



# Cannabis Business License Application Review and Qualifications Guidance

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# Introduction

Pursuant to Minnesota Statutes Chapter 342, the Office of Cannabis Management (OCM, or the office) may issue cannabis business licenses for the following 10 cannabis business license types<sup>1</sup>:

1. Cannabis microbusiness
2. Cannabis mezzobusiness
3. Cannabis cultivator
4. Cannabis manufacturer
5. Cannabis retailer
6. Cannabis wholesaler
7. Cannabis transporter
8. Cannabis testing facility
9. Cannabis delivery service
10. Medical combination business

Applications for cannabis business licenses will be available for submission in the OCM Accela Citizen Portal beginning February 18, 2025. The office will stop accepting applications for licenses on March 14, 2025. For information on creating an Accela Citizen Portal account and submitting an application, please visit <https://mn.gov/ocm/businesses/licensing/>.

Under the Minnesota Statutes, Chapter 342, half of the licenses capped by statute are for verified social equity applicants. The instructions and guidance information below does not replace reading all relevant laws.

## Cannabis Business License Availability

Below is the total number of available cannabis business licenses for applicants during the standard licensing cycle in early 2025:

License Type	License Availability (Social Equity)	License Availability (General)
Cannabis mezzobusiness	50	50
Cannabis cultivator	25	25
Cannabis manufacturer	12	12
Cannabis retailer	75	75
Cannabis microbusiness	No limit	No limit
Cannabis wholesaler	No limit	No limit
Cannabis transporter	No limit	No limit
Cannabis testing facility	No limit	No limit
Cannabis delivery service	No limit	No limit
Medical cannabis combination business	No limit	No limit

<sup>1</sup> Lower-potency hemp licenses and event licenses will be available at a later date; however, they are not covered in this document. Additional information on the application process for these license types will be made available soon.

# Grounds for Application Denial

The office may deny an application if:

- The application is incomplete or deemed unqualified by standards of the review.
- The application contains a materially false statement about the applicant or omits information required under [Minnesota Statutes, section 342.14, subdivision 1](#).
- The applicant does not meet the qualifications under [Minnesota Statutes, section 342.16](#).
- The applicant is prohibited from holding the license under [Minnesota Statutes, section 342.18, subdivision 2](#).
- The applicant fails to pay the applicable application fee to the office.
- The applicant failed to submit the application to the office by the application deadline.
- The applicant submitted more than one application for a license type.
- The office determines that the applicant would be prohibited from holding a license for any other reason.
- The application does not meet the minimum requirements under [Minnesota Statutes, section 342.18, subdivision 3](#).

If the applicant is applying with social equity status, the office may deny an application if:

- The applicant does not provide verification of social equity status in the manner prescribed by the office representing no less than 65% ownership of the business.

A person identified as a true party of interest, as defined in [Minnesota Statutes, section 342.185](#), may **not** be affiliated with more than one application per license type. **All applications associated with the same true party of interest of more than 10% ownership within the same license type will be disqualified.**

A person identified as a true party of interest may not apply for multiple license types, except that a true party of interest may be affiliated with the following combinations of applications:

- A single cannabis cultivator license and a single cannabis manufacturer license.
- A single cannabis wholesaler license and a single cannabis transporter license.
- A single cannabis wholesaler license and a single cannabis delivery service license.
- A single cannabis transporter license and single cannabis delivery service license.
- A single cannabis wholesaler license, a single transporter license, and a single cannabis delivery service license.
- A single cannabis retailer license and a single cannabis delivery service license.

All applications that would result in any true party of interest of more than 10% ownership obtaining a license for multiple license types outside of the list above will result in all associated applications being denied.

The office may request additional information from an applicant if the office determines that the information is necessary to review or process the application. If the applicant does not provide the additional requested information within 14 calendar days, the office may deny the application. If the office denies an application, the office will notify the applicant of the denial and the basis for the denial.

For capped license types, the office will notify each qualified applicant that they are being entered into the lottery. Upon selecting applicants, the office will notify selected applicants whether they have been selected or not, as well as next steps for obtaining a cannabis business license.

For uncapped license types, the office will notify each qualified applicant that their application has met minimum criteria, as well as next steps for obtaining a cannabis business license.

# Reconsideration

If the office denies an application for a license or removes an applicant from a lottery, the applicant may seek reconsideration from the office. Following a denial of a license application or a license that was preliminarily granted, an applicant may request reconsideration one time per application or preliminary license, as provided in [Minnesota Statutes section 342.14, subdivision 8](#). To request reconsideration, an applicant must submit the request to the office via email, sent to [ocm.reconsideration@state.mn.us](mailto:ocm.reconsideration@state.mn.us) with the email subject line “Request for Reconsideration, [Application #]” within 10 calendar days of the denial, not including the day the denial was sent. If the email does not have the correct subject line with the application number as listed above and is not sent within 10 calendar days of the denial, the request will not be considered.

The request for reconsideration email must contain the following, with the associated numbering:

1. Perceived, specific factual or legal errors in the office’s denial with citations to the applicable document and document page number.
2. Documentation or materials submitted with the application supporting the claimed errors, if applicable.
3. The office’s denial letter, and if applicable, the office’s request for more information (RFMI).
4. Reasoning as to why the perceived errors require a reversal of the denial with citations to the applicable document and document page number.
5. Specific legal authority, as applicable.

Requests for reconsideration may not exceed 2,500 words. If the applicant is requesting a new inspection for a preliminarily approved license as part of their reconsideration, they must inform the office when that inspection is scheduled. The office will not review the reconsideration request until after the inspection. No new documents, materials, or evidence may be offered or submitted that were not included in the original application or subsequently requested by the office.

Failure to submit any of the required items within the 10-calendar day window will result in those items not being accepted or reviewed for reconsideration. The request for reconsideration must be sent in one email, and any communication after the initial email or after the 10-calendar day window will not be considered. There is no ability to request an extension of the 10-calendar day window.

**The office’s determination following a request for reconsideration is final.**

## Application Review and Minimum Qualifications

Applications for cannabis business licenses will be reviewed for completeness *and* on a **qualified/unqualified** basis. Applications will not be reviewed on comparative basis. If the license type has a limited number available, all applicants meeting the minimum qualifications outlined in the review tables in Attachment A of this guidance document will be entered into a lottery to determine license recipients. For license types without a limit, applicants who meet the minimum qualifications will be granted selected applicant status and will proceed with the licensing process. *Meeting minimum qualifications or being selected in the lottery does not guarantee a license.*

# Applicant Instructions

To promote applicant success while ensuring the qualifications for licensure are met, the office has provided the minimum qualifications review tables listed in *Appendix A* to serve as application content guidelines for applicants. *These tables will serve as the primary tool for application reviews. Applicants are strongly encouraged to use the tables in Appendix A to complete their application and ensure the information provided meets minimum qualifications.*

When completing the application, please consider the following:

- All applicants must use the provided worksheets for all required attachments where listed as an OCM worksheet. Worksheets for each OCM mandated attachment can be found at <https://mn.gov/ocm/businesses/licensing/process> and hyperlinked for each worksheet below. These worksheets are fillable PDFs except for the capitalization table(s), which is a single .xls file. *It is the responsibility of the applicant to ensure that the fillable PDF has been saved with their populated response. **Handwritten responses in the fillable sections will not be accepted.***
- Application criteria will be evaluated on a qualified/unqualified basis. This determination will be based upon meeting the qualifications listed in the third column of the tables listed in *Appendix A*.
- Applicants may use each application attachment table as a checklist to ensure that all minimum qualifications are met.
- A physical premises is NOT required for license applications and provides the applicant no advantage in the review process as municipal ordinances regarding land use, zoning and certifications for cannabis businesses are still being developed. Similarly, applicants who have secured premises will not be held to a higher review standard than those without. All applicants will be subject to the standards listed in *Appendix A*.
- The office recognizes that plans and information submitted will require modifications upon final OCM regulations being adopted, as well as physical premises being obtained. The applicant should prepare materials that take into consideration cannabis industry best practices that promote public health and safety in their responses.
- Applicants may prepare and provide any additional information for submission within the prescribed worksheets. Applicants are encouraged to provide all relevant information and plans pertinent to the attachment. However, only what is listed in the third column of the tables listed in *Appendix A* will determine if minimum qualifications have been met.
- Any aspect of the submitted information or materials that indicate the applicant will violate any provision of Minnesota Statutes, Chapter 342, or any other relevant state or federal law will result in a denial of the application. **All relevant statutes and laws should be carefully read and considered prior to the development and submission of an application.**
- The Accela Citizen Portal **does not** allow you to upload multiple documents per attachment category. You will only be able to attach the **primary** required worksheets in the manner prescribed in these instructions before submitting payment. There may be some document categories where an applicant may have multiple exhibits to support the requirement. Please combine all exhibits into a single file and upload to appropriate category to ensure timely processing of application. Applicants *will not* be able to upload any additional documents after submitting payment.
- Applicants must add each owner into Accela Citizen Portal under the contact section.
- For documents requiring signatures, e-signatures are considered acceptable in addition to ink/wet signatures.

- Prior to submitting your application, you will need to have the following completed worksheets ready for attachment **in the file format described using the OCM provided worksheet:**
  - a. [Disclosure of Ownership and Control \(fillable PDF\)](#)
  - b. [Capitalization Table \(fillable .xls\(s\)\)](#)
  - c. [Preliminary Security Plan \(fillable PDF\)](#)
  - d. [Preliminary Business Plan \(fillable PDF\)](#)
  - e. [Attestation of Labor Peace Agreement \(fillable PDF\)](#)
  - f. [Preliminary Training and Educational Plan for Employees \(fillable PDF\)](#)
  - g. [Preliminary SOP Quality Assurance \(fillable PDF\)](#)
  - h. [Preliminary SOP Inventory Control, Storage, and Diversion Prevention \(fillable PDF\)](#)
  - i. [Preliminary SOP Accounting and Tax Compliance \(fillable PDF\)](#)
  - j. [Preliminary Operation Plan - Microbusiness or Mezzobusiness \(fillable PDF\)](#)
  - k. [Preliminary Operation Plan - Manufacturer \(fillable PDF\)](#)
  - l. [Preliminary Operation Plan - Retail \(fillable PDF\)](#)
  - m. [Preliminary Operation Plan - Wholesale \(fillable PDF\)](#)
  - n. [Preliminary Operation Plan - Testing \(fillable PDF\)](#)
  - o. [Preliminary Operation Plan - Transporter \(fillable PDF\)](#)
  - p. [Preliminary Operation Plan - Delivery \(fillable PDF\)](#)
  - q. [Preliminary Operation Plan - Cultivation \(fillable PDF\)](#)
  - r. [Preliminary Operation Plan - Medical Cannabis Combination Business \(fillable PDF\)](#)
  - s. [Cultivation Plan \(only mandatory for cultivator license types or micro/mezzo licenses seeking a cultivation endorsement\) \(fillable PDF\)](#)
- Prior to submitting your application, you will need to have the following completed documents ready for attachment **in PDF form.**
  - a. Additional Documents for the Disclosure of Ownership and Control (as applicable).
    - i. If the applicant is a corporation, copies of the applicant's articles of incorporation and bylaws and any amendments to the applicant's articles of incorporation or bylaws.
    - ii. Copies of any partnership agreement, operating agreement, or shareholder agreement.
    - iii. Copies of any promissory notes, security instruments, or other similar agreements.
  - b. If a qualified social equity applicant – Social Equity Certification Report with “Clear” status provided from CSI Inc. Social equity applicants must have at least 65% of the controlling ownership of the business entity. The document uploaded must reflect the *applicant’s* Social Equity Certification Report with “Clear” status.
    - i. For applications with multiple verified social equity owners comprising no less than 65% of ownership, applicants will need to provide the Social Equity Certification Report with “Clear” status unique number from CSI for all individuals associated in the capitalization table. Please see the instructions on the capitalization table for where to place these unique numbers.
  - c. Proof of Trade Name registration provided from Minnesota secretary of state.
  - d. Valid photo ID issued by a governmental or Tribal agency.

