MINNESOTA
OFFICE OF CANNABIS MANAGEMENT

Cannabis License Holder: Site Modification and Inventory Management Plan Form

This document is intended for use by license holders who request to cease an approved endorsement, relocate an approved site, or close an approved site. All proposed changes must be reviewed and approved by OCM before they can take effect.

Sections 1 and 4 must be completed for all requests. Complete Section 2 if the site is remaining open, but the endorsement and/or business activity is ending. Complete Section 3 if the site is moving or closing.

Submit the completed form via email to ocm.licensing@state.mn.us.

Section 1: Business information on record

Legal business name	
OCM license number	
Site location: Address	
Site location: City	
Site location: State	
Site location: ZIP code	
Site contact name	
Submitted by	

Section 2: Request to cease operation of an approved endorsement or business activity

Identify the approved endorsement(s) requested to cease:

Effective date:

Reason for change:

Section 3: Closing a site

Select the option that represents the reason for the closure.

☐ **Moving to a new location.**
Cannabis licenses must have at least one active site. If, at any point, you have no active sites (including because of a move) you must surrender your current license and submit a new application at the time you intend to resume business operations at the new location. If you are changing your business location and will not have a gap of business activities between active sites, you must submit a new site registration through Accela after you have submitted this form

Before starting business operations at the new location, you must also set up a new registration in Metrc and purchase new Metrc tags with the new license number. Any Metrc facilities associated with the old site will be inactivated. Any tags associated with inactive Metrc facilities will not be useable.

New address: _____
Address

_____ _____ _____
City State ZIP code

Effective date: _____

☐ **Ending operations at the site.** *Note: Cannabis licenses must have at least one active site. If you need to close your only active site, use to the Request to Surrender a Cannabis License Voluntarily form.*

Effective date:

Reason for ending operations at this site:

Section 4: Inventory management plan

Please describe the plan to ensure all regulated material and/or product are properly managed: