MRA MICHIGAN MARIJUANA REGULATORY AGENCY

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

**<u>DO NOT</u>** 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 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.

Marijuana Regulatory Agency Phone:(517) 284-8599

Website: www.michigan.gov/mra Email: MRA-Adult-Use-Marijuana@Michigan.gov

**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:

#### <u>Secure Transporter License Application</u> <u>Link to Attestations</u>

- 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 business plan, including but not limited to:
  - Technology plan
  - Marketing plan
  - Staffing plan
  - Inventory and recordkeeping plan
- Copy of marihuana business location plan complying with Rule 8 in the Marihuana Licenses Rule Set (R 420.8)
- Copy of floor 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
- Proof of auto insurance (for any vehicles used to transport marihuana product)
- Vehicle registration (for any vehicles used to transport marihuana product)
- Registration as a commercial motor vehicle (for any vehicles used to transport marihuana product)
- 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.



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



MRA MICHIGAN MARIJUANA REQULATORY AGENCY

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

• Select Adult-Use Establishment Licensing.

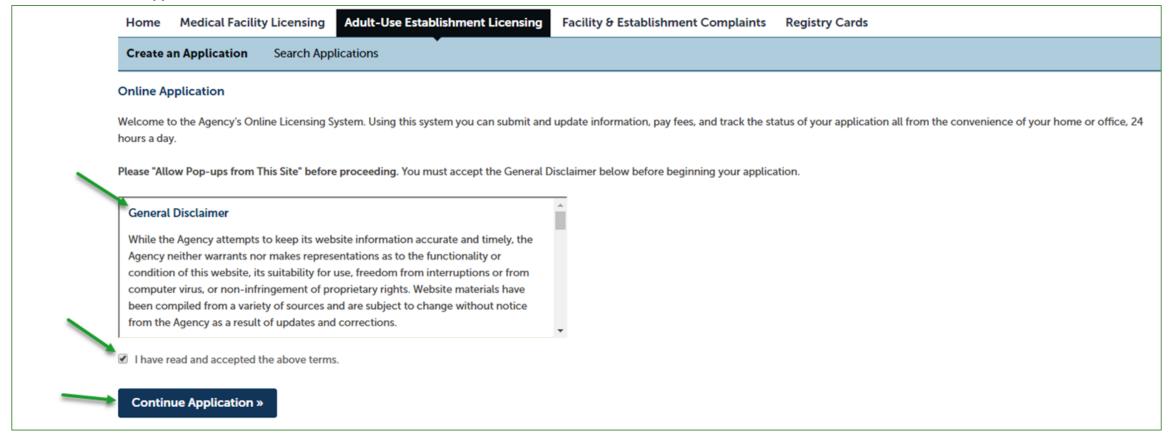
Home	Medical Facility Licensing			Adult-Use Establishment Licensing		ing Facilit	Facility & Establishment Complaints		Registry Cards	
Dashboa	rd	My Records	Му Ас	count	Advanced Search					
Welcome										
You are no	w logg	jed in.								

• Select Create an Application.

Home	Medical Facility Licensing	Adult-Use Establishment Licensing	Facility & Establishment Complaints	Registry Cards		
Create an Application Search Applications						

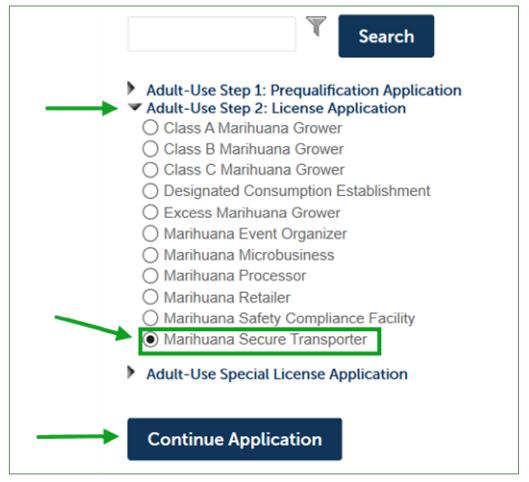


- Read the General Disclaimer.
- Check the box stating I have read and accepted the above terms.
- Select Continue Application.





- Select the arrow next to **Adult-Use Step 2 License Application**.
- Select Marijuana Secure Transporter.
- Select Continue Application.