*Municipal applicants should refer to Appendix B for detailed information on application requirements specific to municipalities.*

# Nonpublic and Public Data

Data submitted by applicants as part of an application for a license is governed by [Minnesota Statutes, section 342.20](#) and [Minnesota Statutes, Chapter 13](#). The table below shows what data is public and non-public for an application. The table shows that most applicant data is non-public. However, once an applicant is awarded a license the application data becomes public, except that an applicant’s business plan, financial information and other trade-secret data (including customer and employee identification). Below is a chart that highlights what is and is not classified as nonpublic data, per [Minnesota Statutes, section 342.20](#):

Nonpublic Data	Public Data
<p>Application data submitted by an applicant for a cannabis business license or hemp business license, except those items identified in this chart as public data.</p> <p>Identity of a complainant who has made a report concerning a license holder or an applicant that appears in inactive investigative data unless the complainant consents to the disclosure.</p> <p>Data identifying retail or wholesale customers of a cannabis business or hemp business.</p> <p>Data identifying cannabis workers or hemp workers.</p>	<p>Applicant's name and designated address.</p> <p>Data disclosing the ownership and control of the applicant.</p> <p>Proof of trade name registration.</p> <p>Data showing the legal possession of the premises where the business will operate.</p> <p>Data describing whether volatile chemicals will be used in any methods of extraction or concentration.</p> <p>Environmental plans.</p> <p>Type and number of other cannabis business licenses or hemp business licenses held by the applicant.</p> <p>Name, address, location, dates, and hours of where any proposed cannabis event will take place.</p> <p>(b) Evaluation and other data generated by the office in its review of an applicant for a cannabis business license or hemp business license are public data.</p>



# Tennessee Warning

On your license application, the Minnesota Office of Cannabis Management (OCM), or its vendor, will ask you for information, like your Social Security number, that is classified as private data under the Minnesota Government Data Practices Act (Minnesota Statutes Chapter 13) or Minnesota Statutes Chapter 342. The Data Practices Act requires any governmental entity asking an individual to supply private data to inform the individual of:

- a) The purpose and intended use of the requested data
- b) Whether the individual may refuse to supply the requested data or is legally required to supply it
- c) Any known consequence of supplying or refusing to supply private data
- d) The identity of other persons or entities authorized by state or federal law to receive the data

The data requested are to identify you, contact you, and review and process your license application.

Pursuant to [Minnesota Statutes, section 342.14](#), for OCM to consider and process your license application, you are statutorily required to provide information. You are not legally required to supply any other data requested on the license application.

If you supply all the requested data, your application will be processed. If you refuse to supply data requested on the application, your application will not be processed. Whatever information you do supply will be maintained by OCM, whether your application is approved. Proceeding with supplying any requested data is acknowledgment that you have read and understand this Tennessee warning.

The information about you that is collected on the application will be classified as either public, private, or nonpublic data. Public data are accessible to the public. Private and nonpublic data about you will be accessible only to:

- a) You
- b) State personnel who determine your eligibility for licensure
- c) Employees of license database vendors
- d) The Minnesota Department of Revenue ([Minnesota Statutes section 270C.72, subdivision 4](#))
- e) The public authority responsible for child support in Minnesota ([Minnesota Statutes section 256.978](#))
- f) Any appropriate person(s) or agency, if the director of OCM determines that failure to make the data accessible is likely to create a clear and present danger to public health or safety
- g) Person(s) authorized by a court order
- h) Any other person authorized by state or federal law

**Appendix A – Application Review Minimum Qualifications Tables**

# Disclosure of Ownership and Control

Citations for Applicant Reference: Minnesota Statutes, sections 342.14 subd.1(a) 2, 12; 342.14 subd. 1(b) (2-8) and, 342.14 subd. 1 (e)

Documents submitted for review in office prescribed manner	Information to be reviewed (referred to as review information)	Minimum qualifications demonstrated as met (qualified)	Minimum qualifications demonstrated as not met (unqualified)
<ol style="list-style-type: none"> <li><b>Mandatory:</b> OCM provided Disclosure of Ownership and Control worksheet (PDF)</li> <li><b>As applicable:</b> Additional uploaded copies of documents outlined in the worksheet (PDF)</li> </ol>	<ol style="list-style-type: none"> <li>Identification of the full legal name of each owner, officer, director, manager, or general partner of the business</li> <li>A statement from the applicant and, if the applicant is a business, from every officer, director, manager, and general partner of the business, indicating whether that person has previously held, or currently holds, an ownership interest in a cannabis business in Minnesota, any other state or territory of the United States, or any other country. If none, please put N/A. This should include all individuals listed in criteria 1 and listed on the applicant’s capitalization table, including the applicant</li> <li>An explanation detailing the funding sources used to finance the business</li> <li>A list of operating and investment accounts for the business including any applicable financial institution and account number</li> </ol>	<ol style="list-style-type: none"> <li>Applicant lists the full legal name of each owner, officer, director, manager, or general partner of the business <i>in</i> the attachment worksheet.</li> <li>Applicant, and, if the applicant is a business, every officer, director, manager, and general partner of the business, has disclosed ownership interest in cannabis businesses, and detailed ownership interest if any, <i>in</i> the attachment worksheet.</li> <li>Applicant provided an explanation detailing the funding sources used to finance the business <i>in</i> the attachment worksheet.</li> <li>Applicant provided a list of operating and investment accounts for the business <i>in</i> the attachment worksheet.</li> </ol>	<ol style="list-style-type: none"> <li>Applicant <i>does not</i> list the full legal name of each owner, officer, director, manager, or general partner of the business <i>in</i> the attachment worksheet.</li> <li>Applicant, and, if the applicant is a business, every officer, director, manager, and general partner of the business, <i>does not</i> disclose ownership interest in cannabis businesses, and detailed ownership interest if any, <i>in</i> the attachment worksheet.</li> <li>Applicant <i>does not</i> provide an explanation detailing the funding sources used to finance the business <i>in</i> the attachment worksheet.</li> <li>Applicant <i>does not</i> provide a list of operating and investment accounts for the business <i>in</i> the attachment worksheet.</li> </ol>

Documents submitted for review in office prescribed manner	Information to be reviewed (referred to as review information)	Minimum qualifications demonstrated as met (qualified)	Minimum qualifications demonstrated as not met (unqualified)
	<ol style="list-style-type: none"> <li>5. A disclosure of any violation of a license agreement or a federal, state, or local law or regulation committed by the applicant or any true party of interest in the applicant's business that is relevant to business and working conditions</li> <li>6. A list of each outstanding loan and financial obligation obtained for use in the business including the loan amount, loan terms, and name and address of the creditor</li> <li>7. If the applicant is a corporation, signature of at least two officers or managing agents of that entity. <i>Please note: Only entities that are either incorporated under Minnesota Statutes, chapter 302A or are a corporation incorporated in another state and registered with the Minnesota secretary of state under Minnesota Statutes, chapter 303 are required to provide two signatures.</i></li> </ol>	<ol style="list-style-type: none"> <li>5. Applicant disclosed of any violation of a license agreement or a federal, state, or local law or regulation committed by the applicant or any true party of interest in the applicant's business that is relevant to business and working conditions <b>in</b> the attachment worksheet.</li> <li>6. Applicant provided a list of each outstanding loan and financial obligation obtained for use <b>in</b> the business in the attachment worksheet.</li> <li>7. <i>If the applicant is a corporation</i>, applicant provided signature of at least two officers or managing agents of that entity <b>in</b> the attachment worksheet.</li> </ol>	<ol style="list-style-type: none"> <li>5. Applicant <i>does not</i> disclose of any violation of a license agreement or a federal, state, or local law or regulation committed by the applicant or any true party of interest in the applicant's business that is relevant to business and working conditions <b>in</b> the attachment worksheet.</li> <li>6. Applicant <i>does not</i> provide a list of each outstanding loan and financial obligation obtained for use in the business <b>in</b> the attachment worksheet.</li> <li>7. <i>If the applicant is a corporation</i>, applicant <i>does not</i> provide signature of at least two officers or managing agents of that entity <b>in</b> the attachment worksheet.</li> </ol>

# Disclosure of Ownership and Control – Additional Documentation

Citations for Applicant Reference: Minnesota Statutes, section 342.14 subd. 1(b) (2-8)

Documents submitted for review in office prescribed manner	Information to be reviewed (referred to as review information)	Minimum qualifications demonstrated as met (qualified)	Minimum qualifications demonstrated as not met (unqualified)
<p>1. <b>As applicable:</b> Uploaded copies of documents outlined in the Application Review Minimum Qualifications Table</p>	<p>1. <i>If the applicant</i> is a corporation, copies of the applicant's articles of incorporation and bylaws and any amendments to the applicant's articles of incorporation or bylaws</p> <p>2. <i>If applicable</i>, copies of any partnership agreement, operating agreement, or shareholder agreement</p> <p>3. <i>If applicable</i>, copies of any promissory notes, security instruments, or other similar agreements</p>	<p>1. Applicant attests <i>in</i> the application that by not uploading the additional documentation listed in Information to Be Reviewed #1-3, that the documentation does not exist.</p> <p>2. <i>If uploading additional documentation</i> listed in Information to Be Reviewed column #1-3:</p> <p style="padding-left: 20px;">a. All of the submitted documents comply with requirements of all relevant laws and Minnesota Statutes, Chapter 342, Chapter 121, article 2, section 76, and the chapter of Minnesota Statutes under which the applicant is organized.</p>	<p>1. Applicant <i>does not</i> attest <i>in</i> the application that by not uploading the additional documentation listed in Information to Be Reviewed #1-3, that the documentation does not exist.</p> <p>2. <i>If uploading additional documentation</i> listed in Information to Be Reviewed column #1-3:</p> <p style="padding-left: 20px;">a. Any of the submitted documents <i>do not</i> comply with requirements of all relevant laws and Chapter 342 or the chapter of Minnesota Statutes under which the applicant is organized.</p>

# Capitalization Table(s)

Citations for Applicant Reference: Minnesota Statutes, sections 342.14 subd. 1 (b)(1); 342.14 subd 1 (a) (14); 342.185 subd 1-7

