



Application for
**CANNABIS PERMIT – REQUEST FOR CHANGE OF OWNERSHIP
(AFTER PERMITTING)**

ONLY APPLICANTS THAT HAVE OBTAINED APPROVAL OF A CANNABIS PERMIT CAN SUBMIT THIS 'REQUEST FOR CHANGE OF OWNERSHIP' APPLICATION.

Pursuant to the Rules and Regulations issued by the City Manager on October 22, 2021, changes to “the operation, management and ownership of this business shall be as specified [in the] Cannabis Permit Application . . . Changes to these terms may not be made without prior approval from the City.” This means that the City may approve and regulate a “change in the ownership” of the business, as defined herein. As such, a change in ownership of a commercial cannabis business after a business has obtained a valid commercial cannabis permit is only allowed if approved by the City Manager, pursuant to the following procedures. Failure of a business to obtain approval of a change in ownership may result in the City taking steps to revoke the cannabis permit.

When should I complete a Cannabis Permit - Request for Change of Ownership form?

A Cannabis Permit - Request for Change of Ownership form (“Form”) should be completed **any time** a person who has not previously been identified as part of the ownership structure in the cannabis permit application becomes part of the ownership of the cannabis business, **regardless of share of percentage ownership**. Any new person that is added to the ownership of the business shall be disclosed to the City, and a change of ownership Form shall be submitted to the City. (Pasadena Municipal Code section 5.78.050(LL); Rules and Regulations issued by the City Manager on October 22, 2021.)

INSTRUCTIONS: Email a completed copy of this form and supporting documents to marijuanaregulations@cityofpasadena.net

SUBMITTAL REQUIREMENTS:

Section 1. SELECT THE TYPE OF OWNERSHIP CHANGE(S):

- A. ADD NEW OWNER(S) (Complete Sections 2, 4, 5 and 6)
- B. TRANSFER OF ALL OWNERSHIP INTERESTS (Complete Sections 3, 4, 5, and 6)



**CANNABIS PERMIT – REQUEST FOR CHANGE OF OWNERSHIP
(AFTER PERMITTING)**

Section 2. PROVIDE THE NAMES AND CONTACT INFORMATION FOR THE ENTITIES/INDIVIDUALS BEING ADDED. USE ADDITIONAL PAGES IF NECESSARY.

Name: _____
Mailing Address: _____
Phone: _____ Email: _____
Ownership: _____ %
Name: _____
Mailing Address: _____
Phone: _____ Email: _____
Ownership: _____ %
Name: _____
Mailing Address: _____
Phone: _____ Email: _____
Ownership: _____ %

Section 3. PROVIDE THE NAMES AND CONTACT INFORMATION FOR THE INDIVIDUALS/ENTITIES TO WHOM OWNERSHIP IS BEING TRANSFERRED. USE ADDITIONAL PAGES IF NECESSARY.

Name: _____	Select One: Individual/Entity
Mailing Address: _____	
Phone: _____ Email: _____	
Ownership: _____ %	



**CANNABIS PERMIT – REQUEST FOR CHANGE OF OWNERSHIP
(AFTER PERMITTING)**

Name: _____	Select One: Individual/Entity
Mailing Address: _____	
Phone: _____	Email: _____
Ownership: _____ %	
Name: _____	Select One: Individual/Entity
Mailing Address: _____	
Phone: _____	Email: _____
Ownership: _____ %	

Section 4. EACH PROPOSED NEW CANNABIS BUSINESS OWNER SHALL SUBMIT A SIGNED DECLARATION (PAGES 6-7) AFFIRMING THAT THE PROPOSED NEW OWNER IS NOT PROHIBITED FROM HOLDING OR MAINTAINING A COMMERCIAL CANNABIS PERMIT PURSUANT TO PMC SECTION 5.78.100.