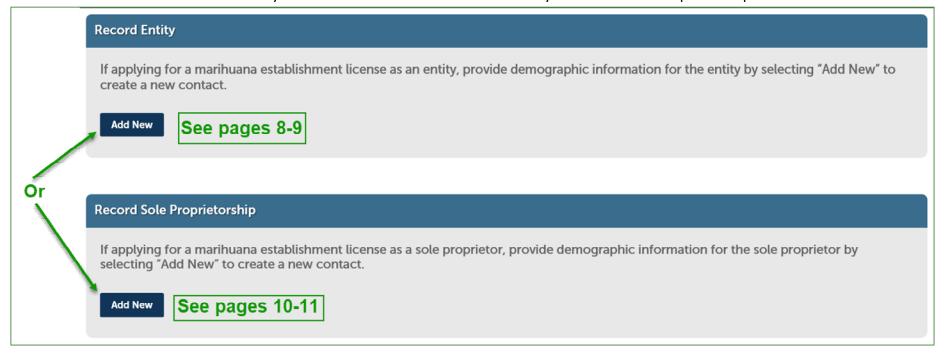


#### **Adult-Use Marijuana Establishment Licensing Application Process**



- 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.



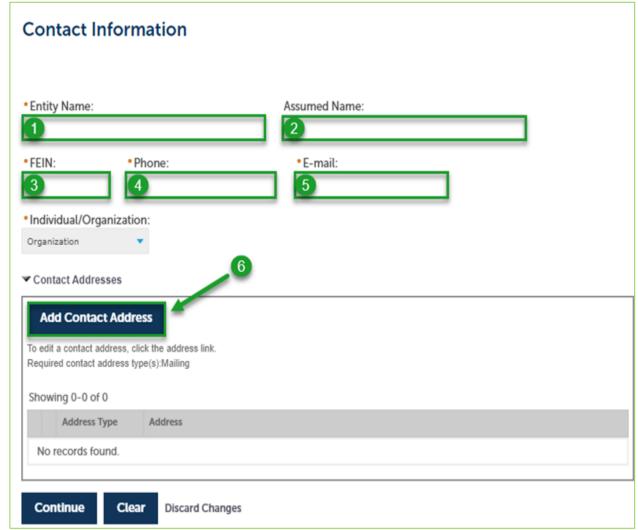
**Adult-Use Marijuana Establishment Licensing Application Process** 



#### 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.

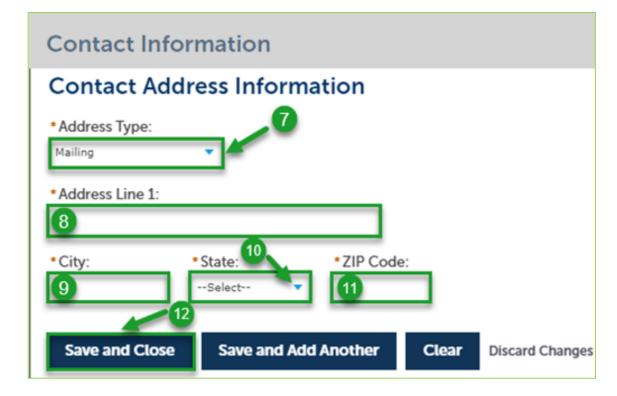


**Adult-Use Marijuana Establishment Licensing Application Process** 

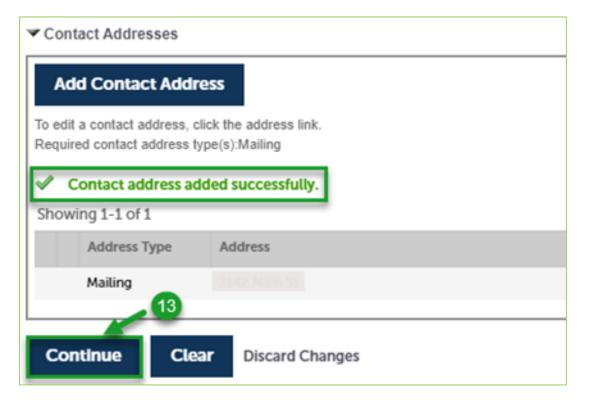


#### For a main applicant entity:

- \*Mailing Address type is required.
- 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.