Documents submitted for review in office prescribed manner	Information to be reviewed (referred to as review information)	Minimum qualifications demonstrated as met (qualified)	Minimum qualifications demonstrated as not met (unqualified)
<p>1. <b>Mandatory:</b> OCM provided “Capitalization Table” worksheet (.xls(s))</p>	<p>1. The management structure, ownership, and control of the applicant or license holder, <b>including</b> the name of <b>every</b> cooperative member, officer, director, manager, general partner, or business entity; the office or position held by each person; each person's percentage ownership interest, if any; and, if the business has a parent company, the name of each owner, board member, and officer of the parent company and the owner's, board member's, or officer's percentage ownership interest in the parent company and the cannabis business. <i>This should include all individuals listed in the applicant’s Disclosure of Ownership and Control worksheet, including zero-percent owners who have true party of interest.</i></p>	<p>1. Applicant provides all necessary capitalization table(s) and required information reflecting all true parties of interest and ownership <b>in</b> attachment worksheet.</p> <p>2. All true parties of interests identified in the capitalization table(s) result in individual persons.</p> <p>3. Capitalization table(s) equate to 100% ownership, and include all owners, even if they are publicly traded companies.</p> <p>4. Capitalization table(s) reflects ownership of no less than 65% from verified social equity applicants, <i>if the applicant is a social equity applicant.</i></p> <p>5. Capitalization table(s) matches the ownership structure as indicated in the additional documentation, if provided as listed in the Disclosure of Ownership and Control, Information to Be Reviewed #6-9.</p>	<p>1. Applicant <i>does not</i> provide all necessary capitalization table(s) and required information reflecting all true parties of interest and ownership <b>in</b> attachment worksheet.</p> <p>2. All true parties of interests identified in the capitalization table(s) <i>did not</i> result in individual persons.</p> <p>3. Capitalization table(s) <i>did not</i> equate to 100% ownership, or did not include all owners, even if they are publicly traded companies.</p> <p>4. Capitalization table(s) <i>does not</i> reflect ownership of no less than 65% from verified social equity applicants, <i>if the applicant is a social equity applicant.</i></p> <p>5. Capitalization table(s) <i>does not</i> match the ownership structure as indicated in the additional documentation listed in Disclosure of Ownership and Control, Information to Be Reviewed #6-9.</p>

Documents submitted for review in office prescribed manner	Information to be reviewed (referred to as review information)	Minimum qualifications demonstrated as met (qualified)	Minimum qualifications demonstrated as not met (unqualified)
		<p>6. The true parties of interest listed on the capitalization table(s) <b>are not</b> associated with any other application for this license type.</p> <p>7. The true parties of interest listed on the capitalization table(s) <b>are not</b> associated with any other application for any other license type that would result in prohibited license ownership in section 342.18. <i>Please refer to Page 4 of this guidance document for this information.</i></p>	<p>6. The true parties of interest listed on the capitalization table(s) <b>are</b> associated with any other application for this license type.</p> <p>7. The true parties of interest listed on the capitalization table(s) <b>are</b> associated with any other application for any other license type that would result in prohibited license ownership in section 342.18 <i>Please refer to Page 4 of this guidance document for this information.</i></p>

# Social Equity Verification(s)

Citations for Applicant Reference: Minnesota Statutes, section 342.14 subdivision 1 (c) (1)

Documents submitted for review in office prescribed manner	Information to be reviewed (referred to as review information)	Minimum qualifications demonstrated as met (qualified)	Minimum qualifications demonstrated as not met (unqualified)
<p>1. <b>As applicable:</b> Social Equity Certification Report provided by Creative Services Inc. (PDF)</p>	<p>1. Proof that the applicant is a social equity applicant.</p>	<p>1. Applicant provides the Social Equity Certification Report indicating <b>Clear</b> status <b>from</b> Creative Services Inc. (CSI) for the applicant, <b>and</b> the Social Equity Certification Report numbers indicating Clear status from CSI for each individual comprising no less than the 65% ownership as indicated on the capitalization table(s) and all documentation submitted in the Disclosure of Ownership and Control.</p>	<p>1. Applicant <i>does not</i> provide the Social Equity Certification Report indicating <b>Clear</b> status <b>from</b> Creative Services Inc. (CSI) for the applicant, <b>and</b> the Social Equity Certification Report numbers indicating Clear status from CSI for each individual comprising no less than the 65% ownership as indicated on the capitalization table(s) and all documentation submitted in the Disclosure of Ownership and Control. Applicant, and, if the applicant is a business, every officer, director, manager, and general partner of the business, <i>does not</i> disclose ownership interest in cannabis businesses, and detailed ownership interest if any, <b>in</b> the attachment worksheet.</p>



# Preliminary Security Plan

Citations for Applicant Reference: Minnesota Statutes, section 342.14, subdivision 1 (a) (6)

Documents submitted for review in office prescribed manner	Information to be reviewed (referred to as review information)	Minimum qualifications demonstrated as met (qualified)	Minimum qualifications demonstrated as not met (unqualified)
<ol style="list-style-type: none"> <li><b>Mandatory:</b> OCM provided Preliminary Security Plan worksheet (PDF).</li> </ol>	<ol style="list-style-type: none"> <li>Plans for (i) security monitoring</li> <li>Plans for (i) the use of security equipment</li> </ol>	<ol style="list-style-type: none"> <li>Applicant attests that they will resubmit security plans upon adoption of final regulations and at point of identifying physical premises as a condition to converting a license <i>in</i> the attachment worksheet.</li> <li>Applicant provides plans describing, at minimum, the <b>one (1)</b> review information requested for #1 <i>in</i> the attachment worksheet.</li> <li>Applicant provides plans describing, at minimum, the <b>one (1)</b> review information requested for #2 <i>in</i> the attachment worksheet.</li> </ol>	<ol style="list-style-type: none"> <li>Applicant <i>does not</i> attest that they will resubmit plans must be upon adoption of final regulations and at point of identifying physical premises as a condition to converting a license <i>in</i> the attachment worksheet.</li> <li>Applicant <i>does not</i> provide plans describing, at minimum, the <b>one (1)</b> listed review information requested for #1 <i>in</i> the attachment worksheet.</li> <li>Applicant <i>does not</i> provide plans describing, at minimum, the <b>one (1)</b> listed review information requested for #2 <i>in</i> the attachment worksheet.</li> </ol>

# Proof of Trade Name Registration

Citations for Applicant Reference: Minnesota Statutes, section 342.14 subdivision 1 (a) (7)

Documents submitted for review in office prescribed manner	Information to be reviewed (referred to as review information)	Minimum qualifications demonstrated as met (qualified)	Minimum qualifications demonstrated as not met (unqualified)
<p>1. <b>Mandatory:</b> Trade Name Registration document provided by the Minnesota Secretary of State (PDF).</p>	<p>1. Proof of trade name registration for the company name, with assumed name or DBA listed on the registration if applicable. <i>Trade name registration can be documented by providing proof of registration with the secretary of state. This proof should include the company name along with the assumed name or DBA as listed on the registration. For LLC applicants, the submission should include their Certificate of Organization issued by the Minnesota secretary of state. If operating under a DBA, the applicant must also provide the Assumed Name filing registered with the secretary of state. For more information, select the following link: <a href="#">how to register your business with the Minnesota Secretary of State.</a></i></p>	<p>1. Applicant provides the trade name registration documentation provided by the Minnesota secretary of state for the company name, with assumed name or Doing Business As (DBA) name listed on the registration, if applicable.</p>	<p>1. Applicant <i>does not</i> provide the trade name registration documentation provided by the Minnesota secretary of state for the company name, with assumed name or Doing Business As (DBA) name listed on the registration, if applicable.</p>

# Preliminary Business Plan

Citations for Applicant Reference: Minnesota Statutes, section 342.14, subdivision 1 (a) (8)

Documents submitted for review in office prescribed manner	Information to be reviewed (referred to as review information)	Minimum qualifications demonstrated as met (qualified)	Minimum qualifications demonstrated as not met (unqualified)
<p>1. <b>Mandatory:</b> OCM provided Preliminary Business Plan worksheet (PDF).</p>	<ol style="list-style-type: none"> <li>Expected size of the business, including metrics which may include but are not limited to anticipated revenue, sales, number of employees or any other metric identified by the applicant. Applicants should provide <b>three (3)</b> metrics demonstrating projected business size</li> <li>Anticipated growth of the business including metrics which may include but are not limited to anticipated revenue, sales, number of employees or any other metric identified by the applicant. Applicants should provide <b>three (3)</b> metrics demonstrating projected business size</li> <li>Methods of recordkeeping including but not limited to (i) physical record keeping or electronic record keeping</li> <li>The knowledge and experience of the applicant and <b>each and every</b> officer, director, manager, and general partners of the business <i>This should include all individuals listed on the applicant’s Disclosure of Ownership and Control worksheet and capitalization table, including the applicant.</i></li> </ol>	<ol style="list-style-type: none"> <li>Applicant describes, at minimum, <b>three (3)</b> metrics related to the review information requested for #1 <i>in</i> the attachment worksheet.</li> <li>Applicant describes, at minimum, <b>three (3)</b> metrics related to the review information requested for #2 <i>in</i> the attachment worksheet.</li> <li>Applicant describes, at minimum, the <b>one (1)</b> listed review information requested for #3 <i>in</i> the attachment worksheet.</li> <li>Applicant describes, at minimum, <b>the</b> listed review information requested for #4 for <b>each</b> officer, director, manager, and general partner <i>in</i> the attachment worksheet.</li> </ol>	<ol style="list-style-type: none"> <li>Applicant <i>does not</i> describe, at minimum, <b>three (3)</b> metrics related to the expected size of the business <i>in</i> the attachment worksheet.</li> <li>Applicant <i>does not</i> describe, at minimum, <b>three (3)</b> metrics related to the anticipated growth of the business <i>in</i> the attachment worksheet.</li> <li>Applicant <i>does not</i> describe, at minimum, the <b>one (1)</b> method of recordkeeping <i>in</i> the attachment worksheet.</li> <li>Applicant <i>does not</i> describe, at minimum, the knowledge and experience for <b>all</b> officers, directors, managers, and general partners <i>in</i> the attachment worksheet.</li> </ol>

Documents submitted for review in office prescribed manner	Information to be reviewed (referred to as review information)	Minimum qualifications demonstrated as met (qualified)	Minimum qualifications demonstrated as not met (unqualified)
	<p>5. Environmental plan that includes at least <b>three (3)</b> examples of plans to address environmental concerns. Plans may include, but are not limited to, water usage, energy consumption, solid waste disposal, or other environmental concerns identified by the applicant.</p>	<p>5. Applicant provides plans describing, at minimum, <b>three (3)</b> plans related to the review information requested for #5 <i>in</i> the attachment worksheet.</p>	<p>5. Applicant <i>does not</i> provide plans describing, at minimum, <b>three (3)</b> environmental plans <i>in</i> the attachment worksheet.</p>

# Attestation of Labor Peace Agreement

Citations for Applicant Reference: Minnesota Statutes, section 342.14, subdivision 1 (a) (10)

