



**CITY OF BURLINGAME  
COMMUNITY DEVELOPMENT DEPARTMENT**

**CANNABIS BUSINESS  
FIXED LOCATION NON-STOREFRONT DELIVERY  
OPERATOR PERMIT APPLICATION**

In accordance with the requirements of Burlingame Municipal Code Section 25.48.060, no person or entity shall engage in commercial cannabis activity or operate a commercial cannabis business in the City of Burlingame without possessing a valid operator permit from the City and without possessing all other approvals or licenses that may be required pursuant to State law and regulations.

The purpose of this application is to ensure an applicant is qualified under the City's standards to obtain an operator permit, including meeting all requirements related to prior criminal convictions and preliminary authorization from a property owner to pursue City approvals for a cannabis operation at a qualifying location. If an application meets the minimum qualifications and satisfies the application requirements outlined in Code Section 25.48.060 of the Zoning Ordinance, then an application will be granted "pre-clearance" and will be authorized to submit a Conditional Use Permit application to the Planning Division.

If an applicant satisfies all necessary conditions and successfully obtains a Conditional Use Permit from the Planning Commission, the City will issue the applicant an Operator Permit. All commercial cannabis businesses must obtain and maintain both a Conditional Use Permit and an Operator Permit in order to commence and continue operations. Operator Permits are valid for one (1) year. In the event that a business fails to comply with the requirements of Burlingame Municipal Code Section 25.48.060, Operator Permits may be subject to suspension and/or revocation procedures conducted by the Community Development Director. Providing false, incomplete, or misleading statements to the City as part of the application process is grounds for rejection of an application or suspension/revocation of an Operator Permit.

**CANNABIS OPERATOR PERMIT APPLICATION  
FIXED LOCATION NON-STOREFRONT DELIVERY**

Project Address: \_\_\_\_\_ Assessor Parcel #: \_\_\_\_\_

Zoning Designation: \_\_\_\_\_ Lot Size: \_\_\_\_\_

Present and/or Previous Use: \_\_\_\_\_

Adjacent Uses: \_\_\_\_\_

Facility Square Footage: \_\_\_\_\_ SF

**APPLICATION CHECKLIST**

*Note: If all required information is not completed, the application will not be accepted by the Community Development Department and processed for pre-clearance. An explanation of each item follows this checklist. Provide the requested information as a supplemental sheet to this application, labeled to correspond with the checklist below:*

	Applicant	Staff
1. <b>Business Operators' Information – Attachment 1</b>	<input type="checkbox"/>	<input type="checkbox"/>
2. <b>Payment of Application Fee</b>	<input type="checkbox"/>	<input type="checkbox"/>
3. <b>Completed Business License Application</b>	<input type="checkbox"/>	<input type="checkbox"/>
4. <b>Signed Indemnity Provision – Attachment 2</b>	<input type="checkbox"/>	<input type="checkbox"/>
5. <b>Property Owner Permission – Attachment 3</b>	<input type="checkbox"/>	<input type="checkbox"/>
6. <b>Employee Roster/Background Authorization – Attachment 4</b>	<input type="checkbox"/>	<input type="checkbox"/>
7. <b>Operating Plan – Attachment 5</b>	<input type="checkbox"/>	<input type="checkbox"/>
8. <b>Security Plan – Attachment 6</b>	<input type="checkbox"/>	<input type="checkbox"/>
9. <b>Site Plan and Floor Plans, including:</b>		
A. Property lines & dimensions	<input type="checkbox"/>	<input type="checkbox"/>
B. Setback lines	<input type="checkbox"/>	<input type="checkbox"/>
C. Existing/Proposed structures	<input type="checkbox"/>	<input type="checkbox"/>
D. Lot coverage calculations	<input type="checkbox"/>	<input type="checkbox"/>
E. Roof Plan	<input type="checkbox"/>	<input type="checkbox"/>
F. Open Parking Areas	<input type="checkbox"/>	<input type="checkbox"/>
<b>Floor plans, including:</b>		
A. Existing and proposed floor plan	<input type="checkbox"/>	<input type="checkbox"/>
B. Room function & size	<input type="checkbox"/>	<input type="checkbox"/>
C. Existing & proposed gross floor area	<input type="checkbox"/>	<input type="checkbox"/>
10. <b>Proof of Notice – Attachment 7</b>	<input type="checkbox"/>	<input type="checkbox"/>
11. <b>Hazardous Materials Submittal</b>	<input type="checkbox"/>	<input type="checkbox"/>
12. <b>Signed Affidavit- Attachment 8</b>	<input type="checkbox"/>	<input type="checkbox"/>