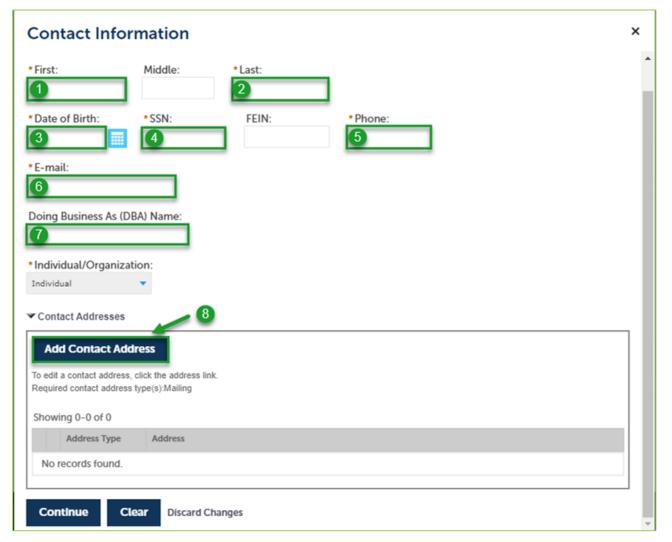
**Adult-Use Marijuana Establishment Licensing Application Process** 



### 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.

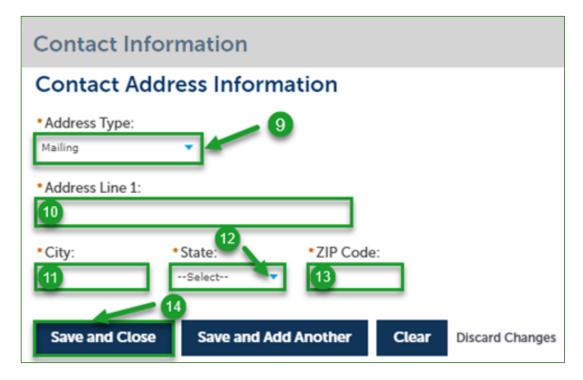


**Adult-Use Marijuana Establishment Licensing Application Process** 

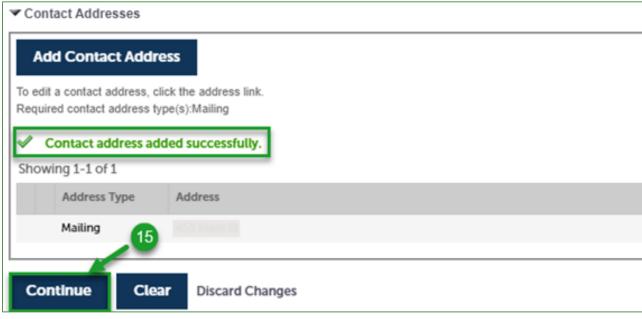


#### For a main applicant individual (sole proprietor):

- \*Mailing Address type is required.
- Enter Street Address.
- Enter *City*.
- Select to add State.
- Enter ZIP Code.
- Select Save and Close.



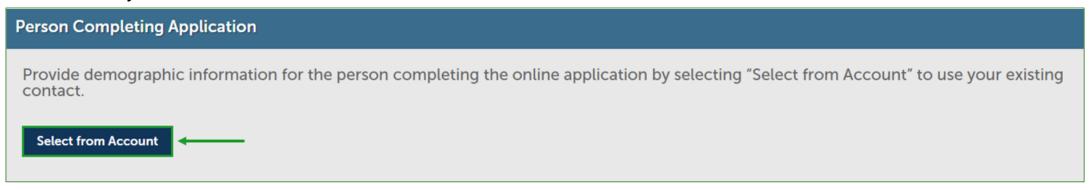
- Contact Address Added Successfully message will appear.
- Select Continue.



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



· Choose Select from Account.