Documents submitted for review in office prescribed manner	Information to be reviewed (referred to as review information)	Minimum qualifications demonstrated as met (qualified)	Minimum qualifications demonstrated as not met (unqualified)
<ol style="list-style-type: none"> <li><b>Mandatory:</b> OCM provided Attestation of Labor Peace Agreement worksheet (PDF).</li> <li><b>As applicable:</b> Labor Peace Agreement attestation signed by a bona fide labor organization.</li> </ol>	<ol style="list-style-type: none"> <li>An attestation signed by a bona fide labor organization stating that the applicant has entered into a labor peace agreement.</li> </ol>	<ol style="list-style-type: none"> <li>Applicant confirms that they will provide an attestation entering into a labor peace agreement signed by a bona fide labor organization as a condition of licensure <i>in</i> the attachment worksheet.</li> </ol>	<ol style="list-style-type: none"> <li>Applicant <i>does not</i> confirm that they will provide an attestation entering into a labor peace agreement signed by a bona fide labor organization as a condition of licensure <i>in</i> the attachment worksheet.</li> </ol>

# Photo ID

Citations for Applicant Reference: Minnesota Statutes, section 342.16 (a) (1)

Documents submitted for review in office prescribed manner	Information to be reviewed (referred to as review information)	Minimum qualifications demonstrated as met (qualified)	Minimum qualifications demonstrated as not met (unqualified)
<p>1. <b>Mandatory:</b> Photo ID issued by a government or tribal body (PDF or JPEG)</p>	<p>1. A valid photo ID of the applicant from a federal, state or tribal government body that shows the applicant’s date of birth. Only non-expired and active photo IDs are considered valid.</p>	<p>1. Applicant provides a valid government photo ID that matches that of the applicant. Please note: OCM will accept all identification for applicants with names that do not match that of the applicant provided the applicant has had a name change and will verify applicant identification through other means such as birthdate and SSN.</p> <p>2. The applicant is 21 years of age or older.</p>	<p>1. Applicant <i>does not</i> provide a valid government photo ID that matches that of the applicant. Please note: OCM will accept all identification for applicants with names that do not match that of the applicant provided the applicant has had a name change and will verify applicant identification through other means such as birthdate and SSN.</p> <p>2. The applicant <i>is not</i> 21 years of age or older.</p>

# Preliminary Training and Educational Plan for Employees

Citations for Applicant Reference: Minnesota Statutes, section 342.14, subdivision 1 (a) (11)

Documents submitted for review in office prescribed manner	Information to be reviewed (referred to as review information)	Minimum qualifications demonstrated as met (qualified)	Minimum qualifications demonstrated as not met (unqualified)
<p>1. <b>Mandatory:</b> OCM provided Preliminary Training and Educational Plan for Employees worksheet (PDF).</p>	<p>1. A plan to provide training and education to all employees upon the start of their employment and on an annual basis that includes <b>three (3)</b> topics relevant to the specific license type. Plans may include, but are not limited to workplace safety, workplace hygiene, respectful workplace practices, or a related topic identified by the applicant.</p>	<p>1. Applicant provides a plan that includes <b>three (3)</b> training and education topics relevant to the specific license type <i>in</i> the attachment worksheet.</p>	<p>1. Applicant <i>does not</i> provide a plan that includes <b>three (3)</b> training and education topics relevant to the specific license type <i>in</i> the attachment worksheet.</p>

# Preliminary SOP Quality Assurance

Citations for Applicant Reference: Minnesota Statutes, section 342.14, subdivision 1 (a) (9)(i)

Documents submitted for review in office prescribed manner	Information to be reviewed (referred to as review information)	Minimum qualifications demonstrated as met (qualified)	Minimum qualifications demonstrated as not met (unqualified)
<p>1. <b>Mandatory:</b> OCM provided Preliminary SOP Quality Assurance worksheet (PDF).</p>	<p>1. Standard operating procedures for quality assurance that include <b>three (3)</b> topics relevant to the specific license type. Plans may include, but are not limited to, procedures for the safe handling of cannabis or cannabis products, procedures for identifying errors or problems with handling of cannabis or cannabis products, procedures for taking corrective action for remedying errors with the handling of cannabis or cannabis products, or a related topic identified by the applicant.</p>	<p>1. Applicant attests that they will resubmit standard operating procedures upon adoption of final regulations and at point of identifying physical premises as a condition of converting a license <i>in</i> the attachment worksheet.</p> <p>2. Applicant provides standard operating procedures for quality assurance that include <b>three (3)</b> topics relevant to the specific license type <i>in</i> the attachment worksheet.</p>	<p>3. Applicant <i>does not</i> attest that they will resubmit standard operating procedures upon adoption of final regulations and at point of identifying physical premises as a condition of converting a license <i>in</i> the attachment worksheet.</p> <p>4. Applicant <i>does not</i> provide standard operating procedures for quality assurance that include <b>three (3)</b> topics relevant to the specific license type <i>in</i> the attachment worksheet.</p>



# Preliminary SOP Inventory Control, Storage, and Diversion Prevention

Citations for Applicant Reference: Minnesota Statutes, section 342.14, subdivision 1 (a) (9) (ii)

Documents submitted for review in office prescribed manner	Information to be reviewed (referred to as review information)	Minimum qualifications demonstrated as met (qualified)	Minimum qualifications demonstrated as not met (unqualified)
<p>1. <b>Mandatory:</b> OCM provided Preliminary SOP Inventory Control, Storage, and Diversion Prevention worksheet (PDF).</p>	<p>1. Standard operating procedures for inventory control, storage, and diversion prevention that include <b>three (3)</b> topics relevant to the specific license type. Plans may include but are not limited to procedures for managing stock and inventory of cannabis or cannabis products, standard operating procedures for the secure storage of cannabis or cannabis products, standard operating procedures for access control for inventory or a related topic identified by the applicant.</p>	<p>1. Applicant attests that they will resubmit standard operating procedures upon adoption of final regulations and at point of identifying physical premises as a condition of converting a license <i>in</i> the attachment worksheet.</p> <p>2. Applicant provides standard operating procedures for inventory control, storage and diversion prevention that include <b>three (3)</b> topics relevant to the specific license type <i>in</i> the attachment worksheet.</p>	<p>1. Applicant <i>does not</i> attest that they will resubmit standard operating procedures upon adoption of final regulations and at point of identifying physical premises as a condition of converting a license <i>in</i> the attachment worksheet.</p> <p>2. Applicant <i>does not</i> provide standard operating procedures for inventory control, storage and diversion prevention that include <b>three (3)</b> topics relevant to the specific license type <i>in</i> the attachment worksheet.</p>

# Preliminary SOP Accounting and Tax Compliance

Citations for Applicant Reference: Minnesota Statutes, section 342.14, subdivision 1 (a) (9) (iii)

Documents submitted for review in office prescribed manner	Information to be reviewed (referred to as review information)	Minimum qualifications demonstrated as met (qualified)	Minimum qualifications demonstrated as not met (unqualified)
<p>1. <b>Mandatory:</b> OCM provided Preliminary SOP Accounting and Tax Compliance worksheet (PDF).</p>	<p>1. Standard operating procedures for accounting and tax compliance that includes <b>two (2)</b> topics relevant to the specific license type. Plans may include but are not limited to procedures for staying consistent with GAAP (generally acceptable accounting principles) standards, the timely filing of taxes or a related topic identified by the applicant.</p>	<p>1. Applicant attests that they will resubmit standard operating procedures upon adoption of final regulations and at point of identifying physical premises as a condition of converting a license <i>in</i> the attachment worksheet.</p> <p>2. Applicant provides standard operating procedures for accounting and tax compliance that include <b>two (2)</b> topics relevant to the specific license type <i>in</i> the attachment worksheet.</p>	<p>1. Applicant <i>does not</i> attest that they will resubmit standard operating procedures upon adoption of final regulations and at point of identifying physical premises as a condition of converting a license <i>in</i> the attachment worksheet.</p> <p>2. Applicant <i>does not</i> provide standard operating procedures for accounting and tax compliance that include <b>two (2)</b> topics relevant to the specific license type <i>in</i> the attachment worksheet.</p>

# Preliminary Operation Plan - Microbusiness or Mezzobusiness

Citations for Applicant Reference: Minnesota Statutes, sections 342.14, subd. 1 (a) (4), (5), & (14); 342.28 subd. 3 (1-4), 342.29 subd. 3 (1-4)

Documents submitted for review in office prescribed manner	Information to be reviewed (referred to as review information)	Minimum qualifications demonstrated as met (qualified)	Minimum qualifications demonstrated as not met (unqualified)
<p>1. <b>Mandatory for micro/mezzo applicants:</b> OCM provided Preliminary Operation Plan - Microbusiness or Mezzobusiness worksheet (PDF).</p>	<ol style="list-style-type: none"> <li>The address and legal property description of the business, if applicable, except an applicant is not required to secure a physical premises for the business at the time of application, and an operating plan demonstrating the proposed layout of the facility, including a diagram of ventilation and filtration systems.</li> <li>Evidence that the business will comply with the applicable operation requirements for the license being sought.</li> <li>General description of the proposed location or locations that the applicant plans to operate, including but not limited to (i) <b>the planned square feet of space for planned authorized activities.</b></li> </ol>	<ol style="list-style-type: none"> <li>Applicant attests that they will provide the address and legal property description of the business, proposed layout of the facility, including a diagram of ventilation and filtration systems, plans for code compliance as a condition of licensure <b>in</b> the attachment worksheet.</li> <li>Applicant attests that the business will comply with the applicable operation requirements for the license being sought <b>in</b> the attachment worksheet.</li> <li>Applicant provides general description of the proposed location(s) of operation that includes, at minimum, the planned square feet of space for planned authorized activities <b>in</b> the attachment worksheet.</li> <li>Applicant provides at minimum, <b>one (1)</b> controlling person(s) or managerial employees as agents who shall be responsible for dealing with the office on all matters <b>in</b> the attachment worksheet.</li> </ol>	<ol style="list-style-type: none"> <li>Applicant <i>does not</i> attest that they will provide the address and legal property description of the business, proposed layout of the facility, including a diagram of ventilation and filtration systems, plans for code compliance as a condition of converting a license <b>in</b> the attachment worksheet.</li> <li>Applicant <i>does not</i> attest that the business will comply with the applicable operation requirements for the license being sought <b>in</b> the attachment worksheet.</li> <li>Applicant <i>does not</i> provide general description of the proposed location(s) of operation that includes, at minimum, the planned square feet of space for planned authorized activities <b>in</b> the attachment worksheet.</li> <li>Applicant <i>does not</i> provide at minimum, one (1) controlling person(s) or managerial employees as agents who shall be responsible for dealing with the office on all matters <b>in</b> the attachment worksheet.</li> </ol>

