

Designated Consumption Establishment 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
Email: CRA-Adult-Use-Marijuana@Michigan.gov

Designated Consumption Establishment 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:

Designated Consumption Establishment License Application [Link to Attestations](#)

- Attestation 3-A – Acknowledgment & Consent to Investigations, Statute & Rule Compliance
- Attestation 3-B – Proof of Possession of Premises & Written Permission from Owner of Premises
- Attestation 3-C – Confirmation of Section 6 Compliance
- Attestation 3-D – Confirmation of Insurance
- Acknowledgment of Attestations

Business Specifications

- Copy of designated consumption establishment plan
- Copy of floor plan
- Copy of marijuana business location plan
- Copy of business plan, including but not limited to:
 - Marketing plan
 - Staffing plan
 - Documented employee training that addresses all components of the responsible operations plan
 - Proposed hours of operation
 - Copy of deed or lease agreement
 - Copy of responsible operations plan
 - Copy of product & waste management plan
 - Copy of proof of financial responsibility (e.g., insurance policy, constant value bond)
 - Copy of Certificate of Use and Occupancy
- DBA documentation (if applicable) (obtained at county-level)
- Certificate of Assumed Name (if applicable) (obtained from LARA Corporations Division)

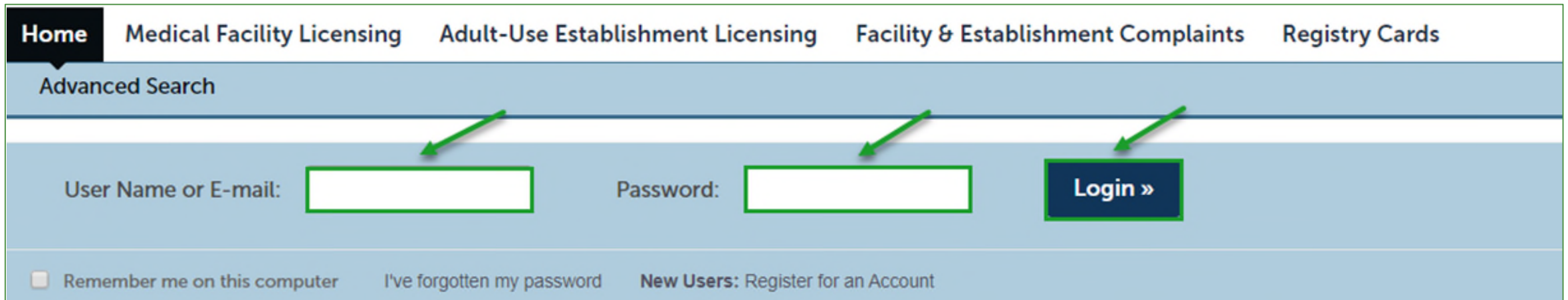
***All applicable items on the checklist are required to be provided at the time of application submission.**

***Failure to submit any of the items may result in the denial of your application.**

Designated Consumption Establishment Application Instructions

Adult-Use Marijuana Establishment Licensing Application Process

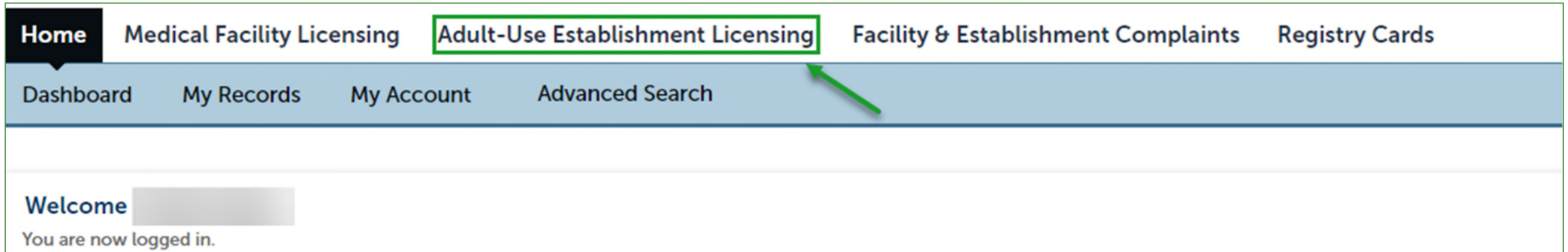
- Enter *User Name or E-mail*.
- Enter *Password*.
- Select *Login*.

A screenshot of a web application's login page. At the top, there is a navigation menu 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 menu is a light blue horizontal bar with the text "Advanced Search". The main login area is a light blue box containing three elements: a label "User Name or E-mail:" followed by a white input field with a green border; a 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 and the button down to the text in the instructions above. At the bottom of the login area, there are three links: a checkbox followed by "Remember me on this computer", "I've forgotten my password", and "New Users: Register for an Account".

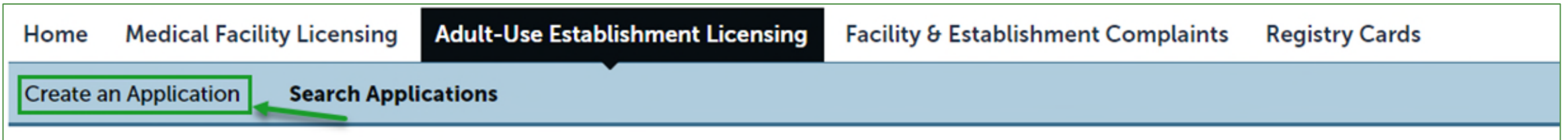
Designated Consumption Establishment Application Instructions

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 main menu items: "Home", "Medical Facility Licensing", "Adult-Use Establishment Licensing", "Facility & Establishment Complaints", and "Registry Cards". The "Adult-Use Establishment Licensing" item is highlighted with a green rectangular box, and a green arrow points to it from the right. Below this row is a secondary menu with four items: "Dashboard", "My Records", "My Account", and "Advanced Search". Below the navigation is a white area with the text "Welcome [redacted]" and "You are now logged in." below it.