1. ***Business Operators' Information – Attachment 1.*** Each applicant shall submit all information related to the business operator necessary for the City to evaluate the business operator, including names, birth dates, addresses, social security numbers, relevant criminal history, relevant work history, names of businesses owned or operated by the applicant within the last 10 years, investor and/or partner information, and Assessor Parcel Number (APN) number of the parcel upon which the business will be located. Such private information will be exempt from disclosure to the public, pursuant to applicable law, to protect an individual's privacy interests and public health and safety. Each applicant shall submit signed authorizations from each owner/operator authorizing the City to conduct a background check.
2. ***Payment of Application Fee.*** Applicants shall submit the application fee amount with their applications.
3. ***Completed Business License Application.*** Each applicant shall submit proof that either the City has issued the applicant a business license or proof that the applicant has submitted a City business license application. Applications may be found and submitted through the Finance Department website at [www.burlingame.org/finance](http://www.burlingame.org/finance).
4. ***Signed Indemnity Provision – Attachment 2.*** The applicant shall sign (and notarize) an indemnity provision providing that to the fullest extent permitted by law, any actions taken by a public officer or employee under the provisions of this Burlingame Municipal Code Section 25.48.060 shall not become a personal liability of any public officer or employee of the City. To the maximum extent permitted by law, operators shall defend (with counsel acceptable to the City), indemnify and hold harmless the City of Burlingame, and its respective officials, officers, employees, representatives, agents and volunteers (hereafter collectively called "City") from any liability, damages, costs, actions, claims, demands, litigation, loss (direct or indirect), causes of action, proceedings, prosecutions for violations of State or Federal law, or judgments (including legal costs, attorneys' fees, expert witness or consultant fees, City Attorney or staff time, expenses or costs) (collectively called "action") caused, in whole or in part, by operator's operation of a commercial cannabis business in the City or associated with any action against the City to attack, set aside, void or annul, any cannabis-related approvals and/or determinations. The City may elect, in its sole discretion, to participate in the defense of said action, and the operator shall reimburse the City for its reasonable legal costs and attorneys' fees. Operators shall be required to agree to the above obligations in writing and submit said writing as part of the operator permit application.
5. ***Property Owner Permission – Attachment 3.*** Each applicant shall submit written (and notarized) permission from the property owner and/or landlord to operate a commercial cannabis use on the site.
6. ***Employee Roster – Attachment 4.*** Each applicant shall submit an employee roster with the names and birth dates of each proposed employee of the operation with a signed authorization from each such employee authorizing the City to conduct a background check.
7. ***Operating Plan – Attachment 5.*** Each applicant shall submit a detailed operating plan identifying the operating features of the proposed business.
8. ***Security Plan – Attachment 6.*** Each application shall include a security plan that meets the requirements outlined in Burlingame Municipal Code Section 25.48.060.

9. **Site Plans – See checklist on previous page.** Each applicant shall submit a detailed site plan identifying the layout and configuration of the proposed operation, as well as any proposed improvements to the site.
10. **Proof of Notice – Attachment 7.** Applicants must provide notice to properties and property owners within 300 feet of the boundaries of the property upon which the commercial cannabis business is proposed at least 15 days prior to submission of an application for a permit and must include proof of such notice with the operator permit application. Notices should be sent to both the property owner of record, as well as the property address itself. In some instances, it will be the same recipient. For the notice being sent to the property address, it should be addressed “Property Manager/Occupant” so that if the recipient is a property manager, they will share the notification with their tenants. It is recommended that notices be sent by certified or registered mail so that there is a record of the mailing itself/proof of service.
11. **Hazardous Materials.** To the extent that the applicant intends to use any hazardous materials in its operations, the applicant shall provide a hazardous materials management plan that complies with all Federal, State, and local requirements for management of such substances. “Hazardous materials” includes any hazardous substance regulated by any Federal, State, or local laws or regulations intended to protect human health or the environment from exposure to such substances.
12. **Signed Affidavit – Attachment 8.** The property owner and applicant, if other than the property owner, shall sign the application and shall include affidavits agreeing to abide by and conform to the conditions of the permit and all provisions of the Burlingame pertaining to the establishment and operation of the commercial cannabis use, including, but not limited to, the provisions of this section. The affidavit(s) shall acknowledge that the approval of the operator permit shall, in no way, permit any activity contrary to the Burlingame Municipal Code, or any activity which is in violation of any applicable laws.