Documents submitted for review in office prescribed manner	Information to be reviewed (referred to as review information)	Minimum qualifications demonstrated as met (qualified)	Minimum qualifications demonstrated as not met (unqualified)
	<p>4. Identification of one or more controlling persons or managerial employees as agents who shall be responsible for dealing with the office on all matters.</p> <p>5. Plans for compliance with applicable (i) building codes and (ii) federal and state environmental requirements and (iii) federal and state workplace safety requirements and policies.</p> <p>6. Plans to (i) avoid sales to unlicensed cannabis businesses.</p> <p>7. Plans to (i) avoid sales to individuals under 21 years of age.</p> <p>8. Identification of all endorsement types the business will be pursuing.</p> <p><b>Based on the endorsements identified:</b></p> <p>9. <i>If seeking a cultivation and/or extraction and concentration endorsement:</i> Plans for (i) wastewater and (ii) waste disposal for any cultivation or manufacturing activities.</p>	<p>5. Applicant provides compliance plans describing, at minimum, the <b>three (3)</b> listed review information requested for #4 <i>in</i> the attachment worksheet.</p> <p>6. Applicant provides plans discussing, at minimum, plans to avoid sales to unlicensed cannabis businesses <i>in</i> the attachment worksheet.</p> <p>7. Applicant provides plans discussing, at minimum, plans to avoid sales to individuals under 21 years of age <i>in</i> the attachment worksheet.</p> <p>8. <i>If applying for a microbusiness,</i> applicant identifies at minimum <b>one (1)</b> endorsement type that the business will be pursuing. <i>If applying for a mezzobusiness,</i> applicant identifies at least <b>two (2)</b> distinctly different endorsement types that the business will be pursuing <i>in</i> the attachment worksheet.</p> <p><b>Based on the endorsements identified:</b></p> <p>9. <i>If seeking a cultivation and/or extraction and concentration endorsement:</i> Applicant provides plans discussing, at minimum, the <b>two (2)</b> listed review information requested for #9 <i>in</i> the attachment worksheet.</p>	<p>5. Applicant <i>does not</i> provide compliance plans describing, at minimum, the <b>three (3)</b> listed review information requested for #4 <i>in</i> the attachment worksheet.</p> <p>6. Applicant <i>does not</i> provide discussing, at minimum, plans to avoid sales to unlicensed cannabis businesses <i>in</i> the attachment worksheet.</p> <p>7. Applicant <i>does not</i> provide plans discussing, at minimum, plans to avoid sales to individuals under 21 years of age <i>in</i> the attachment worksheet.</p> <p>8. <i>If applying for a microbusiness,</i> applicant <i>does not</i> identify at minimum <b>one (1)</b> endorsement type that the business will be pursuing. <i>If applying for a mezzobusiness,</i> applicant <i>does not</i> identify at least <b>two (2)</b> distinctly different endorsement types that the business will be pursuing <i>in</i> the attachment worksheet.</p> <p><b>Based on the endorsements identified:</b></p> <p>9. <i>If seeking a cultivation and/or extraction and concentration endorsement:</i> Applicant <i>does not</i> provide plans discussing, at minimum, the <b>two (2)</b> listed review information requested for #9 <i>in</i> the attachment worksheet.</p>

Documents submitted for review in office prescribed manner	Information to be reviewed (referred to as review information)	Minimum qualifications demonstrated as met (qualified)	Minimum qualifications demonstrated as not met (unqualified)
	<p>10. If seeking a <i>cultivation and/or extraction and concentration endorsement</i>: Plans for providing (i) electricity, (ii) water, and (iii) other utilities necessary for the normal operation of any cultivation or manufacturing activities.</p> <p>11. If seeking an <i>extraction and concentration endorsement</i>: Information identifying all methods (i) of extraction, concentration, or conversion that the applicant intends to use and (ii) the volatile chemicals and catalysts, if any, that will be involved in extraction, concentration, or creation.</p>	<p>10. <i>If seeking a cultivation and/or extraction and concentration endorsement</i>: Applicant provides plans discussing, at minimum, the <b>three (3)</b> listed review information requested for #10 <i>in</i> the attachment worksheet.</p> <p>11. <i>If seeking an extraction and concentration endorsement</i>: Applicant discusses, at minimum, the <b>two (2)</b> listed review information requested for #11 <i>in</i> the attachment worksheet.</p>	<p>10. <i>If seeking a cultivation and/or extraction and concentration endorsement</i>: Applicant <i>does not</i> provide plans discussing, at minimum, the <b>three (3)</b> listed review information requested for #10 <i>in</i> the attachment worksheet.</p> <p>11. <i>If seeking an extraction and concentration endorsement</i>: Applicant does not discuss, at minimum, the <b>two (2)</b> listed review information requested for #11 <i>in</i> the attachment worksheet.</p>

# Preliminary Operation Plan – Manufacturer

Citations for Applicant Reference: Minnesota Statutes, sections 342.14, subd 1 (a) (4), (5), & (14); 342.31, subd. 3 (1-2)

Documents submitted for review in office prescribed manner	Information to be reviewed (referred to as review information)	Minimum qualifications demonstrated as met (qualified)	Minimum qualifications demonstrated as not met (unqualified)
<p>1. <b>Mandatory for manufacturer applicants:</b> OCM provided Preliminary Operation Plan - Manufacturer worksheet (PDF).</p>	<ol style="list-style-type: none"> <li>The address and legal property description of the business, if applicable, except an applicant is not required to secure a physical premises for the business at the time of application, and an operating plan demonstrating the proposed layout of the facility, including a diagram of ventilation and filtration systems.</li> <li>Evidence that the business will comply with the applicable operation requirements for the license being sought.</li> <li>General description of the proposed location or locations that the applicant plans to operate, including but not limited to (i) <b>the planned square feet of space for planned manufacturing.</b></li> </ol>	<ol style="list-style-type: none"> <li>Applicant attests that they will provide the address and legal property description of the business, proposed layout of the facility, including a diagram of ventilation and filtration systems, plans for code compliance as a condition of converting a license <b>in</b> the attachment worksheet.</li> <li>Applicant attests that the business will comply with the applicable operation requirements for the license being sought <b>in</b> the attachment worksheet.</li> <li>Applicant provides general description of the proposed location(s) of operation that includes, at minimum, the planned square feet of space for planned manufacturing <b>in</b> the attachment worksheet.</li> <li>Applicant provides at minimum, <b>one (1)</b> controlling person(s) or managerial employee(s) as agents who shall be responsible for dealing with the office on all matters <b>in</b> the attachment worksheet.</li> </ol>	<ol style="list-style-type: none"> <li>Applicant <i>does not</i> attest that they will provide the address and legal property description of the business, proposed layout of the facility, including a diagram of ventilation and filtration systems, plans for code compliance as a condition of converting a license <b>in</b> the attachment worksheet.</li> <li>Applicant <i>does not</i> attest that the business will comply with the applicable operation requirements for the license being sought <b>in</b> the attachment worksheet.</li> <li>Applicant <i>does not</i> provide general description of the proposed location(s) of operation that includes, at minimum, the planned square feet of space for planned manufacturing <b>in</b> the attachment worksheet.</li> <li>Applicant <i>does not</i> provide at minimum, <b>one (1)</b> controlling person(s) or managerial employee(s) as agents who shall be responsible for dealing with the office on all matters <b>in</b> the attachment worksheet.</li> </ol>

Documents submitted for review in office prescribed manner	Information to be reviewed (referred to as review information)	Minimum qualifications demonstrated as met (qualified)	Minimum qualifications demonstrated as not met (unqualified)
	<ol style="list-style-type: none"> <li>4. Identification of one or more controlling persons or managerial employees as agents who shall be responsible for dealing with the office on all matters.</li> <li>5. Plans for compliance with applicable (i) building codes and (ii) federal and state environmental requirements and (iii) federal and state workplace safety requirements and policies.</li> <li>6. Plans for (i) wastewater and (ii) waste disposal for the manufacturing facility.</li> <li>7. Plans for providing (i) electricity, (ii) water, and other utilities necessary for the normal operation of the manufacturing facility.</li> <li>8. Information identifying all methods (i) of extraction, concentration, or conversion that the applicant intends to use and (ii) the volatile chemicals and catalysts, if any, that will be involved in extraction, concentration, or creation.</li> </ol>	<ol style="list-style-type: none"> <li>5. Applicant provides compliance plans describing, at minimum, the <b>three (3)</b> listed review information requested for #5 <i>in</i> the attachment worksheet.</li> <li>6. Applicant provides plans discussing, at minimum, wastewater and waste disposal <i>in</i> the attachment worksheet.</li> <li>7. Applicant provides plans discussing, at minimum, electricity, water, and other utilities necessary for the normal operation of the manufacturing facility <i>in</i> the attachment worksheet.</li> <li>8. Applicant discusses, at minimum, the <b>two (2)</b> listed review information requested for #8 <i>in</i> the attachment worksheet.</li> </ol>	<ol style="list-style-type: none"> <li>5. Applicant <i>does not</i> provide compliance plans describing, at minimum, the <b>three (3)</b> listed review information requested for #5 <i>in</i> the attachment worksheet.</li> <li>6. Applicant <i>does not</i> provide plans discussing, at minimum, wastewater and waste disposal <i>in</i> the attachment worksheet.</li> <li>7. Applicant <i>does not</i> provide plans discussing, at minimum, electricity, water, and other utilities necessary for the normal operation of the manufacturing facility <i>in</i> the attachment worksheet.</li> <li>8. Applicant <i>does not</i> discuss, at minimum, the <b>two (2)</b> listed review information requested for #8 <i>in</i> the attachment worksheet.</li> </ol>

# Preliminary Operation Plan – Retailer

Citations for Applicant Reference: Minnesota Statutes, sections 342.14, subd. 1 (a) (4) (5) (14); 342.32, subd. 3 (1-3)

Documents submitted for review in office prescribed manner	Information to be reviewed (referred to as review information)	Minimum qualifications demonstrated as met (qualified)	Minimum qualifications demonstrated as not met (unqualified)
<p>1. <b>Mandatory for retailer applicants:</b> OCM provided Preliminary Operation Plan - Retail worksheet (PDF).</p>	<ol style="list-style-type: none"> <li>The address and legal property description of the business, if applicable, except an applicant is not required to secure a physical premises for the business at the time of application, and an operating plan demonstrating the proposed layout of the facility, including a diagram of ventilation and filtration systems and identification of a restricted area for storage.</li> <li>Evidence that the business will comply with the applicable operation requirements for the license being sought.</li> <li>General description of the proposed location or locations that the applicant plans to operate, including but not limited to (i) <b>the planned square feet of space for planned retail.</b></li> </ol>	<ol style="list-style-type: none"> <li>Applicant attests that they will provide the address and legal property description of the business, proposed layout of the facility, including a diagram of ventilation and filtration systems and identification of a restricted area for storage, plans for code compliance as a condition of converting a license <b>in</b> the attachment worksheet.</li> <li>Applicant attests that the business will comply with the applicable operation requirements for the license being sought <b>in</b> the attachment worksheet.</li> <li>Applicant provides general description of the proposed location(s) of operation that includes, at minimum, the planned square feet of space for planned retail <b>in</b> the attachment worksheet.</li> </ol>	<ol style="list-style-type: none"> <li>Applicant <i>does not</i> attest that they will provide the address and legal property description of the business, proposed layout of the facility, including a diagram of ventilation and filtration systems and identification of a restricted area for storage, plans for code compliance as a condition of converting a license <b>in</b> the attachment worksheet.</li> <li>Applicant <i>does not</i> attest that the business will comply with the applicable operation requirements for the license being sought <b>in</b> the attachment worksheet.</li> <li>Applicant <i>does not</i> provide general description of the proposed location(s) of operation that includes, at minimum, the planned square feet of space for planned retail <b>in</b> the attachment worksheet.</li> </ol>