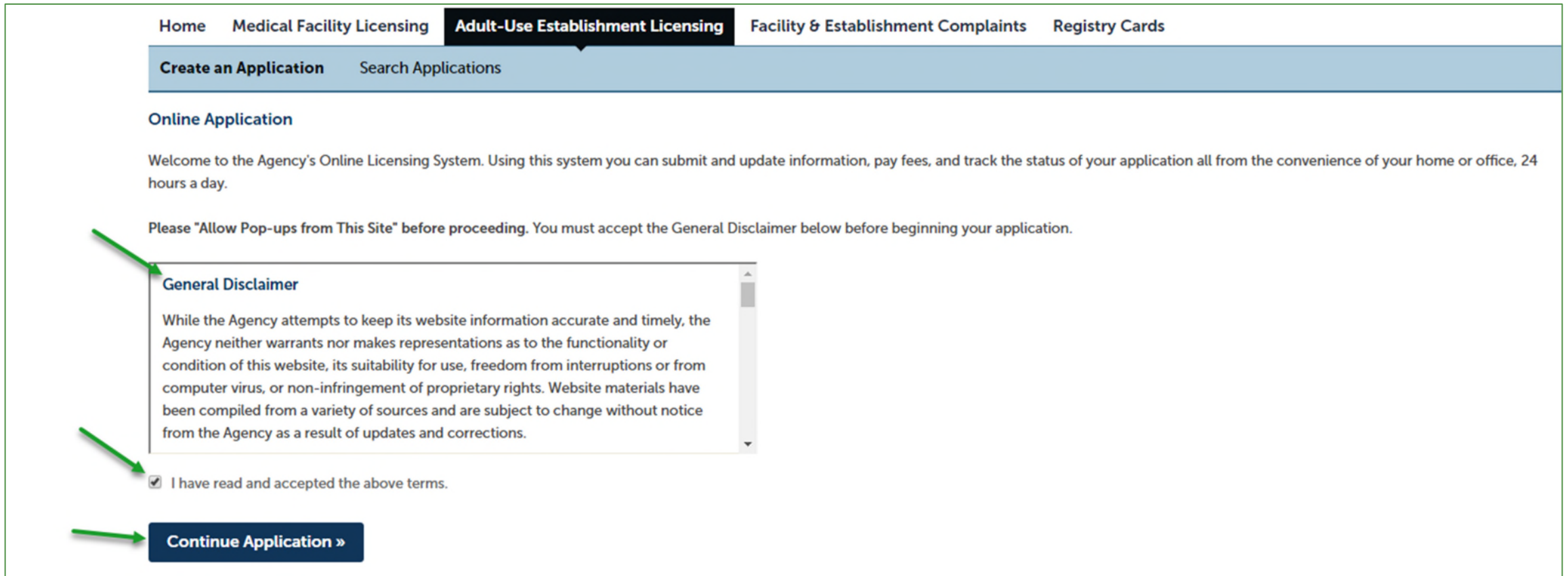
- Select *Create an Application*.

A screenshot of the website's navigation menu, similar to the previous one. The top row contains five main menu items: "Home", "Medical Facility Licensing", "Adult-Use Establishment Licensing", "Facility & Establishment Complaints", and "Registry Cards". The "Adult-Use Establishment Licensing" item is highlighted with a black background. Below this row is a secondary menu with two items: "Create an Application" and "Search Applications". The "Create an Application" item is highlighted with a green rectangular box, and a green arrow points to it from the right.

Designated Consumption Establishment Application Instructions

Adult-Use Marijuana Establishment Licensing Application Process

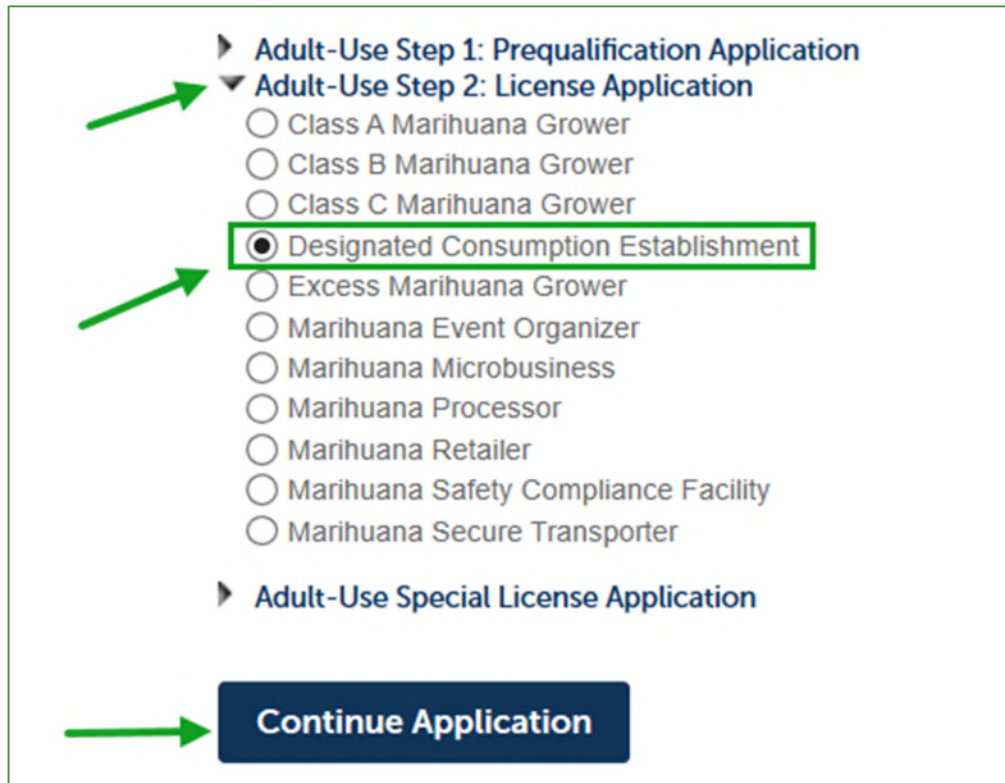
- Read the **General Disclaimer**.
- Check the box stating ***I have read and accepted the above terms.***
- Select **Continue Application**.