- Number of declarations attached: _____
- N/A

Section 5. IF THE CANNABIS BUSINESS IS REQUIRED TO OBTAIN APPROVAL FROM THE CALIFORNIA BUREAU OF CANNABIS CONTROL (BCC) REGARDING THE OWNERSHIP CHANGE, ALL INFORMATION SUBMITTED TO/RECEIVED FROM THE BCC SHALL ALSO BE SUBMITTED TO THE CITY INCLUDING DOCUMENTS/EMAILS REGARDING SUCH OWNERSHIP CHANGES

- Copy of completed BCC application(s) attached
- Copy of all emails and documents received from/submitted to the BCC attached
- N/A



**CANNABIS PERMIT – REQUEST FOR CHANGE OF OWNERSHIP
(AFTER PERMITTING)**

Section 6. APPLICANT SIGNATURE(S) (MUST BE NOTARIZED)

By signing below, I declare under penalty of perjury that I am the majority Owner or I am otherwise authorized to make these changes on behalf of the business identified above. I also declare under penalty of perjury that each Applicant, Owner, and/or other financial interest holder associated with this business consents to the amendments requested herein. Additionally, I declare under penalty of perjury that the statements contained in this form and any attachments or supporting documents are complete and true to the best of my knowledge. I understand that submission of false or misleading information, or the failure to disclose a material fact, may result in denial of my Application, administrative action or penalties, and/or revocation of authorization to conduct Commercial Cannabis Activities.

Name 1: _____ Signature _____

Title: _____ Date: _____

Name 2: _____ Signature _____

Title: _____ Date: _____

Name 3: _____ Signature _____

Title: _____ Date: _____



**CANNABIS PERMIT – REQUEST FOR CHANGE OF OWNERSHIP
(AFTER PERMITTING)**

NOTARY ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual(s) who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

On _____ before me, _____ (insert name and title of the officer) personally appeared:

_____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under penalty of perjury under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)



**CANNABIS PERMIT – REQUEST FOR CHANGE OF OWNERSHIP
(AFTER PERMITTING)**

NEW OWNER DECLARATION

I, _____, affirm that:
Insert full name

1. I acknowledge that Pasadena Municipal Code (“PMC”) Section 5.78.100 prohibits a person from holding or maintaining a commercial cannabis permit in the City of Pasadena under certain circumstances. This declaration is being submitted in compliance with PMC Section 5.78.100:
2. I have not been denied a permit or state license to engage in commercial cannabis activity, nor have I had a permit or state license to engage in commercial cannabis activity suspended and not reinstated, or revoked, by any city, county, city and county, or any other state cannabis licensing authority.
3. I have not been notified that I was conducting commercial cannabis activity in non-compliance with PMC Chapter 5.78 or other City of Pasadena ordinances, codes, and requirements and nor have I failed to discontinue operating a commercial cannabis business that did not comply with PMC Chapter 5.78 or other City of Pasadena ordinances, codes, and requirements in a timely manner.
4. I have not failed to pay federal, state, or local taxes and/or fees when notified by the appropriate agencies.
5. As of December 14, 2017, I was not conducting commercial cannabis activity in the City of Pasadena in violation of local and state law.
6. I have not entered into a verbal or written agreement to lease, sublease, or use the premises of the cannabis business from a property owner, commercial broker, or any third party who has violated PMC Section 5.78.100. The lease, sublease or agreement to use the premises of the cannabis business is based on a monthly rate.

[If you have leased or subleased or entered into an agreement to use the premises of the cannabis business from a property owner, commercial broker, or any third party who has violated PMC Section 5.78.100 then you must affirm that]:

I have entered into a verbal or written agreement to lease, sublease, or use the premises of the cannabis business from a property owner, commercial broker, or any third party who has violated PMC Section 5.78.100. However, the property is leased at fair market value and such lease, sublease, or agreement does not have any terms or conditions for the commercial cannabis permittee to pay the property owner, commercial broker, or any third party a percentage of cannabis related gross receipts,



Application for
**CANNABIS PERMIT – REQUEST FOR CHANGE OF OWNERSHIP
(AFTER PERMITTING)**

royalties, or equity, or other unreasonable compensation as determined by the city. The lease, sublease or agreement to use the premises of the cannabis business is based on a monthly rate.

I declare under penalty of perjury under the laws of the State of California that the above is true and correct.

Executed on _____, _____ at _____, _____.
month/day year city state