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



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



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

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

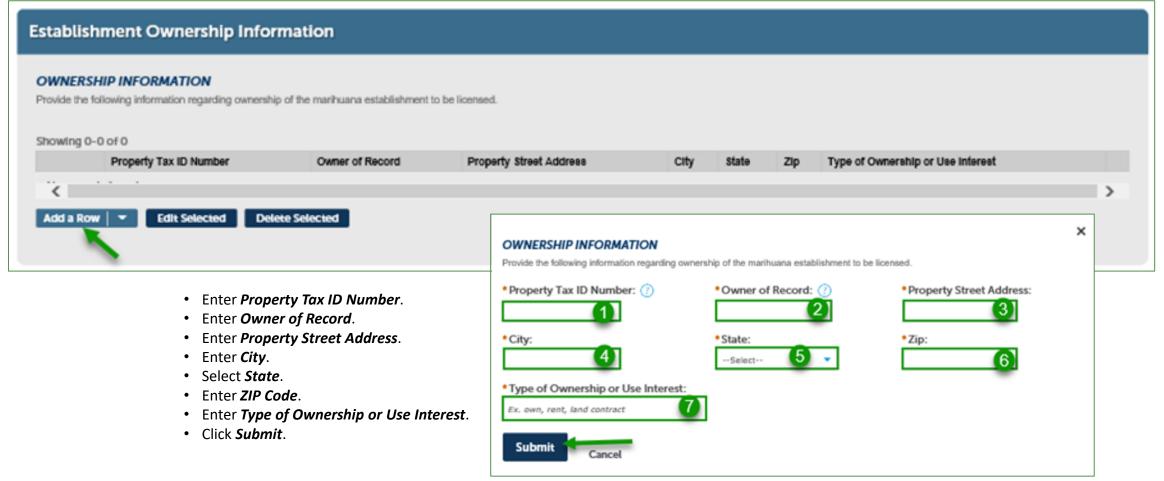


Business Location Zoning Category							
LOCATION ZONING CATEGORY  Provide the establishment location zoning category:	Ex. agriculture, commercial						
Save and resume later		Continue Application					



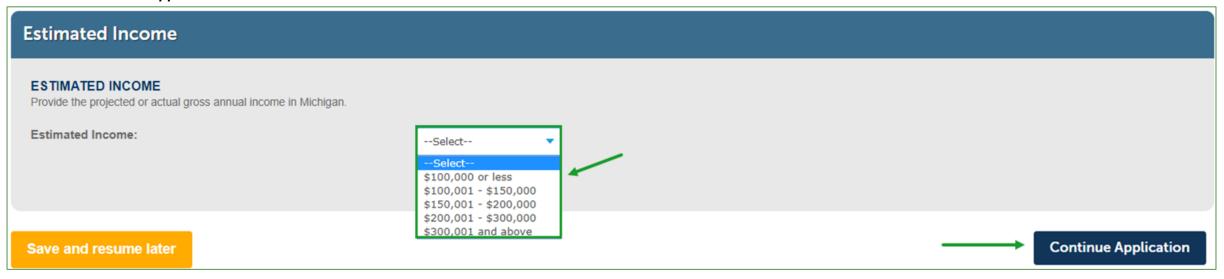


• Select **Add a Row** to provide information regarding the ownership of the marijuana establishment to be licensed. Please note, this table pertains to the ownership of the physical marijuana establishment as opposed to the ownership of the main applicant.



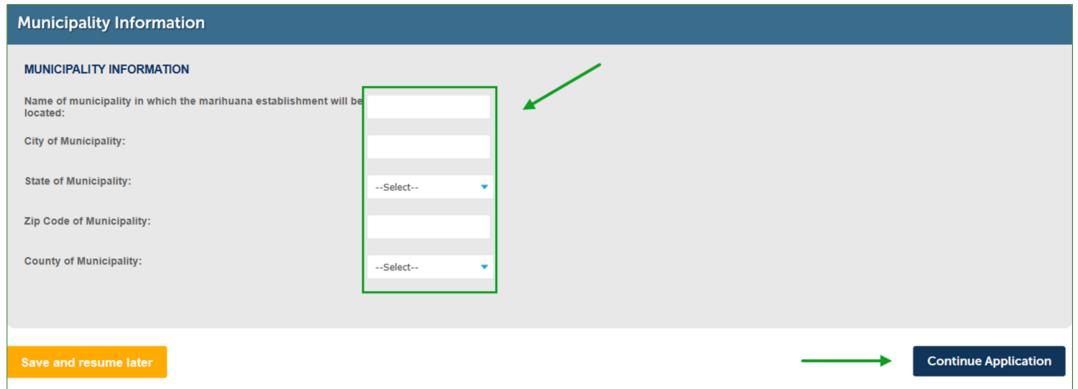


- Use the drop-down box to select the *Estimated Income* of the proposed marijuana establishment.
- Select Continue Application.