A screenshot of a web application interface. At the top, there is a navigation bar with links: "Home", "Medical Facility Licensing", "Adult-Use Establishment Licensing" (highlighted in black), "Facility & Establishment Complaints", and "Registry Cards". Below this is a light blue bar with "Create an Application" and "Search Applications". The main content area is titled "Online Application" and contains a welcome message. A paragraph of text is followed by a "General Disclaimer" box, which is a scrollable area containing text about website accuracy. Below the disclaimer is a checked checkbox with the text "I have read and accepted the above terms." At the bottom, there is a dark blue button with the text "Continue Application >". Three green arrows point to the disclaimer box, the checkbox, and the button.

Designated Consumption Establishment Application Instructions

Adult-Use Marijuana Establishment Licensing Application Process

- Select the arrow next to **Adult-Use Step 2: License Application**.
- Select **Designated Consumption Establishment**.
- Select **Continue Application**.



▶ Adult-Use Step 1: Prequalification Application

▼ Adult-Use Step 2: License Application

- Class A Marijuana Grower
- Class B Marijuana Grower
- Class C Marijuana Grower
- Designated Consumption Establishment
- Excess Marijuana Grower
- Marijuana Event Organizer
- Marijuana Microbusiness
- Marijuana Processor
- Marijuana Retailer
- Marijuana Safety Compliance Facility
- Marijuana Secure Transporter

▶ Adult-Use Special License Application

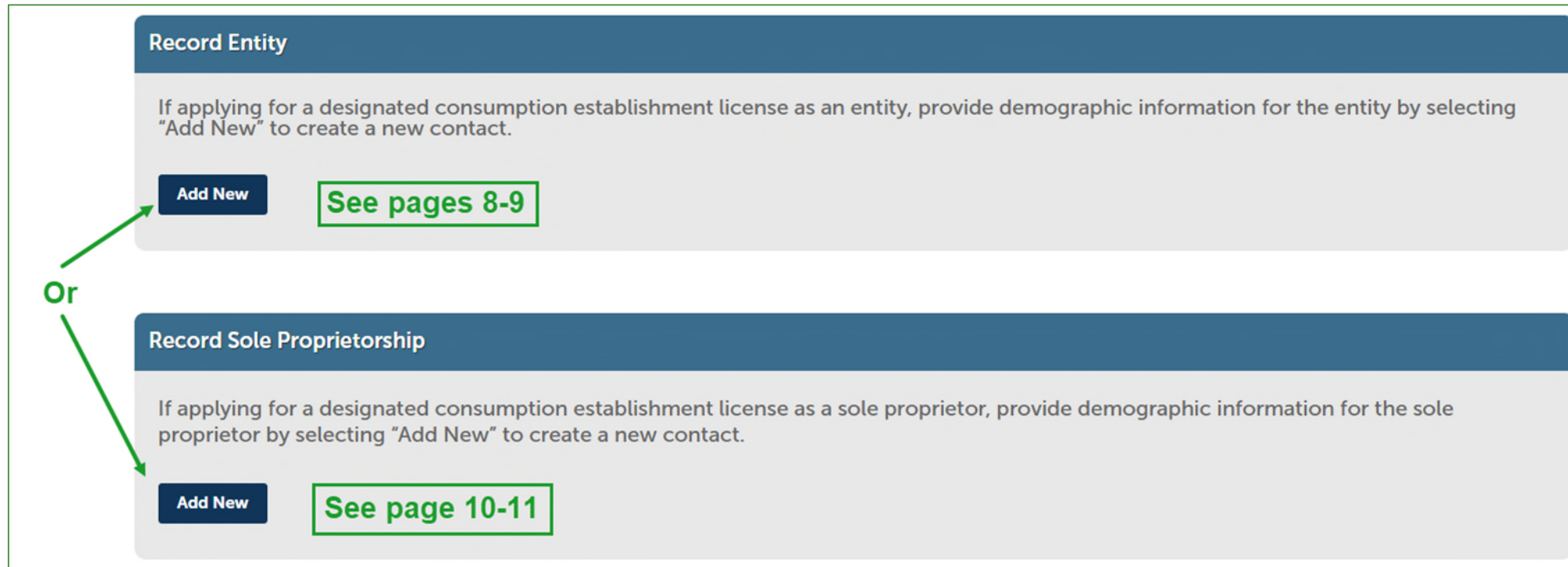
Continue Application

Designated Consumption Establishment Application Instructions

Adult-Use Marijuana Establishment Licensing Application Process

- For a main applicant entity seeking to hold a designated consumption 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 designated consumption 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 designated consumption establishment license as an entity, provide demographic information for the entity by selecting 'Add New' to create a new contact." Below this text are 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 designated consumption 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 are a dark blue "Add New" button and a green-bordered box containing the text "See page 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 designated consumption 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 designated consumption 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 page 10-11**