Documents submitted for review in office prescribed manner	Information to be reviewed (referred to as review information)	Minimum qualifications demonstrated as met (qualified)	Minimum qualifications demonstrated as not met (unqualified)
	<ol style="list-style-type: none"> <li>4. Identification of one or more controlling persons or managerial employees as agents who shall be responsible for dealing with the office on all matters.</li> <li>5. Overview of policies to (i) avoid sales to individuals who are under 21 years of age.</li> <li>6. Plans to prevent the (i) visibility of cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products to individuals outside the retail location.</li> </ol>	<ol style="list-style-type: none"> <li>4. Applicant provides at minimum, <b>one (1)</b> controlling person(s) or managerial employee(s) as agents who shall be responsible for dealing with the office on all matters <i>in</i> the attachment worksheet.</li> <li>5. Applicant provides an overview of policies discussing, at minimum, avoiding sales to individuals who are under 21 years of age <i>in</i> the attachment worksheet.</li> <li>6. Applicant provides plans discussing, at minimum, preventing the visibility of cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products to individuals outside the retail location <i>in</i> the attachment worksheet.</li> </ol>	<ol style="list-style-type: none"> <li>4. Applicant <i>does not</i> provide at minimum, <b>one (1)</b> controlling person(s) or managerial employee(s) as agents who shall be responsible for dealing with the office on all matters <i>in</i> the attachment worksheet.</li> <li>5. Applicant <i>does not</i> provide an overview of policies discussing, at minimum, avoiding sales to individuals who are under 21 years of age <i>in</i> the attachment worksheet.</li> <li>6. Applicant <i>does not</i> provide plans discussing, at minimum, preventing the visibility of cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products to individuals outside the retail location <i>in</i> the attachment worksheet.</li> </ol>

# Preliminary Operation Plan – Wholesaler

Citations for Applicant Reference: Minnesota Statutes, sections 342.14, subd. 1 (a) (4), (5), (14); 342.33, subd. 2 (1-2)

Documents submitted for review in office prescribed manner	Information to be reviewed (referred to as review information)	Minimum qualifications demonstrated as met (qualified)	Minimum qualifications demonstrated as not met (unqualified)
<p>1. <b>Mandatory for wholesaler applicants:</b> OCM provided Preliminary Operation Plan - Wholesale worksheet (PDF).</p>	<ol style="list-style-type: none"> <li>The address and legal property description of the business, if applicable, except an applicant is not required to secure a physical premises for the business at the time of application, and an operating plan demonstrating the proposed layout of the facility, including a diagram of ventilation and filtration systems.</li> <li>Evidence that the business will comply with the applicable operation requirements for the license being sought.</li> <li>General description of the proposed location or locations that the applicant plans to operate, including but not limited to (i) <b>the planned square feet of space for planned wholesaling.</b></li> </ol>	<ol style="list-style-type: none"> <li>Applicant attests that they will provide the address and legal property description of the business, proposed layout of the facility, including a diagram of ventilation and filtration systems, plans for code compliance as a condition of converting a license <i>in</i> the attachment worksheet.</li> <li>Applicant attests that the business will comply with the applicable operation requirements for the license being sought in the attachment worksheet.</li> <li>Applicant provides general description of the proposed location(s) of operation that includes, at minimum, the planned square feet of space for planned wholesaling <i>in</i> the attachment worksheet.</li> </ol>	<ol style="list-style-type: none"> <li>Applicant <i>does not</i> attest that they will provide the address and legal property description of the business, proposed layout of the facility, including a diagram of ventilation and filtration systems, plans for code compliance as a condition of converting a license <i>in</i> the attachment worksheet.</li> <li>Applicant <i>does not</i> attest that the business will comply with the applicable operation requirements for the license being sought <i>in</i> the attachment worksheet.</li> <li>Applicant <i>does not</i> provide general description of the proposed location(s) of operation that includes, at minimum, t the planned square feet of space for planned wholesaling <i>in</i> the attachment worksheet.</li> </ol>

Documents submitted for review in office prescribed manner	Information to be reviewed (referred to as review information)	Minimum qualifications demonstrated as met (qualified)	Minimum qualifications demonstrated as not met (unqualified)
	<p>4. Identification of one or more controlling persons or managerial employees as agents who shall be responsible for dealing with the office on all matters.</p> <p>5. Proposed policies to (i) avoid sales to unlicensed cannabis businesses.</p>	<p>4. Applicant provides at minimum, <b>one (1)</b> controlling person(s) or managerial employee(s) as agents who shall be responsible for dealing with the office on all matters <i>in</i> the attachment worksheet.</p> <p>5. Applicant provides an overview of policies discussing, at minimum, avoiding sales to unlicensed cannabis businesses <i>in</i> the attachment worksheet.</p>	<p>4. Applicant <i>does not</i> provide at minimum, <b>one (1)</b> controlling person(s) or managerial employee(s) as agents who shall be responsible for dealing with the office on all matters <i>in</i> the attachment worksheet.</p> <p>5. Applicant <i>does not</i> provide an overview of policies discussing, at minimum, avoiding sales to unlicensed cannabis businesses <i>in</i> the attachment worksheet.</p>

# Preliminary Operation Plan – Testing Facility

Citations for Applicant Reference: Minnesota Statutes, sections 342.14, subd. 1 (a) (4), (5), (14); 342.37, subd. 2 (1-3)

Documents submitted for review in office prescribed manner	Information to be reviewed (referred to as review information)	Minimum qualifications demonstrated as met (qualified)	Minimum qualifications demonstrated as not met (unqualified)
<p>1. <b>Mandatory for testing facility applicants:</b> OCM provided Preliminary Operation Plan - Testing worksheet (PDF).</p>	<ol style="list-style-type: none"> <li>1. The address and legal property description of the business, if applicable, except an applicant is not required to secure a physical premises for the business at the time of application, and an operating plan demonstrating the proposed layout of the facility, including a diagram of ventilation and filtration systems.</li> <li>2. Evidence that the business will comply with the applicable operation requirements for the license being sought.</li> <li>3. Proof of accreditation by a laboratory accrediting organization approved by the office that, at a minimum, requires a laboratory to operate formal management systems under the International Organization for Standardization.</li> </ol>	<ol style="list-style-type: none"> <li>1. Applicant attests that they will provide the address and legal property description of the business, proposed layout of the facility, including a diagram of ventilation and filtration systems, plans for code compliance as a condition of converting a license <i>in</i> the attachment worksheet.</li> <li>2. Applicant attests that the business will comply with the applicable operation requirements for the license being sought <i>in</i> the attachment worksheet.</li> <li>3. Applicant attests that that they will provide proof of accreditation by a laboratory accrediting organization approved by the office that, at a minimum, requires a laboratory to operate formal management systems under the International Organization for Standardization as a condition of converting a license <i>in</i> the attachment worksheet.</li> </ol>	<ol style="list-style-type: none"> <li>1. Applicant <i>does not</i> attest that they will provide the address and legal property description of the business, proposed layout of the facility, including a diagram of ventilation and filtration systems, plans for code compliance as a condition of converting a license <i>in</i> the attachment worksheet.</li> <li>2. Applicant <i>does not</i> attest that the business will comply with the applicable operation requirements for the license being sought <i>in</i> the attachment worksheet.</li> <li>3. Applicant <i>does not</i> attest that that they will provide proof of accreditation by a laboratory accrediting organization approved by the office that, at a minimum, requires a laboratory to operate formal management systems under the International Organization for Standardization as a condition of converting a license <i>in</i> the attachment worksheet.</li> </ol>

Documents submitted for review in office prescribed manner	Information to be reviewed (referred to as review information)	Minimum qualifications demonstrated as met (qualified)	Minimum qualifications demonstrated as not met (unqualified)
	<p>4. General description of the proposed location or locations that the applicant plans to operate, including but not limited to (i) <b>the planned square feet of space for planned testing.</b></p> <p>5. Identification of one or more controlling persons or managerial employees as agents who shall be responsible for dealing with the office on all matters.</p>	<p>4. Applicant provides general description of the proposed location(s) of operation that includes, at minimum, the planned square feet of space for planned testing <i>in</i> the attachment worksheet.</p> <p>5. Applicant provides at minimum, <b>one (1)</b> controlling person(s) or managerial employee(s) as agents who shall be responsible for dealing with the office on all matters <i>in</i> the attachment worksheet.</p>	<p>4. Applicant <i>does not</i> provide general description of the proposed location(s) of operation that includes, at minimum, the planned square feet of space for planned testing <i>in</i> the attachment worksheet.</p> <p>5. Applicant <i>does not</i> provide at minimum, <b>one (1)</b> controlling person(s) or managerial employee(s) as agents who shall be responsible for dealing with the office on all matters <i>in</i> the attachment worksheet.</p>

# Preliminary Operation Plan – Transporter

Citations for Applicant Reference: Minnesota Statutes, section 342.14, subd. 1 (a) (4), (5); (14); 342.35, subd. 2 (1-6)

Documents submitted for review in office prescribed manner	Information to be reviewed (referred to as review information)	Minimum qualifications demonstrated as met (qualified)	Minimum qualifications demonstrated as not met (unqualified)
<p>1. <b>Mandatory for transporter applicants:</b> OCM provided Preliminary Operation Plan - Transporter worksheet (PDF).</p>	<ol style="list-style-type: none"> <li>The address and legal address and legal property description of the business, if applicable, except an applicant is not required to secure a physical premises for the business at the time of application.</li> <li>Evidence that the business will comply with the applicable operation requirements for the license being sought.</li> <li>An appropriate surety bond, certificate of insurance, qualifications as a self-insurer, or other securities or agreements, in the amount of not less than \$300,000, for loss of or damage to cargo.</li> <li>An appropriate surety bond, certificate of insurance, qualifications as a self-insurer, or other securities or agreements, in the amount of not less than \$1,000,000, for injury to one or more persons in any one accident and, if an accident has resulted in injury to or destruction of property, of not less than \$100,000 because of such injury to or destruction of property of others in any one accident.</li> </ol>	<ol style="list-style-type: none"> <li>Applicant attests that they will provide the address and legal property description of the business, facility diagrams and plans for code compliance as a condition of converting a license <i>in</i> the attachment worksheet.</li> <li>Applicant attests that the business will comply with the applicable operation requirements for the license being sought <i>in</i> the attachment worksheet.</li> <li>Applicant attests that that they will provide an appropriate surety bond, certificate of insurance, qualifications as a self-insurer, or other securities or agreements, in the amount of not less than \$300,000, for loss of or damage to cargo as a condition of converting a license in the attachment worksheet.</li> </ol>	<ol style="list-style-type: none"> <li>Applicant <i>does not</i> attest that they will provide the address and legal property description of the business, facility diagrams and plans for code compliance as a condition of converting a license <i>in</i> the attachment worksheet.</li> <li>Applicant <i>does not</i> attest that the business will comply with the applicable operation requirements for the license being sought <i>in</i> the attachment worksheet.</li> <li>Applicant <i>does not</i> attest that that they will provide an appropriate surety bond, certificate of insurance, qualifications as a self-insurer, or other securities or agreements, in the amount of not less than \$300,000, for loss of or damage to cargo as a condition of converting a license in the attachment worksheet. as a condition of converting a license <i>in</i> the attachment worksheet.</li> </ol>