## Application Fees

1. Operator's Permit Application	<i>\$1,571 (delivery only, no fixed location) \$6,283 (fixed location, non-storefront retail delivery)</i>
2. Conditional Use Permit Application, <b>only if granted Pre-Clearance</b>	<i>\$3,166</i>
3. City Attorney, Legal Noticing & Environmental Filing	<i>Refer to Planning Division fee schedule for all fees</i>
4. Operator's Permit Renewal	<i>\$393 (delivery only, no fixed location) \$1,571 (fixed location, non-storefront retail delivery)</i>

**Any renewal application shall require a site and/or vehicle inspection and review of all of the information specified in this application.**

**City of Burlingame  
Cannabis Operator Permit Application  
Business Operators' Information  
Attachment 1**

**Complete this form for all Operators or Partners in the proposed business.**

**Operator Name** \_\_\_\_\_  
First Name Last Name DOB SSN

**Proposed Business Address** \_\_\_\_\_  
Street Address Burlingame CA 94010 Assessor's Parcel No.

**List any Criminal Conviction** \_\_\_\_\_

**Relevant Work History** \_\_\_\_\_  
**Names of Previous Businesses** \_\_\_\_\_  
**within last 10 years** \_\_\_\_\_

**Investor/Partner Names** \_\_\_\_\_

**Zoning Verification** YOU MUST CHECK THAT YOUR ADDRESS IS LOCATED IN AN APPROPRIATE ZONING DISTRICT IN THE CITY

\_\_\_\_\_  
Zoning Designation

**Mailing Address** \_\_\_\_\_  
Street Address City State ZIP

**Email Address** \_\_\_\_\_

***Signed Authorization Forms for Background Checks for Operators and Partners Must be Attached***







**City of Burlingame  
Cannabis Operator Permit Application  
Employee List  
Attachment 4**

Number	Employee Name	Date of Birth	Address	Social Security Number	Signed Authorization Form for Background Check by the Burlingame Police Department Attached?
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

**City of Burlingame  
Cannabis Operator Permit Application**

**Operator/Employee Background Check Authorization Form**

Print Name: \_\_\_\_\_  
(First) (Middle) (Last)

Former Name(s) and Dates Used: \_\_\_\_\_

Current Address Since: \_\_\_\_\_  
(Mo/Yr) (Street) (City) (Zip/State)

Previous Address From: \_\_\_\_\_  
(Mo/Yr) (Street) (City) (Zip/State)

Previous Address From: \_\_\_\_\_  
(Mo/Yr) (Street) (City) (Zip/State)

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Driver's License Number/State: \_\_\_\_\_

The information contained in this operator/employee background check authorization form is correct to the best of my knowledge.

I, \_\_\_\_\_ (please print), authorize the City of Burlingame ("City") and its designated agents and representatives to conduct a comprehensive review of my background to determine my eligibility to obtain an operator permit at \_\_\_\_\_ (name of employer), a cannabis business proposing to locate in the City of Burlingame. I understand this background check is being conducted as part of the business's Cannabis Operator Permit Application with the City.

Pursuant to Burlingame Municipal Code Section 25.48.060 "Operator Permit Requirements," I fully understand that operator permit holders and all employees and agents of said commercial cannabis business shall be subject to a background search by the California Department of Justice and local law enforcement. I understand that in accordance with Section 25.48.060 individuals who have been convicted of certain types of crimes may not obtain operator permits or work at a commercial cannabis business within the City. I understand that my background check will be reviewed by the City and depending upon the results of my background check, I may be ineligible to receive an operator permit or for employment at a commercial cannabis business within the City.

