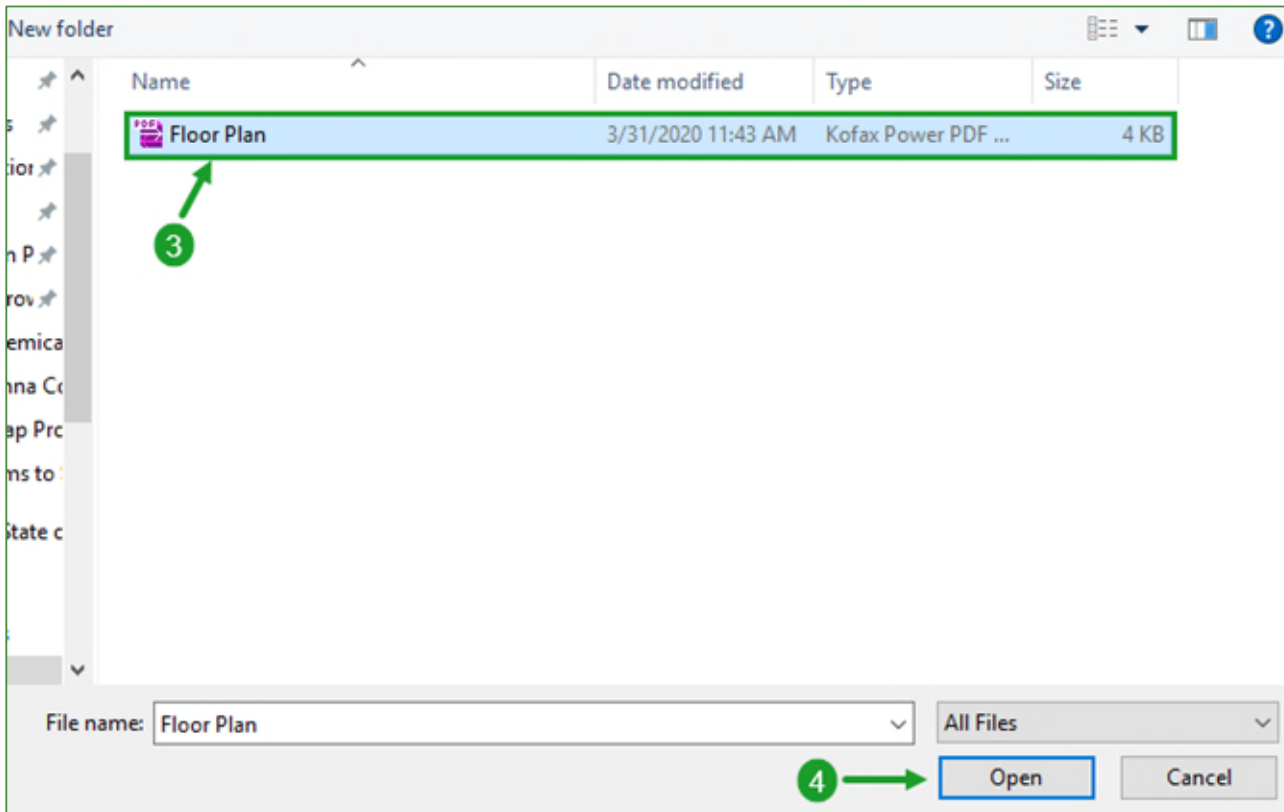
The maximum file size allowed is 500 MB.  
ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pit; scr; scrt; shb; sys; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