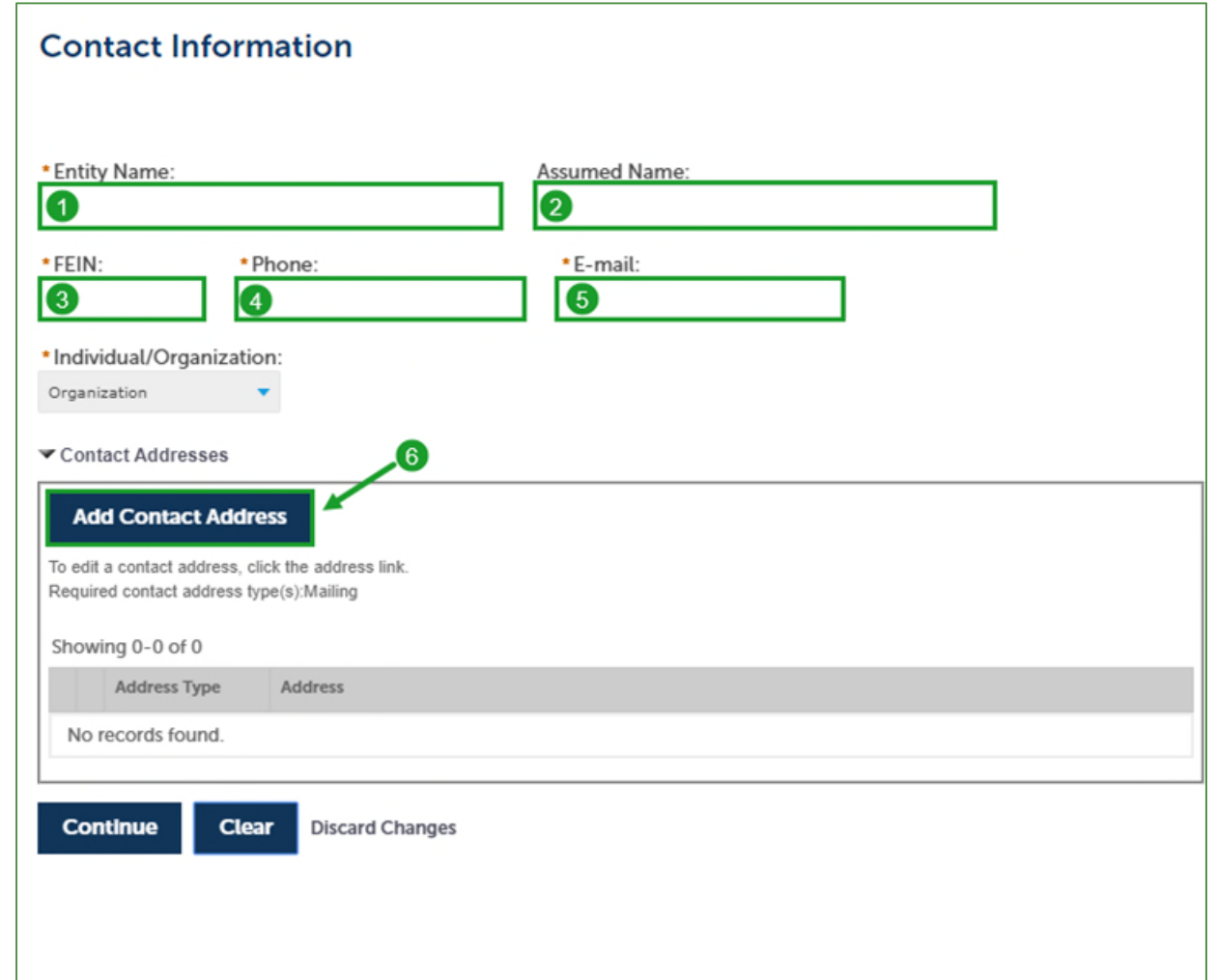
Designated Consumption Establishment Application Instructions

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

Designated Consumption Establishment 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 7

* Address Line 1: 8

* City: 9 * State: --Select-- 10 * ZIP Code: 11

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

Designated Consumption Establishment 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: Middle: * Last:

* Date of Birth: * SSN: FEIN: * Phone:

* E-mail:

Doing Business As (DBA) Name:

* Individual/Organization:
 ▾

▼ 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.	