I further understand that the scope of the background check may include, but is not limited to the following areas: verification of social security number; current and previous residences; employment history, criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, and any other public records relevant to my eligibility for an operator permit or employment at a cannabis business within the City.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to City or its designated agents and representatives pursuant to this background check. I further authorize the complete release of any records or data to the City pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

The City and its designated agents and representatives shall withhold from public disclosure sensitive personal information received pursuant to this authorization in accordance with applicable law including addresses, social security numbers, and dates of birth.

I hereby release the City and its designated agents, officials, representatives, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind (including potential denial or termination of my employment with a commercial cannabis operation in the City or my denial/revocation of an operator permit), which may, at any time, result to me, my heirs, family, or associates because of compliance with this authorization and conducting of my background check.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**City of Burlingame  
Cannabis Operator Permit Application  
Operating Plan  
Attachment 5**

**Operator Name** \_\_\_\_\_  
First Name Last Name

**Proposed Business Address** \_\_\_\_\_  
Street Address Burlingame CA 94010 Assessor's Parcel No.

**Proposed No. of Employees** \_\_\_\_\_

**Proposed Hours of Operation** \_\_\_\_\_

**Please attach written responses to the following items:**

1. Proposed Tenant Improvements (Interior)
2. Proposed Exterior Alterations to the Building
3. Proposed Employee Hiring and Training Procedures

4. Personnel policies and procedures
5. Proposed Parking On Site
6. Business Narrative (Describe Proposed Daily Business Operations
7. Full Description of the activities and products of the business how it will comply with local and state law procedures for storing, tracking inventory and implementation of safeguards to prevent product diversion.
8. Product supply chain (i.e., sources of products, where manufactured, testing lab used, transporter, distributor, etc.)
9. Procedure for ensuring quality of products and identifying, managing and disposing of unusable products.
10. Procedure for how hazardous materials (i.e., fertilizers, chemicals, etc.) will be stored, handled, used and disposed of.
11. Recycling and waste disposal procedure

**City of Burlingame  
Cannabis Operator Permit Application  
Security Plan  
Attachment 6**

Operator Name \_\_\_\_\_  
First Name Last Name

Proposed Business Address \_\_\_\_\_  
Street Address Burlingame CA 94010 Assessor's Parcel No.

		<b>Applicant Submittal</b> <i>Check if included in Submittal</i>	<b>Police Department Review</b> <i>Check if Submittal Complete</i>
1.	<b>Robbery Alarm System.</b> Installation and maintenance of a central station silent robbery alarm system that is hidden from plain view, but easily accessible to authorized personnel. Alarm systems shall be installed and maintained in compliance with the Burlingame Municipal Code.	<input type="checkbox"/>	<input type="checkbox"/>
2.	<b>Burglary Alarm System.</b> Installation and maintenance of a central station silent intrusion alarm system. The silent intrusion alarm system shall include contact sensors covering each entrance/exit, each skylight, as well as interior motion sensors. Alarm systems shall be installed and maintained in compliance with the Burlingame Municipal Code.	<input type="checkbox"/>	<input type="checkbox"/>
3.	<b>Security Guards.</b> Employment of at least one uniformed security guard present during normal business hours to include one-half hour before and after normal business hours. The security guard shall be charged with preventing violations of the law, reporting suspicious persons, vehicles, circumstances and all criminal offenses to the Police Department. Security guards shall be uniformed in such a manner so as to be readily identifiable as a security guard by the public and shall be duly licensed as a security guard as required by applicable provisions of the State law. The sole purpose of the security guard shall be to provide for the protection and safety of the business and its authorized personnel and said guard shall not be required to perform additional, non-security related duties within the business. The Chief of Police reserves the right to review the number of guards and may require that the number of guards be increased or decreased as necessary.	<input type="checkbox"/>	<input type="checkbox"/>
4.	<b>Recordkeeping/Product Tracking.</b> Implementation of a recordkeeping/product tracking system to ensure that all cannabis is accounted for and any loss or theft is easily discoverable in accordance with State law. These records shall be kept for at least one year.	<input type="checkbox"/>	<input type="checkbox"/>