Continue
Add
Remove All
2
Cancel

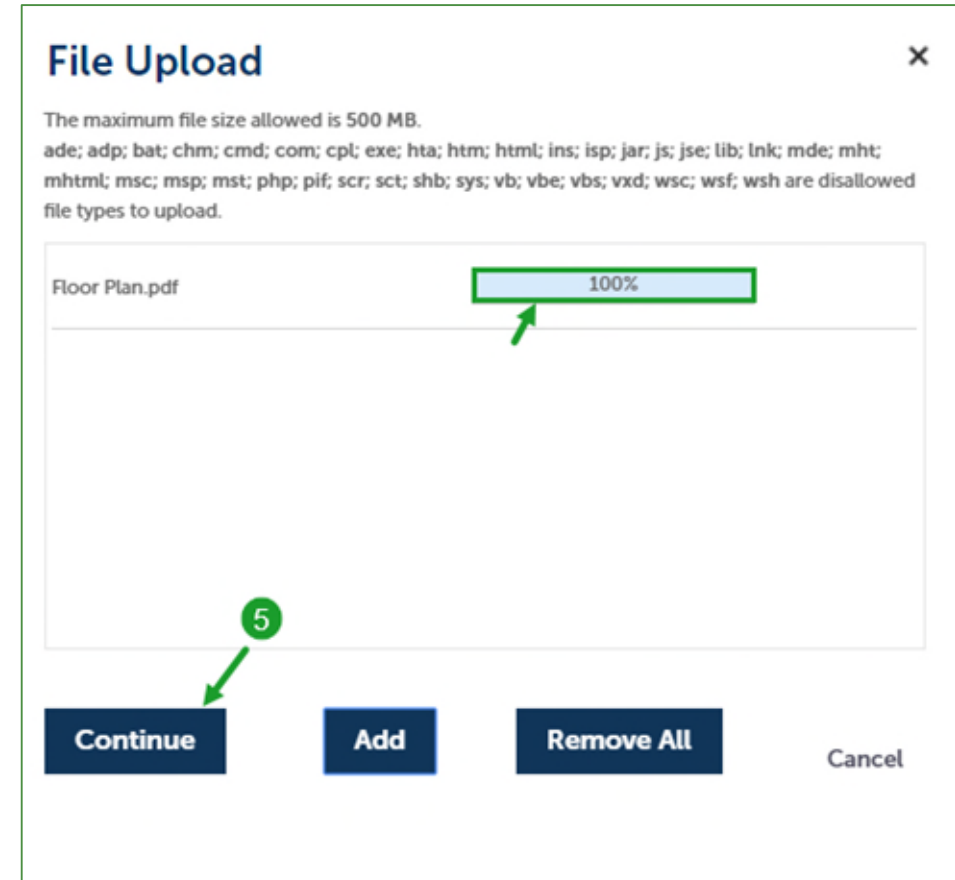
## Class A Marijuana Microbusiness Application Instructions

### Adult-Use Marijuana Establishment Licensing Application Process

- **Select** and **Open** the file(s) you wish to upload.
  - Attachments should be uploaded in PDF format.
  - Files should be named according to their document type. For example, the Floor Plan PDF should be named "Floor Plan".



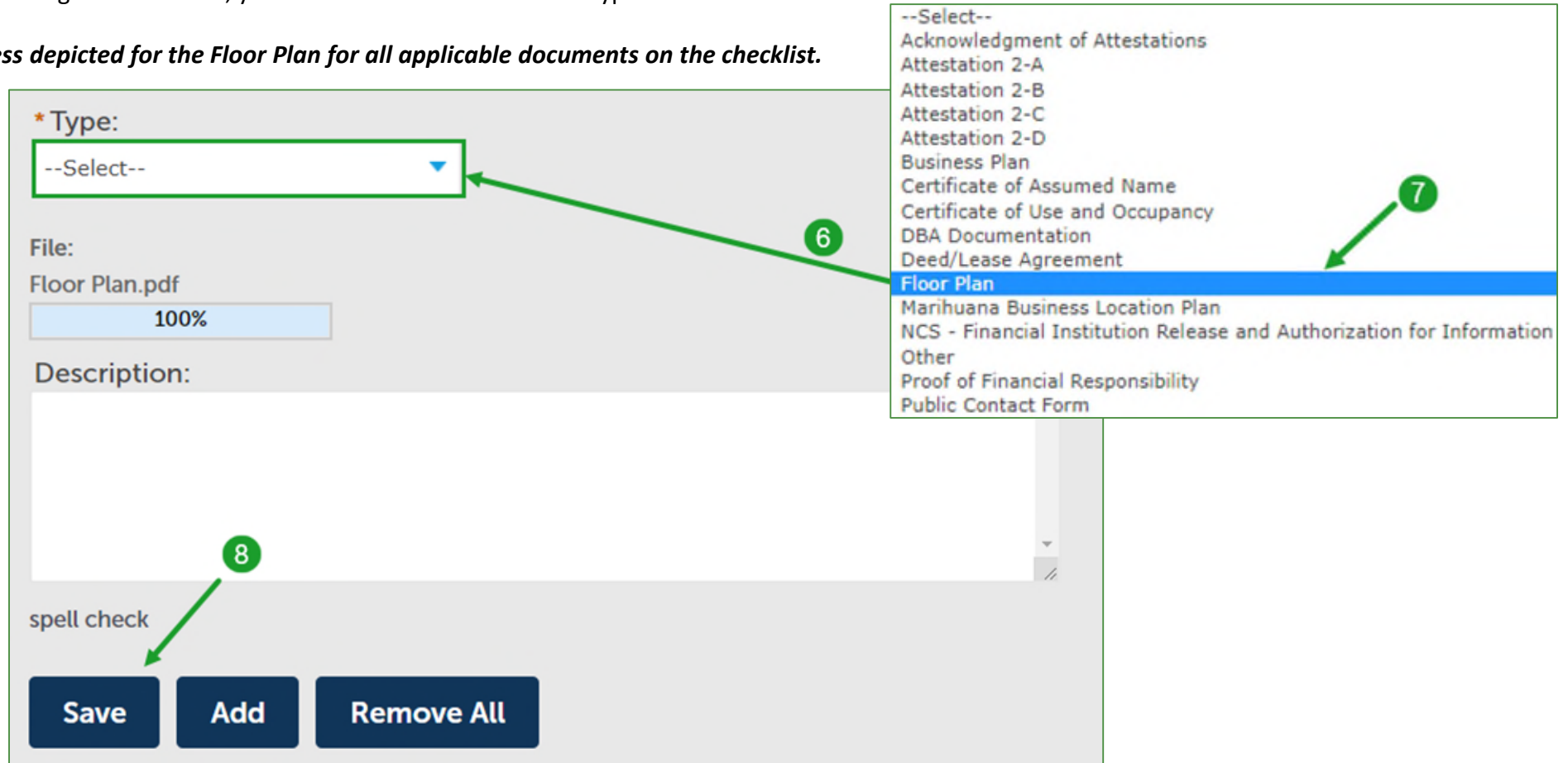
- Confirm the file(s) are 100% uploaded and select **Continue**.