Discard Changes

Designated Consumption Establishment 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:
 9

* Address Line 1:
 10

* City: 11

* State: 12

* ZIP Code: 13

14

 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	

15

Discard Changes

Designated Consumption Establishment 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 from Account ←

- 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	

Continue Discard Changes

1 2

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

→ **Continue Application**

Designated Consumption Establishment 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:

Unit Type:

Unit No.:

City:

State:

Zip:

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

Business Location Zoning Category

LOCATION ZONING CATEGORY

Provide the establishment location zoning category:

← 9

Ex. agriculture, commercial

Designated Consumption Establishment 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
<div style="display: flex; justify-content: space-between; align-items: center;"> < Add a Row Edit Selected Delete Selected > </div>						

- 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:

Designated Consumption Establishment 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

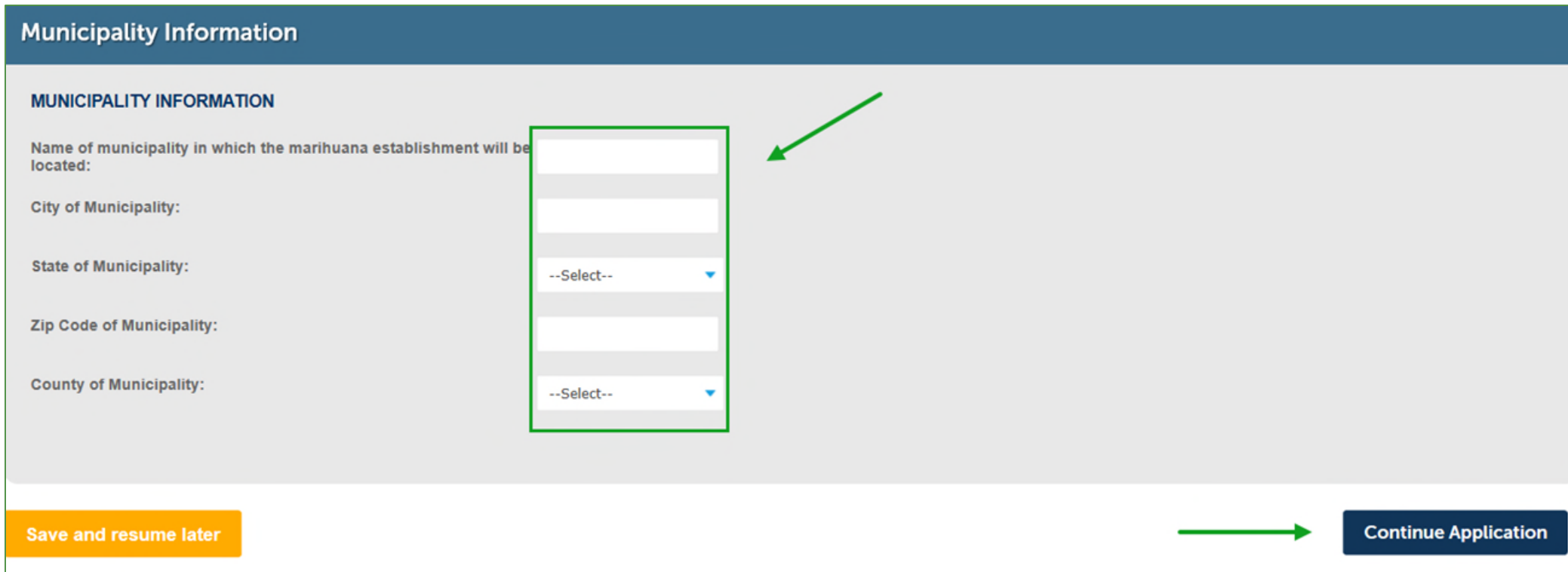
Name of municipality in which the marijuana establishment will be located:

City of Municipality:

State of Municipality:

Zip Code of Municipality:

County of Municipality:

A screenshot of a web form titled "Municipality Information". The form contains five input fields: "Name of municipality in which the marijuana establishment will be located:", "City of Municipality:", "State of Municipality:", "Zip Code of Municipality:", and "County of Municipality:". The "State of Municipality" and "County of Municipality" fields are dropdown menus with "--Select--" as the current selection. A green box highlights the "State of Municipality" dropdown, and a green arrow points to it from the right. Another green arrow points from the "Continue Application" button to the right. At the bottom left, there is an orange button labeled "Save and resume later".

Designated Consumption Establishment 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 »](#)

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

Attachment

Please attach the following documents:

[Designated Consumption Establishment License Application](#) [Link to Attestations](#)

- Attestation 3-A – Acknowledgment & Consent to Investigations, Statute & Rule Compliance
- Attestation 3-B – Proof of Possession of Premises & Written Permission from Owner of Premises
- Attestation 3-C – Confirmation of Section 6 Compliance
- Attestation 3-D – Confirmation of Insurance
- Acknowledgment of Attestations

[Business Specifications](#)

- Copy of designated consumption establishment plan
- Copy of floor plan
- Copy of marijuana business location plan
- Copy of business plan, including but not limited to:
 - Marketing plan
 - Staffing plan
 - Documented employee training that addresses all components of the responsible operations plan
 - Proposed hours of operation
- Copy of deed or lease agreement
- Copy of responsible operations plan
- Copy of product & waste management plan
- Copy of proof of financial responsibility (e.g., insurance policy, constant value bond)
- Copy of Certificate of Use and Occupancy
- DBA documentation (if applicable) (obtained at county-level)
- Certificate of Assumed Name (if applicable) (obtained from LARA Corporations Division)

*All 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; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