5.	<b>Employee Roster.</b> Operator must keep a current and updated employee roster on-file with the Police Department with the names and addresses of all Operator’s employees.	<input type="checkbox"/>	<input type="checkbox"/>
6.	<p><b>Video Surveillance System.</b> Installation of a video surveillance system meeting the following criteria:</p> <ul style="list-style-type: none"> <li>a. Cameras that record at a resolution of 1280 x 720 or higher;</li> <li>b. Cameras that record in accurate color with a surveillance monitor that displays in accurate color;</li> <li>c. Sufficient storage capacity to retain data from all cameras for a period of 30 days;</li> <li>d. An on-site monitor no smaller than 15 diagonal inches for viewing of images;</li> <li>e. The ability to view and record footage at the same time;</li> <li>f. Accurate time and date stamps on recorded video images;</li> <li>g. Locked and secure location of system to prevent destruction or tampering from customers or employees. Access to the system shall be restricted to management;</li> <li>h. Cameras with clear and unobstructed view of the desired coverage areas;</li> <li>i. A dedicated and secured power source to prevent intentional or accidental deactivation; and</li> <li>j. Separate cameras dedicated to each processing area, loading or shipping area, each entrance/exit of the business, and the parking lot. The cameras shall be placed in locations that allow a clear, unobstructed view of the desired locations and shall be periodically evaluated to ensure compliance. Enough cameras shall be placed at each location to cover the entirety of the intended area to be captured.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
7.	<b>Prohibition on External Signage.</b> The business shall not display any external signage or other visual clues as to the nature of the business, including, but not limited to, green lights, depictions of marijuana leaves, “420,” or other common terms or symbols associated with cannabis.	<input type="checkbox"/>	<input type="checkbox"/>
8.	<b>Prohibition of On-Site Sales/Public Access.</b> No access by the general public may occur. No on-site sales to any customers may occur.	<input type="checkbox"/>	<input type="checkbox"/>
9.	<b>Prohibition on Delivery Vehicle Signage.</b> No pickup or delivery vehicles may contain or depict any signage or other visual clues as to the nature of the business, including, but not limited to, green lights, depictions of marijuana leaves, “420,” or other common terms or symbols associated with cannabis.	<input type="checkbox"/>	<input type="checkbox"/>

10.	<b>Prohibition on Cannabis in Plain View.</b> All cannabis, cannabis products, and any aspect of the commercial cannabis operation that indicates the type of product(s) inside shall not be visible from the public right-of-way, exterior of the structure, and/or vehicle(s) where those commercial cannabis activities take place.	<input type="checkbox"/>	<input type="checkbox"/>
11.	<b>Prohibition on Advertising Business Address.</b> The business shall not identify the business address in any communications, advertisements and marketing, as required under Chapter 15 of Division 10 of the California Business and Professions Code. The business may only display the business name and license number.	<input type="checkbox"/>	<input type="checkbox"/>
12.	<b>Unauthorized Access.</b> All entrances to the building shall remain locked at all times to prevent unauthorized access from the exterior. The business shall utilize an electronic card key system to allow access for authorized personnel. The system shall record and log all entries/exits from the premises and such records must be retained for one year by the system.	<input type="checkbox"/>	<input type="checkbox"/>
13.	<b>Security of Loading/Shipping Areas.</b> Loading/shipping areas shall have a double security door design that securely isolates the loading/shipping area from the main warehouse/processing area of the building when pickups or deliveries are made.	<input type="checkbox"/>	<input type="checkbox"/>
14.	<b>Drop Safes.</b> Each cannabis business shall install, maintain, and use a time delay drop safe to store cash and limit the risk of robbery. Time delayed drop safes shall be rated at UL TL-15 or higher.	<input type="checkbox"/>	<input type="checkbox"/>
15.	<b>Odor Control System.</b> The business shall install, maintain, and use an odor control system to prevent cannabis odors from escaping and being detected within 10 feet outside the building.	<input type="checkbox"/>	<input type="checkbox"/>
16.	<b>Implementation and On-Going Compliance.</b> All businesses must implement and maintain the security systems and equipment required by this chapter in strict accordance with the approved security plan prior to commencing operations. If a business subject to this chapter does not meet or maintain the security standards required by this chapter, the business must take immediate steps to bring the security requirements into conformance with the provisions of this chapter. Failure to comply with the requirements of an approved security plan is grounds for revocation of a permit and cessation of operations.	<input type="checkbox"/>	<input type="checkbox"/>

***Attach additional sheets as needed to comply with Security Plan requirements***