## Class A Marijuana Microbusiness Application Instructions

### Adult-Use Marijuana Establishment Licensing Application Process

- Select document **Type**.
  - All documents on the checklist have a corresponding type. You must choose the corresponding document type for each document that is uploaded. For example, when uploading the Floor Plan, you must select the “Floor Plan” type.
- Select **Save**.
- **You must repeat the process depicted for the Floor Plan for all applicable documents on the checklist.**



The screenshot shows a form for uploading a document. The form includes a dropdown menu for selecting the document type, a file upload progress bar, a description field, and a spell check option. A dropdown menu is open, showing a list of document types. The 'Floor Plan' option is highlighted in blue. Green arrows and numbers (6, 7, 8) indicate the steps: 6 points to the dropdown menu, 7 points to the 'Floor Plan' option, and 8 points to the 'Save' button.

\* Type:  
--Select--

File:  
Floor Plan.pdf  
100%

Description:

spell check

Save Add Remove All

--Select--  
Acknowledgment of Attestations  
Attestation 2-A  
Attestation 2-B  
Attestation 2-C  
Attestation 2-D  
Business Plan  
Certificate of Assumed Name  
Certificate of Use and Occupancy  
DBA Documentation  
Deed/Lease Agreement  
**Floor Plan**  
Marihuana Business Location Plan  
NCS - Financial Institution Release and Authorization for Information  
Other  
Proof of Financial Responsibility  
Public Contact Form



## Class A Marijuana Microbusiness Application Instructions

### Adult-Use Marijuana Establishment Licensing Application Process

- After reviewing the marijuana establishment state license application, **Check** the box to electronically sign and file the application thus certifying that the application is true, complete, correct, and that no material information has been omitted.
- Select **Continue Application** to submit the application.