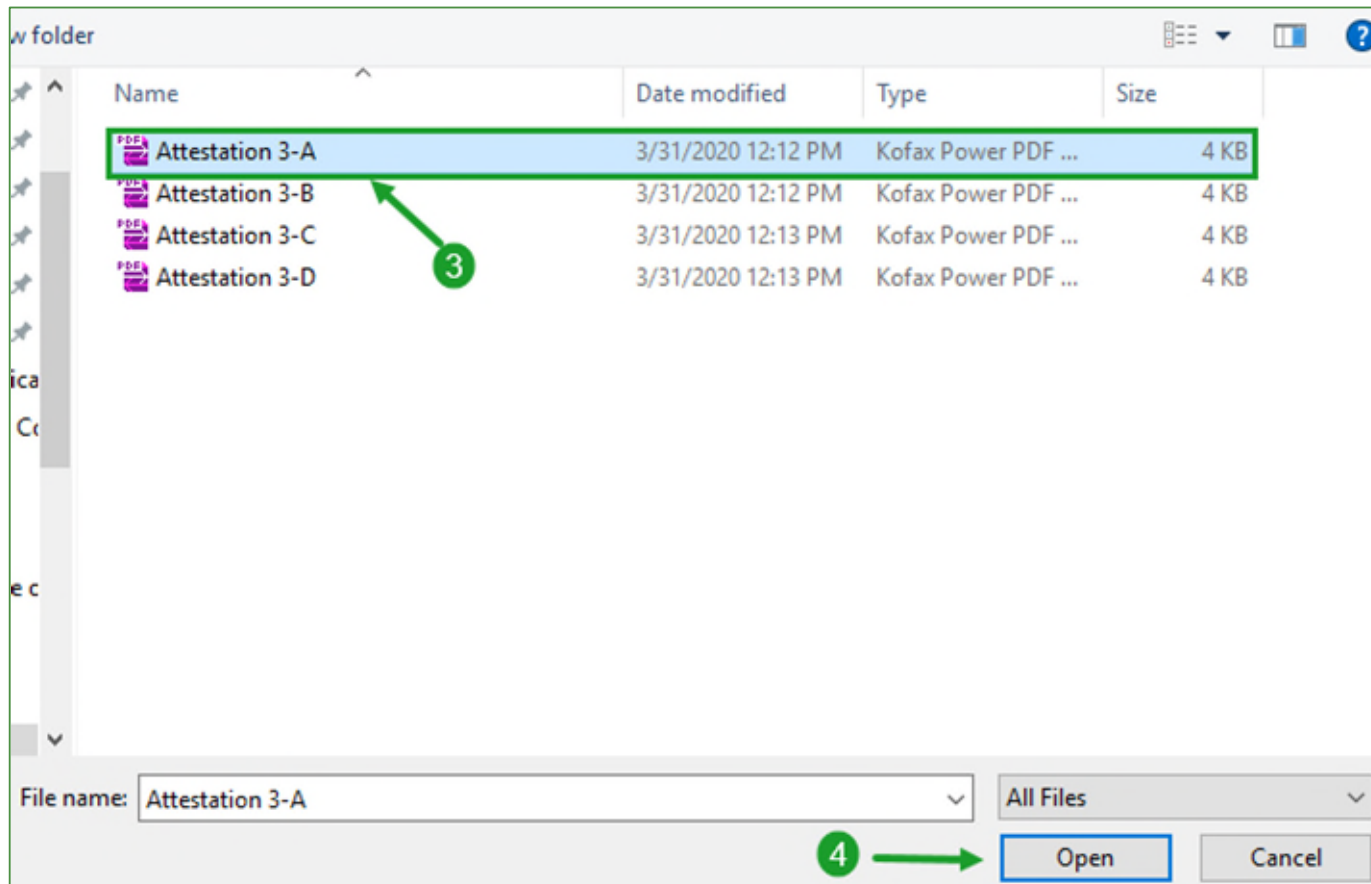
Name	Type	Size	Latest Update	Action
No records found.				

Add
Continue
Add
Remove All
Cancel

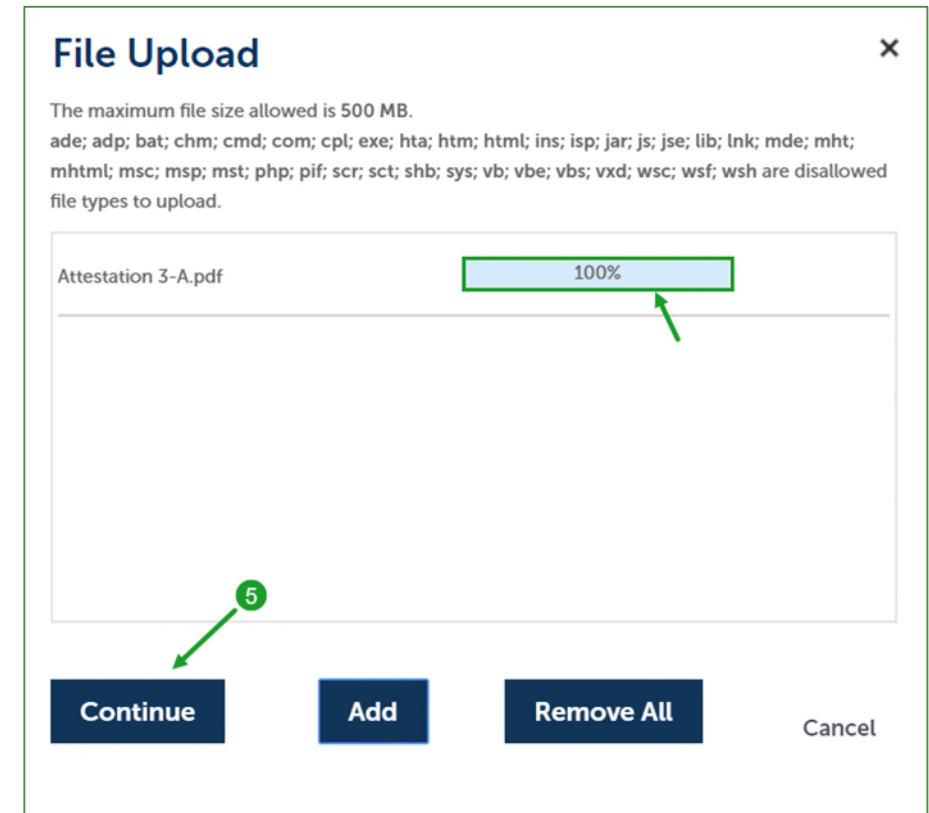
Designated Consumption Establishment Application Instructions

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 Attestation 3-A PDF should be named “Attestation 3-A”.



