**DO NOT** SUBMIT THIS MARIJUANA ESTABLISHMENT LICENSE APPLICATION UNLESS YOUR MARIJUANA ESTABLISHMENT WILL BE READY TO PASS ALL PRE-LICENSE 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 Marijuana Regulatory Agency (MRA) identifies a deficiency in an application, the MRA will notify the applicant. The applicant must submit all missing information or proof that the deficiency has been corrected in its entirety to the MRA 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 MRA may result in the denial of the application.
Before initiating the application process, be advised the following documents are due at the time of application submission:

**Attestations** [Link to Attestations]
- Attestation 2-B - Interest & Experience Attestation
- Attestation 2-C - Confirmation of Section 6 Compliance
- Attestation 2-D - Confirmation of Insurance
- Acknowledgment of Attestations (signed and notarized)

**Business Specifications**
- Diagram of establishment
- Floor plan
- Construction details
- Building structure information (e.g., new, pre-existing, freestanding, fixed)
- Building type information (e.g., commercial, industrial, house, warehouse, etc.)
- Zoning information
- Description of multiple tenants and/or occupancy restrictions
- Security plan
- Other Marijuana Establishment Plan Documents (if applicable)
- Copy of technology plan (3rd party integrating software with METRC)
- Copy of marketing plan (advertising, propaganda, etc.)
- Copy of inventory & recordkeeping plan
- Copy of staffing plan
- Copy of deed or lease agreement
- 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.
Marijuana Microbusiness Application Instructions
Adult-Use Marijuana Establishment Licensing Application Process

- Enter User Name or E-mail.
- Enter Password.
- Select Login.
Marijuana Microbusiness Application Instructions
Adult-Use Marijuana Establishment Licensing Application Process

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

• Select **Create an Application**.
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.
Marijuana Microbusiness Application Instructions
Adult-Use Marijuana Establishment Licensing Application Process

- Select the arrow next to **Adult-Use Step 2: License Application**.
- Select **Marijuana Microbusiness**.
- Select **Continue Application**.
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.
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**.
- Enter main applicant entity **Website**, if applicable.
- Select **Add Contact Address**. Another window will open. **Please see next page to continue.**
For a main applicant entity:

- Select **Address Type**. *Mailing Address* type is required.
- Enter **Street Address**.
- Enter **City**.
- Select to add **State**.
- Enter **ZIP Code**.
- Select **Save and Add Another** to include a **Physical Address**, if applicable.
- Select **Save and Close**.

- **Contact Address Added Successfully** message will appear.
- Select **Continue**.
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 Website, if applicable.
- Enter Sole Proprietor’s Doing Business As (DBA), if applicable.
- Select Add Contact Address. Another window will open. Please see next page to continue.
For a main applicant individual (sole proprietor):

- Select Address Type. *Mailing Address type is required.
- Enter Street Address.
- Enter City.
- Select to add State.
- Enter ZIP Code.
- Select Save and Add Another to include a Physical Address, if applicable.
- Select Save and Close.

Contact Address Information

Contact Address Added Successfully message will appear.
Select Continue.
Marijuana Microbusiness Application Instructions
Adult-Use Marijuana Establishment Licensing Application Process

• Choose Select from Account.

<table>
<thead>
<tr>
<th>Person Completing Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide demographic information for the person completing the online application by selecting &quot;Select from Account&quot; to use your existing contact.</td>
</tr>
<tr>
<td><img src="image" alt="Select from Account" /></td>
</tr>
</tbody>
</table>

• Select the box for Mailing Address.
• Select Continue.

<table>
<thead>
<tr>
<th>Select Contact from Account</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Select Contact from Account" /></td>
</tr>
</tbody>
</table>

• After entering the demographic information for the main applicant and the person completing the application, select Continue Application.
Provide the physical address of the marijuana establishment seeking a state license.

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

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

• 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*. 
• Use the drop-down box to select the **Estimated Income** of the proposed marijuana establishment.
• Select **Continue Application**.
• 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**.
• Enter the number of employees who will work for this marijuana establishment (if unknown, estimate).
• Select **Continue Application**.
• 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.
  • For example, each document included in the marijuana establishment plan must be uploaded individually. Instead of uploading a single document called “Copy of the marijuana establishment plan”, you must upload “Diagram of establishment”, “Floor plan”, “Construction details”, etc. For details regarding the specific requirements of these documents, please refer to the Adult-Use Emergency Rules.

  • To attach documents, Select Add on the attachments page.
  • Select Add on the file upload pop out window. Please see next page to continue.
• **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**.
• 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.**
• After all applicable documents have been uploaded and their corresponding document types have been selected and saved, select **Continue Application**.
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.
The marijuana establishment state license application has now been submitted. Retain a copy of the record number.
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-000154

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,

Marijuana Regulatory Agency
Adult-Use Licensing
(517) 284-8599
MRA-AdultUseLicensing@michigan.gov
www.michigan.gov/MRA
Marijuana Microbusiness Application Instructions
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Marijuana Regulatory Agency
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Website: www.michigan.gov/mra
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