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

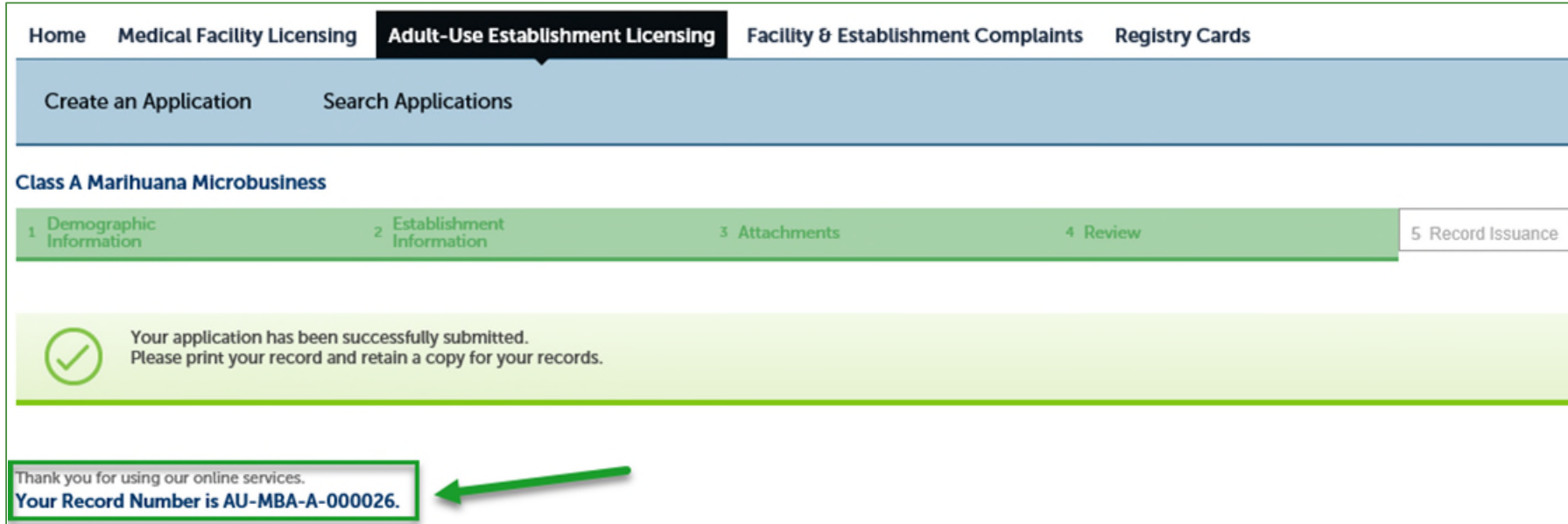
Date: 11/08/2021

[Save and resume later](#) [Continue Application](#)

## Class A Marijuana Microbusiness Application Instructions

### Adult-Use Marijuana Establishment Licensing Application Process

- The marijuana establishment state license application has now been submitted. Retain a copy of the record number.




The screenshot displays the Michigan Cannabis Regulatory Agency's online application portal. The navigation menu includes 'Home', 'Medical Facility Licensing', 'Adult-Use Establishment Licensing' (which is highlighted), 'Facility & Establishment Complaints', and 'Registry Cards'. Below the navigation, there are buttons for 'Create an Application' and 'Search Applications'. The main content area is titled 'Class A Marijuana Microbusiness' and shows a progress bar with five steps: 1 Demographic Information, 2 Establishment Information, 3 Attachments, 4 Review, and 5 Record Issuance. A green checkmark icon and a message state: 'Your application has been successfully submitted. Please print your record and retain a copy for your records.' At the bottom, a box contains the text: 'Thank you for using our online services. Your Record Number is AU-MBA-A-000026.' A green arrow points to this record number.

Home Medical Facility Licensing **Adult-Use Establishment Licensing** Facility & Establishment Complaints Registry Cards

Create an Application Search Applications

Class A Marijuana Microbusiness

1 Demographic Information 2 Establishment Information 3 Attachments 4 Review 5 Record Issuance

 Your application has been successfully submitted.  
Please print your record and retain a copy for your records.

Thank you for using our online services.  
**Your Record Number is AU-MBA-A-000026.**



## Class A Marijuana Microbusiness Application Instructions

### Adult-Use Marijuana Establishment Licensing Application Process

- The person completing the application and the main applicant will receive the below email containing:
  - The license application number.
  - The application name.

Dear Entity 1, LLC,

You have successfully submitted your application for licensure. Below is the application record number and name. Make sure to retain this number for your records.

License Application Number: AU-MBA-A-000026

Application Name: Entity 1, LLC

You can also view the application for licensure status under the MY RECORDS tab on the citizen portal.

Thank you,

Cannabis Regulatory Agency

Adult-Use Licensing

(517) 284-8599

[CRA-AdultUseLicensing@michigan.gov](mailto:CRA-AdultUseLicensing@michigan.gov)

[www.michigan.gov/cra](http://www.michigan.gov/cra)



# **Class A Marijuana Microbusiness Application Instructions**

## **Adult-Use Marijuana Establishment Licensing Application Process**

**Cannabis Regulatory Agency**

**Phone:(517) 284-8599**

**Website: [www.michigan.gov/CRA](http://www.michigan.gov/CRA)**

**Email: [CRA-Adult-Use-Marijuana@Michigan.gov](mailto:CRA-Adult-Use-Marijuana@Michigan.gov)**