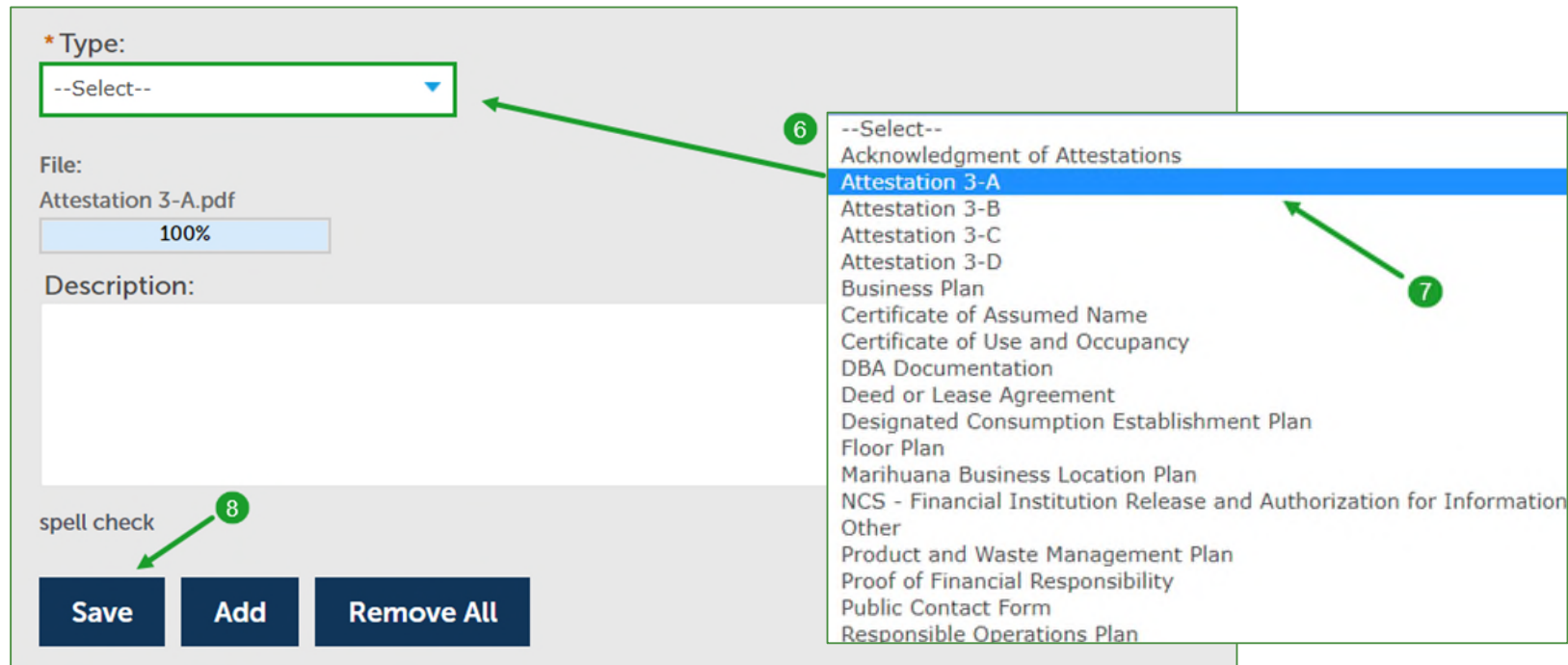
- Confirm the file(s) are 100% uploaded and select **Continue**.



Designated Consumption Establishment 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 Attestation 3-A , you must select the “Attestation 3-A” type.
- Select **Save**.
- **You must repeat the process depicted for Attestation 3-A for all applicable documents on the checklist.**



The screenshot shows a web form for uploading documents. 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 'Attestation 3-A' option is highlighted in blue. Green arrows and numbers (6, 7, 8) point to the dropdown menu, the 'Attestation 3-A' option, and the 'Save' button, respectively.

* Type:
--Select--

File:
Attestation 3-A.pdf
100%

Description:

spell check

Save Add Remove All

--Select--
Acknowledgment of Attestations
Attestation 3-A
Attestation 3-B
Attestation 3-C
Attestation 3-D
Business Plan
Certificate of Assumed Name
Certificate of Use and Occupancy
DBA Documentation
Deed or Lease Agreement
Designated Consumption Establishment Plan
Floor Plan
Marihuana Business Location Plan
NCS - Financial Institution Release and Authorization for Information
Other
Product and Waste Management Plan
Proof of Financial Responsibility
Public Contact Form
Responsible Operations Plan

Designated Consumption Establishment Application Instructions

Adult-Use Marijuana Establishment Licensing Application Process

- After all applicable documents have been uploaded and **their corresponding document types have been selected and saved**, select **Continue Application**.