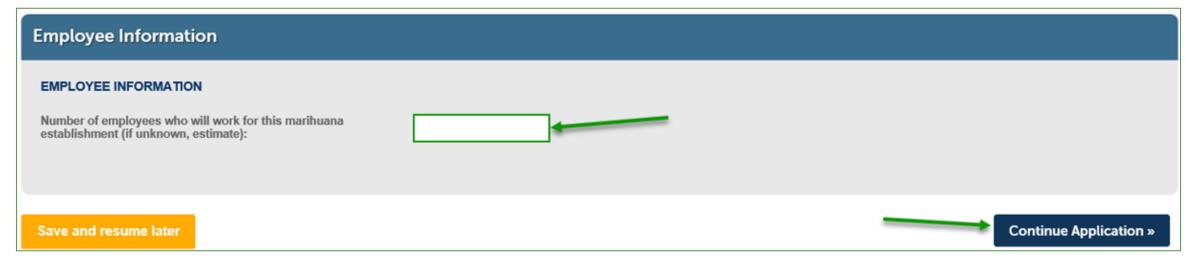


- Enter Name of municipality in which the marijuana establishment will be located.
- Enter City of Municipality.
- Select **State of Municipality**.
- Enter Zip Code of Municipality.
- Select County of Municipality.
- Select Continue Application.





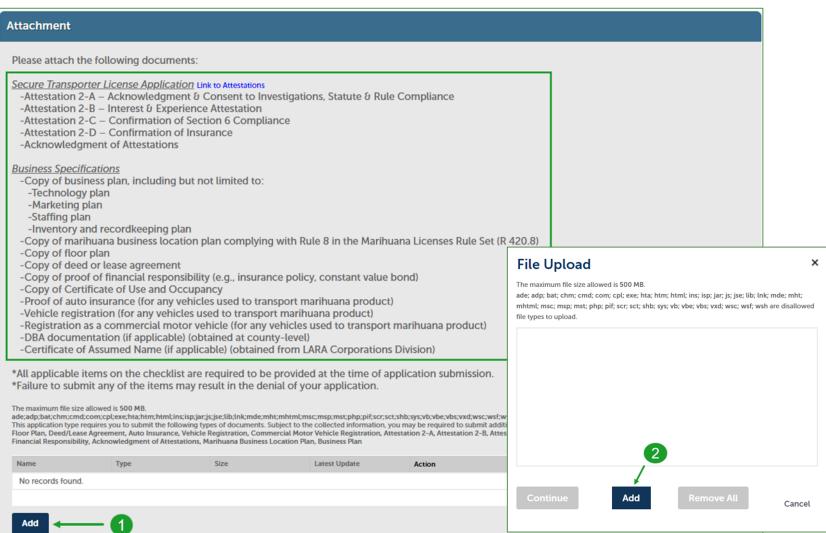
- Enter the number of employees who will work for this marijuana establishment (if unknown, estimate).
- Select *Continue Application*.





- 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.

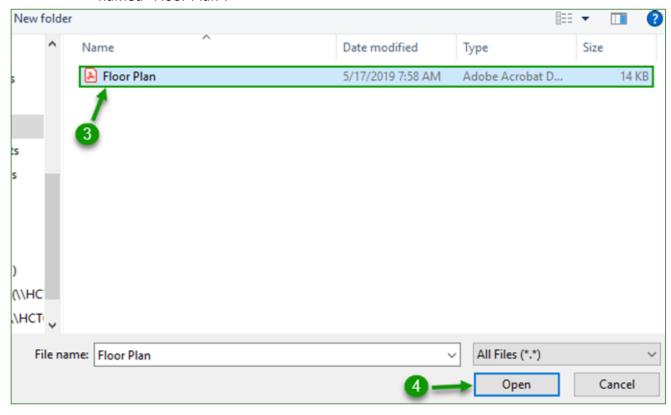
- To attach documents, Select Add on the attachments page.
- Select Add on the file upload pop out window. Please see next page to continue.



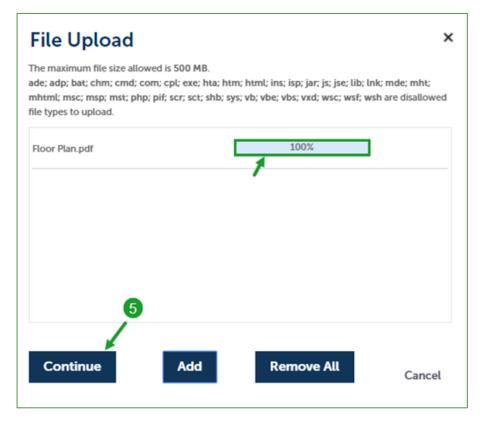
**Adult-Use Marijuana Establishment Licensing Application Process** 



- 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".