Documents submitted for review in office prescribed manner	Information to be reviewed (referred to as review information)	Minimum qualifications demonstrated as met (qualified)	Minimum qualifications demonstrated as not met (unqualified)
	<ol style="list-style-type: none"> <li>5. The number and type of equipment the business will use to transport immature cannabis plants and seedlings, cannabis flower, cannabis products, artificially derived cannabinoids, hemp plant parts, hemp concentrate, lower-potency hemp edibles, and hemp-derived consumer products.</li> <li>6. General description of the proposed location or locations that the applicant plans to operate, including but not limited to (i) <b>the planned square feet, or feet, of space for vehicle storage.</b></li> <li>7. Identification of one or more controlling persons or managerial employees as agents who shall be responsible for dealing with the office on all matters.</li> <li>8. A plan for (i) loading, (ii) transporting, and (iii) unloading.</li> <li>9. A description of the applicant's experience in the distribution or security business.</li> </ol>	<ol style="list-style-type: none"> <li>4. Applicant attests that that they will provide an appropriate surety bond, certificate of insurance, qualifications as a self-insurer, or other securities or agreements, in the amount of not less than injury to or destruction of property, of not less than \$100,000 because of such injury to or destruction of property of others in any one accident as a condition of converting a license <i>in</i> the attachment worksheet.</li> <li>5. Applicant attests that that they will provide the number and type of equipment the business will use to transport immature cannabis plants and seedlings, cannabis flower, cannabis products, artificially derived cannabinoids, hemp plant parts, hemp concentrate, lower-potency hemp edibles, and hemp-derived consumer products as a condition of converting a license <i>in</i> the attachment worksheet.</li> </ol>	<ol style="list-style-type: none"> <li>4. Applicant <i>does not</i> attest that that they will provide an appropriate surety bond, certificate of insurance, qualifications as a self-insurer, or other securities or agreements, in the amount of not less than \$1,000,000, for injury to one or more persons in any one accident and, if an accident has resulted in injury to or destruction of property, of not less than \$100,000 because of such injury to or destruction of property of others in any one accident as a condition of converting a license <i>in</i> the attachment worksheet.</li> <li>5. Applicant <i>does not</i> attest that that they will provide the number and type of equipment the business will use to transport immature cannabis plants and seedlings, cannabis flower, cannabis products, artificially derived cannabinoids, hemp plant parts, hemp concentrate, lower-potency hemp edibles, and hemp-derived consumer products as a condition of converting a license <i>in</i> the attachment worksheet.</li> </ol>

Documents submitted for review in office prescribed manner	Information to be reviewed (referred to as review information)	Minimum qualifications demonstrated as met (qualified)	Minimum qualifications demonstrated as not met (unqualified)
		<p>6. Applicant provides general description of the proposed location(s) of operation that includes, at minimum, the planned square feet, or feet, of space for vehicle storage <i>in</i> the attachment worksheet.</p> <p>7. Applicant provides at minimum, <b>one (1)</b> controlling person(s) or managerial employee(s) as agents who shall be responsible for dealing with the office on all matters <i>in</i> the attachment worksheet.</p> <p>8. Applicant provides plans discussing, at minimum, loading, transporting, and unloading <i>in</i> the attachment worksheet.</p> <p>9. Applicant provides a brief description of the applicant's experience in the distribution or security business <i>in</i> the attachment worksheet.</p>	<p>6. Applicant <i>does not</i> provide general description of the proposed location(s) of operation that includes, at minimum, the planned square feet, or feet, of space for vehicle storage <i>in</i> the attachment worksheet.</p> <p>7. Applicant <i>does not</i> provide at minimum, <b>one (1)</b> controlling person(s) or managerial employee(s) as agents who shall be responsible for dealing with the office on all matters <i>in</i> the attachment worksheet.</p> <p>8. Applicant <i>does not</i> provide plans discussing, at minimum, loading, transporting, and unloading <i>in</i> the attachment worksheet.</p> <p>9. Applicant <i>does not</i> provide a brief description of the applicant's experience in the distribution or security business <i>in</i> the attachment worksheet.</p>



# Preliminary Operation Plan – Delivery Service

Citations for Applicant Reference: Minnesota Statutes, sections 342.14, subd. 1(a) (4), (5) (14); 342.41, subd. 2 (1-4)

Documents submitted for review in office prescribed manner	Information to be reviewed (referred to as review information)	Minimum qualifications demonstrated as met (qualified)	Minimum qualifications demonstrated as not met (unqualified)
<p>1. <b>Mandatory for delivery service applicants:</b> OCM provided Preliminary Operation Plan - Delivery worksheet (PDF).</p>	<ol style="list-style-type: none"> <li>The address and legal property description of the business, if applicable, except an applicant is not required to secure a physical premises for the business at the time of application, and a facility diagram.</li> <li>Evidence that the business will comply with the applicable operation requirements for the license being sought.</li> <li>A list of all vehicles to be used in the delivery of cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products including: the vehicle make, model, and color; the vehicle identification number; and the license plate number and proof of insurance for each vehicle.</li> <li>General description of the proposed location or locations that the applicant plans to operate, including but not limited to (i) <b>the planned square feet, or feet, of space for vehicle storage.</b></li> </ol>	<ol style="list-style-type: none"> <li>Applicant attests that they will provide the address and legal property description of the business, facility diagrams and plans for code compliance as a condition of converting a license <i>in</i> the attachment worksheet.</li> <li>Applicant attests that the business will comply with the applicable operation requirements for the license being sought <i>in</i> the attachment worksheet.</li> <li>Applicant attests that that they will provide a list of all vehicles to be used in the delivery of cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products including: the vehicle make, model, and color; the vehicle identification number; and the license plate number and proof of insurance for each vehicle as a condition of converting a license <i>in</i> the attachment worksheet.</li> </ol>	<ol style="list-style-type: none"> <li>Applicant <i>does not</i> attest that they will provide the address and legal property description of the business, facility diagrams and plans for code compliance as a condition of converting a license <i>in</i> the attachment worksheet.</li> <li>Applicant <i>does not</i> attest that the business will comply with the applicable operation requirements for the license being sought <i>in</i> the attachment worksheet.</li> <li>Applicant <i>does not</i> attest that that they will provide a list of all vehicles to be used in the delivery of cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products including: the vehicle make, model, and color; the vehicle identification number; and the license plate number and proof of insurance for each vehicle as a condition of converting a license <i>in</i> the attachment worksheet.</li> </ol>

Documents submitted for review in office prescribed manner	Information to be reviewed (referred to as review information)	Minimum qualifications demonstrated as met (qualified)	Minimum qualifications demonstrated as not met (unqualified)
	<p>5. Identification of one or more controlling persons or managerial employees as agents who shall be responsible for dealing with the office on all matters.</p> <p>6. A business plan demonstrating policies (i) to avoid sales of cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products to individuals who are under 21 years of age and plans (ii) to prevent the visibility of cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products to individuals outside the delivery vehicle.</p>	<p>4. Applicant provides general description of the proposed location(s) of operation that includes, at minimum, the planned square feet, or feet, of space for vehicle storage <i>in</i> the attachment worksheet.</p> <p>5. Applicant provides at minimum, <b>one (1)</b> controlling person(s) or managerial employee(s) as agents who shall be responsible for dealing with the office on all matters <i>in</i> the attachment worksheet.</p> <p>6. Applicant provides an overview of policies discussing, at minimum, avoiding sales of cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products to individuals who are under 21 years of age and plans to prevent the visibility of cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products to individuals outside the delivery vehicle <i>in</i> the attachment worksheet.</p>	<p>4. Applicant <i>does not</i> provide general description of the proposed location(s) of operation that includes, at minimum, the planned square feet, or feet, of space for vehicle storage <i>in</i> the attachment worksheet.</p> <p>5. Applicant <i>does not</i> provide at minimum, <b>one (1)</b> controlling person(s) or managerial employee(s) as agents who shall be responsible for dealing with the office on all matters <i>in</i> the attachment worksheet.</p> <p>6. Applicant <i>does not</i> provide an overview of policies discussing, at minimum, avoiding sales of cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products to individuals who are under 21 years of age and plans to prevent the visibility of cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products to individuals outside the delivery vehicle <i>in</i> the attachment worksheet.</p>

# Preliminary Operation Plan – Cultivator

Citations for Applicant Reference: Minnesota Statutes, sections 342.14, subd. 1 (a) (4), (5), (14); 342.30, subd. 3 (1) & (3)

Documents submitted for review in office prescribed manner	Information to be reviewed (referred to as review information)	Minimum qualifications demonstrated as met (qualified)	Minimum qualifications demonstrated as not met (unqualified)
<p>1. <b>Mandatory for cultivator applicants:</b> OCM provided Preliminary Operation Plan - Cultivation worksheet (PDF).</p>	<ol style="list-style-type: none"> <li>The address and legal property description of the business, if applicable, except an applicant is not required to secure a physical premises for the business at the time of application, and a facility diagram.</li> <li>Evidence that the business will comply with the applicable operation requirements for the license being sought.</li> <li>General description of the proposed location or locations that the applicant plans to operate, including but not limited to (i) <b>the planned square feet of space for planned cultivation.</b></li> <li>Identification of one or more controlling persons or managerial employees as agents who shall be responsible for dealing with the office on all matters.</li> <li>Plans for (i) wastewater and (ii) waste disposal for the facility.</li> </ol>	<ol style="list-style-type: none"> <li>Applicant attests that they will provide the address and legal property description of the business, facility diagrams and plans for code compliance as a condition of converting a license <i>in</i> the attachment worksheet.</li> <li>Applicant attests that the business will comply with the applicable operation requirements for the license being sought <i>in</i> the attachment worksheet.</li> <li>Applicant provides general description of the proposed location(s) of operation that includes, at minimum, the planned square feet of space for planned cultivation <i>in</i> the attachment worksheet.</li> <li>Applicant provides at minimum, <b>one (1)</b> controlling person(s) or managerial employee(s) as agents who shall be responsible for dealing with the office on all matters <i>in</i> the attachment worksheet.</li> </ol>	<ol style="list-style-type: none"> <li>Applicant <i>does not</i> attest that they will provide the address and legal property description of the business, facility diagrams and plans for code compliance as a condition of converting a license <i>in</i> the attachment worksheet.</li> <li>Applicant <i>does not</i> attest that the business will comply with the applicable operation requirements for the license being sought <i>in</i> the attachment worksheet.</li> <li>Applicant <i>does not</i> provide general description of the proposed location(s) of operation that includes, at minimum, the planned square feet of space for planned cultivation <i>in</i> the attachment worksheet.</li> <li>Applicant <i>does not</i> provide at minimum, <b>one (1)</b> controlling person(s) or managerial employee(s) as agents who shall be responsible for dealing with the office on all matters <i>in</i> the attachment worksheet.</li> </ol>

Documents submitted for review in office prescribed manner	Information to be reviewed (referred to as review information)	Minimum qualifications demonstrated as met (qualified)	Minimum qualifications demonstrated as not met (unqualified)
	<ul style="list-style-type: none"> <li>6. Plans for providing (i) electricity, (ii) water, and other utilities necessary for the normal operation of the cultivation facility.</li> <li>7. Plans for compliance with applicable (i) building codes and (ii) federal and state environmental requirements and (iii) federal and state workplace safety requirements and policies.</li> </ul>	<ul style="list-style-type: none"> <li>5. Applicant provides plans discussing, at minimum, wastewater and waste disposal for the facility <i>in</i> the attachment worksheet.</li> <li>6. Applicant provides plans discussing, at minimum, electricity, water, and other utilities necessary for the normal operation of the cultivation facility <i>in</i> the attachment worksheet.</li> <li>7. Applicant provides compliance plans describing, at minimum, the <b>three (3)</b> listed review information requested for #6 <i>in</i> the attachment worksheet.</li> </ul>	<ul style="list-style-type: none"> <li>5. Applicant <i>does not</i> provide plans discussing, at minimum, wastewater and waste disposal for the facility <i>in</i> the attachment worksheet.</li> <li>6. Applicant <i>does not</i> provide plans discussing, at minimum, electricity, water, and other utilities necessary for the normal operation of the cultivation facility <i>in</i> the attachment worksheet.</li> <li>7. Applicant <i>does not</i> provide compliance plans describing, at minimum, the <b>three (3)</b> listed review information requested for #6 <i>in</i> the attachment worksheet.</li> </ul>

# Preliminary Operation Plan – Medical Cannabis Combination Business

Citations for Applicant Reference: Minnesota Statutes sections 342.2, 342.26, 242.27, 342.51 subd.2-5.