Attachment

Please attach the following documents:

Designated Consumption Establishment License Application [Link to Attestations](#)

- Attestation 3-A – Acknowledgment & Consent to Investigations, Statute & Rule Compliance
- Attestation 3-B – Proof of Possession of Premises & Written Permission from Owner of Premises
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- Copy of responsible operations plan
- Copy of product & waste management plan
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The maximum file size allowed is 500 MB.
 .adobe.pdf, .bat, .bmp, .com, .com, .cpl, .exe, .htm, .html, .ins, .jpg, .jar, .js, .json, .lnk, .mde, .mdf, .mhtml, .mso, .mpg, .mov, .png, .gif, .ppt, .rtf, .shb, .sys, .vb, .vbs, .vbc, .vxd, .wsc, .wscf, .wsh are disallowed file types to upload.
 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 prior to approval.
 Attestation 3-A, Attestation 3-B, Attestation 3-C, Attestation 3-D, Designated Consumption Establishment Plan, Floor Plan, Deed or Lease Agreement, Certificate of Use and Occupancy, Responsible Operations Plan, Product and Waste Management Plan, Proof of Financial Responsibility, Acknowledgment of Attestations, Marijuana Business Location Plan, Business Plan

Name	Type	Size	Latest Update	Action
Attestation 3-A.pdf	Attestation 3-A	3.55 KB	03/31/2020	Actions ▾
Attestation 3-C.pdf	Attestation 3-C	3.55 KB	03/31/2020	Actions ▾
Attestation 3-D.pdf	Attestation 3-D	3.55 KB	03/31/2020	Actions ▾
Attestation 3-C.pdf	Deed or Lease Agreement	3.55 KB	03/31/2020	Actions ▾
Floor Plan.pdf	Floor Plan	3.55 KB	03/31/2020	Actions ▾

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- 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.

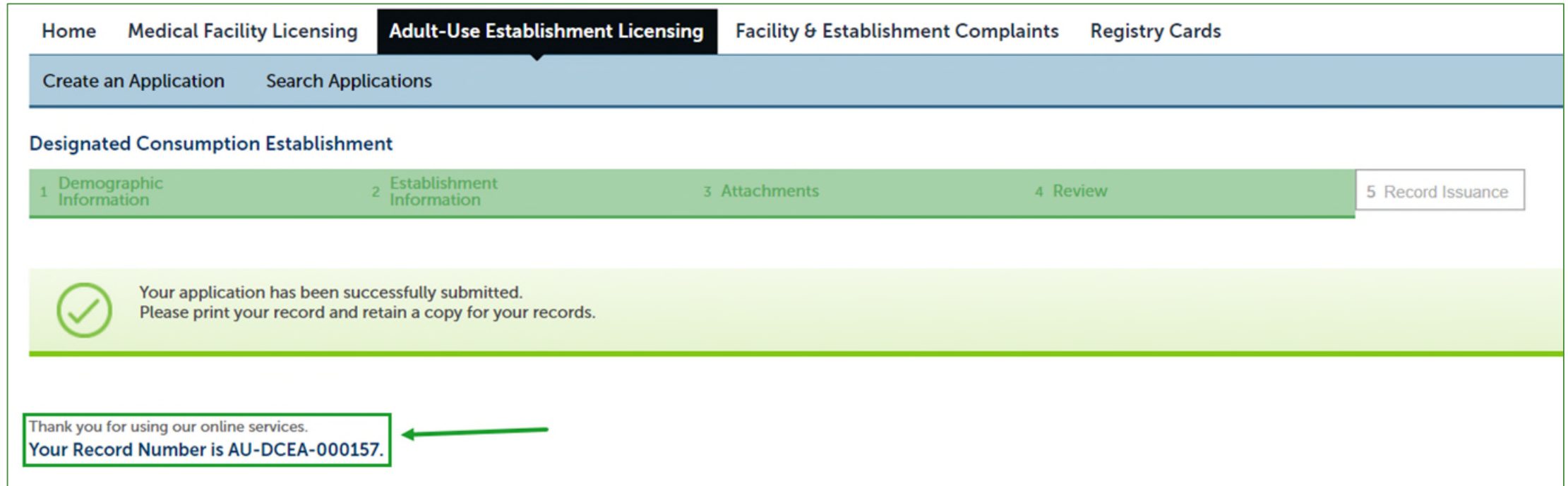
Date: 09/18/2019

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

Designated Consumption Establishment 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 website interface. At the top, there is a navigation menu with links for Home, Medical Facility Licensing, **Adult-Use Establishment Licensing** (highlighted), Facility & Establishment Complaints, and Registry Cards. Below this is a secondary menu with 'Create an Application' and 'Search Applications'. The main content area is titled 'Designated Consumption Establishment' and features a progress bar with five steps: 1 Demographic Information, 2 Establishment Information, 3 Attachments, 4 Review, and 5 Record Issuance. A green checkmark icon is present next to the first step. Below the progress bar, a green message box states: 'Your application has been successfully submitted. Please print your record and retain a copy for your records.' At the bottom left, a box contains the text: 'Thank you for using our online services. Your Record Number is AU-DCEA-000157.' A green arrow points from the right side of this box towards the center of the page.

Designated Consumption Establishment Application Instructions

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- 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-DCEA-000157

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

www.michigan.gov/cra



Designated Consumption Establishment Application Instructions

Adult-Use Marijuana Establishment Licensing Application Process

Cannabis Regulatory Agency

Phone:(517) 284-8599

Website: www.michigan.gov/CRA

Email: CRA-Adult-Use-Marijuana@Michigan.gov