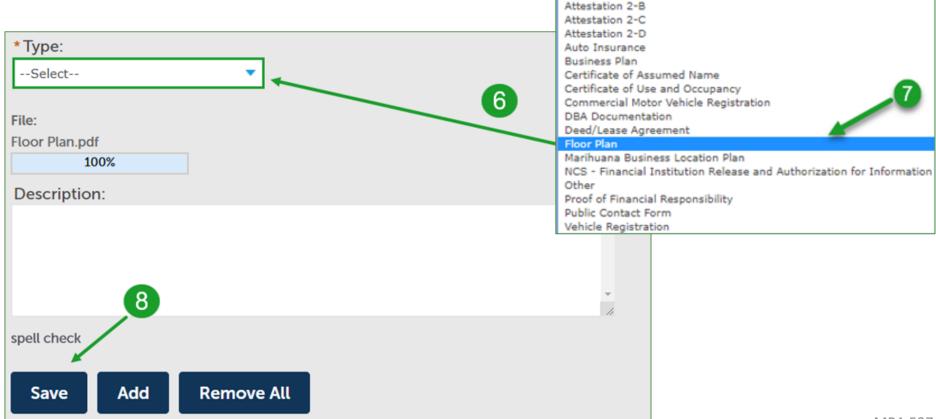
• Confirm the file(s) are 100% uploaded and select **Continue**.



**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.



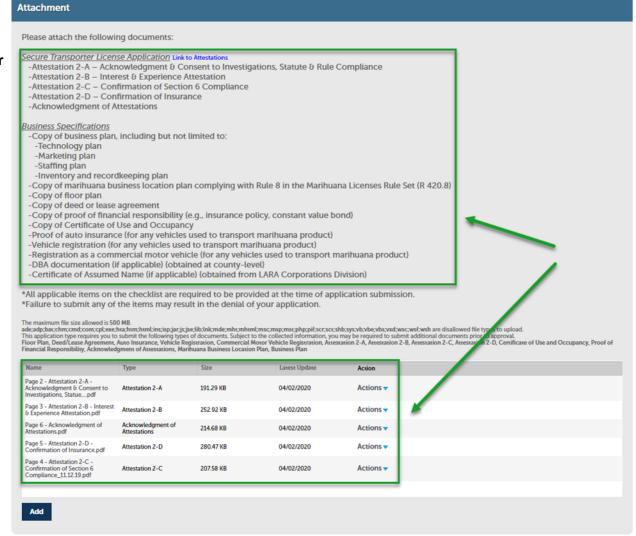
Acknowledgment of Attestations

Attestation 2-A

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



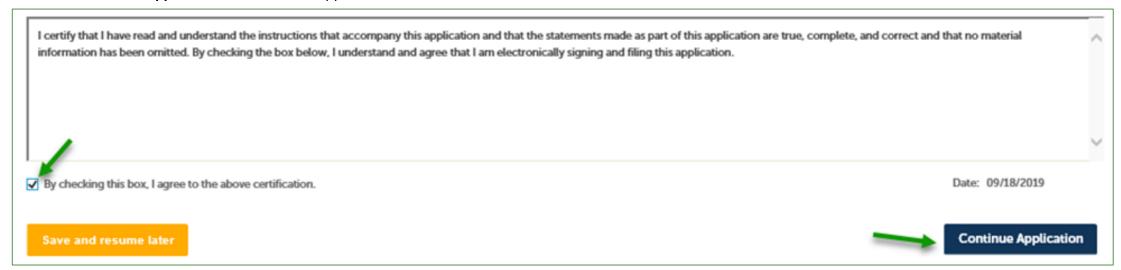
 After all applicable documents have been uploaded and their corresponding document types have been selected and saved, select Continue Application.







- 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.

Home	Medical Facilit	y Licensing	Adult-Use Esta	ablishment Licensing	Facility & Establishment Complaints	Registry Cards			
Create a	Create an Application Search Applications								
Marihuana Secure Transporter									
1	2	3	4	5 Review		6 Record Issuance			
$\bigcirc$	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-STA-000022.								

**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.

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-STA-000022

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

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



Marijuana Regulatory Agency Phone:(517) 284-8599

Website: www.michigan.gov/mra

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