Documents submitted for review in office prescribed manner	Information to be reviewed (referred to as review information)	Minimum qualifications demonstrated as met (qualified)	Minimum qualifications demonstrated as not met (unqualified)
<p>1. <b>Mandatory for medical cannabis combination business applicants:</b> OCM provided Preliminary Operation Plan – Medical Cannabis Combination Business worksheet (PDF).</p>	<ol style="list-style-type: none"> <li>The address and legal property description of the business, if applicable, except an applicant is not required to secure a physical premises for the business at the time of application, and an operating plan demonstrating the proposed layout of the facility, including a diagram of ventilation and filtration systems.</li> <li>Evidence that the business will comply with the applicable operation requirements for the license being sought.</li> <li>Evidence that the business will comply with the office’s annual verification and authorization procedure for sale in the adult-use market.</li> <li>General description of the proposed location or locations that the applicant plans to operate, including but not limited to (i) <b>the planned square feet of space for planned authorized activities.</b></li> </ol>	<ol style="list-style-type: none"> <li>Applicant attests that they will provide the address and legal property description of the business, proposed layout of the facility, including a diagram of ventilation and filtration systems, plans for code compliance as a condition of converting a license <i>in</i> the attachment worksheet.</li> <li>Applicant attests that the business will comply with the applicable operation requirements for the license being sought <i>in</i> the attachment worksheet.</li> <li>Applicant attests that the business will comply with the office’s annual verification and authorization procedure for sale in the adult-use market.</li> <li>Applicant provides general description of the proposed location(s) of operation that includes, at minimum, the planned square feet of space for planned authorized activities <i>in</i> the attachment worksheet.</li> </ol>	<ol style="list-style-type: none"> <li>Applicant <i>does not</i> attest that they will provide the address and legal property description of the business, proposed layout of the facility, including a diagram of ventilation and filtration systems, plans for code compliance as a condition of converting a license <i>in</i> the attachment worksheet.</li> <li>Applicant <i>does not</i> attest that the business will comply with the applicable operation requirements for the license being sought <i>in</i> the attachment worksheet.</li> <li>Applicant <i>does not</i> attest that the business will comply with the office’s annual verification and authorization procedure for sale in the adult-use market.</li> <li>Applicant <i>does not</i> provide general description of the proposed location(s) of operation that includes, at minimum, the planned square feet of space for planned authorized activities <i>in</i> the attachment worksheet.</li> </ol>

Documents submitted for review in office prescribed manner	Information to be reviewed (referred to as review information)	Minimum qualifications demonstrated as met (qualified)	Minimum qualifications demonstrated as not met (unqualified)
	<ol style="list-style-type: none"> <li>5. Identification of one or more controlling persons or managerial employees as agents who shall be responsible for dealing with the office on all matters.</li> <li>6. Plans for compliance with applicable (i) building codes and (ii) federal and state environmental requirements and (iii) federal and state workplace safety requirements and policies.</li> <li>7. Plans to (i) avoid sales to unlicensed cannabis businesses.</li> <li>8. Plans to (i) avoid sales to individuals under 21 years of age.</li> <li>9. Plans for (i) wastewater and (ii) waste disposal for any cultivation or manufacturing activities.</li> <li>10. Plans for providing (i) electricity, (ii) water, and (iii) other utilities necessary for the normal operation of any cultivation or manufacturing activities.</li> </ol>	<ol style="list-style-type: none"> <li>5. Applicant provides at minimum, <b>one (1)</b> controlling person(s) or managerial employees as agents who shall be responsible for dealing with the office on all matters <i>in</i> the attachment worksheet.</li> <li>6. Applicant provides compliance plans describing, at minimum, the <b>three (3)</b> listed review information requested for #6 <i>in</i> the attachment worksheet.</li> <li>7. Applicant provides plans discussing, at minimum, avoiding sales to unlicensed cannabis businesses <i>in</i> the attachment worksheet.</li> <li>8. Applicant provides plans discussing, at minimum, avoiding sales to individuals under 21 years of age <i>in</i> the attachment worksheet.</li> <li>9. Applicant provides plans discussing, at minimum, wastewater and waste disposal for any cultivation or manufacturing activities <i>in</i> the attachment worksheet.</li> </ol>	<ol style="list-style-type: none"> <li>5. Applicant <i>does not</i> provide at minimum, <b>one (1)</b> controlling person(s) or managerial employees as agents who shall be responsible for dealing with the office on all matters <i>in</i> the attachment worksheet.</li> <li>6. Applicant <i>does not</i> provide compliance plans describing, at minimum, the <b>three (3)</b> listed review information requested for #6 <i>in</i> the attachment worksheet.</li> <li>7. Applicant <i>does not</i> provide discussing, at minimum, avoiding sales to unlicensed cannabis businesses <i>in</i> the attachment worksheet.</li> <li>8. Applicant <i>does not</i> provide plans discussing, at minimum, avoiding sales to individuals under 21 years of age <i>in</i> the attachment worksheet.</li> <li>9. Applicant <i>does not</i> provide plans discussing, at minimum, wastewater and waste disposal for any cultivation or manufacturing activities <i>in</i> the attachment worksheet.</li> </ol>

Documents submitted for review in office prescribed manner	Information to be reviewed (referred to as review information)	Minimum qualifications demonstrated as met (qualified)	Minimum qualifications demonstrated as not met (unqualified)
	<p>11. Information identifying all methods (i) of extraction, concentration, or conversion that the applicant intends to use and (ii) the volatile chemicals and catalysts, if any, that will be involved in extraction, concentration, or creation.</p>	<p>10. Applicant provides plans discussing, at minimum, providing electricity, water, and other utilities necessary for the normal operation of any cultivation or manufacturing activities <i>in</i> the attachment worksheet.</p> <p>11. Applicant discusses, at minimum, the <b>two (2)</b> listed review information requested for #11 <i>in</i> the attachment worksheet.</p>	<p>10. Applicant <i>does not</i> provide plans discussing, at minimum, providing electricity, water, and other utilities necessary for the normal operation of any cultivation or manufacturing activities <i>in</i> the attachment worksheet.</p> <p>11. Applicant <i>does not</i> discuss, at minimum, the <b>two (2)</b> listed review information requested for #11 <i>in</i> the attachment worksheet.</p>

# Cultivation Plan (Required for Cultivators and Medical Cannabis Combination Businesses, Micro or Mezzo Seeking Endorsement)

Citations for Applicant Reference: Minnesota Statutes, sections 342.28, subd. 3 (2); 342.29, subd. 3 (2); 342.30, subd. 3 (2).

Documents submitted for review in office prescribed manner	Information to be reviewed (referred to as review information)	Minimum qualifications demonstrated as met (qualified)	Minimum qualifications demonstrated as not met (unqualified)
<p>1. <b>Mandatory for cultivator applicants:</b> OCM provided Cultivation Plan worksheet (PDF).</p>	<p>1. Cultivation plan demonstrating the (i) proposed size and layout of the cultivation facility that will be used exclusively for cultivation, and (ii) the total amount of plant canopy in square feet or acreage.</p>	<p>1. Applicant provides plans for the proposed layout of the facility demonstrating, at minimum, the <b>two (2)</b> listed review information requested for #1 <i>in</i> the attachment worksheet.</p>	<p>1. Applicant <i>does not</i> provide plans for the proposed layout of the facility demonstrating, at minimum, the <b>two (2)</b> listed review information requested for #1 <i>in</i> the attachment worksheet.</p>



# Appendix B – Municipal Applicant Minimum Criteria Overview

Pursuant to the Minnesota Statutes Chapter 342, the Office of Cannabis Management is required to issue a license to any city or county seeking to establish, own, or operate a **single** municipal cannabis store under [Minnesota Statutes, section 342.32, subdivision 5](#), provided the following conditions are met:

1. The municipality submits all required information to the Office of Cannabis Management.
2. The municipality satisfies the minimum requirements outlined in [Minnesota Statutes, section 342.18, subdivision 3](#).
3. The applicable application and license fees are paid in full.

Licenses issued to municipalities are not subject to the statewide cap on the number of licenses issued during a licensing period. Additionally, municipal cannabis stores are exempt from any local government-imposed limits on the number of licensed cannabis retailers, mezzobusinesses, or microbusinesses with retail endorsements.

OCM retains the discretion to deny a municipal license if it determines that issuing the license would conflict with the goals outlined in [Minnesota Statutes, section 342.14, subdivision 1a](#).

**Municipalities must use a separate Accela account for their municipal cannabis license application. Any Accela account previously set up for zoning compliance certification cannot be used for this purpose.**

Municipalities are prohibited from holding both a cannabis retailer license for their municipal cannabis store and a lower-potency edible retailer license, including for their liquor store, simultaneously.

## Disclosure of Ownership and Control

Municipalities applying for licensure must complete all sections of Appendix A as outlined in the minimum qualifications table. This includes providing ownership and disclosure information as well as a detailed capitalization table. Specifically, municipalities should disclose information for the city manager or the highest-ranking non-elected official, along with other true parties of interest identified in the application. The city manager or the highest-ranking non-elected official is also required to upload their photo ID with the application.

Additionally, it is required to disclose the general manager(s) or individual(s) responsible for the day-to-day operations of the municipal store. It is important to note that municipal cannabis employees who have decision-making or operational authority are also subject to ownership disclosure and background checks as part of the licensure process.

### Private Partnerships

Municipalities may seek to enter into agreements with non-governmental entities to operate a municipal retail cannabis store. These agreements must be disclosed as part of the application process. Depending on how those agreements are structured a non-governmental entity that operates a municipal cannabis retail location subject to an agreement with the municipality may be subject to the application and license limitations in [Minnesota Statutes, section 342.185](#). Similarly, depending on the structure of the private partnership and the services provided, employees of the private entity may be subject to the background check requirements in [Minnesota Statutes, section 342.15](#). It is recommended that any entity entering into such an agreement consult with an attorney prior to entering any such agreement.