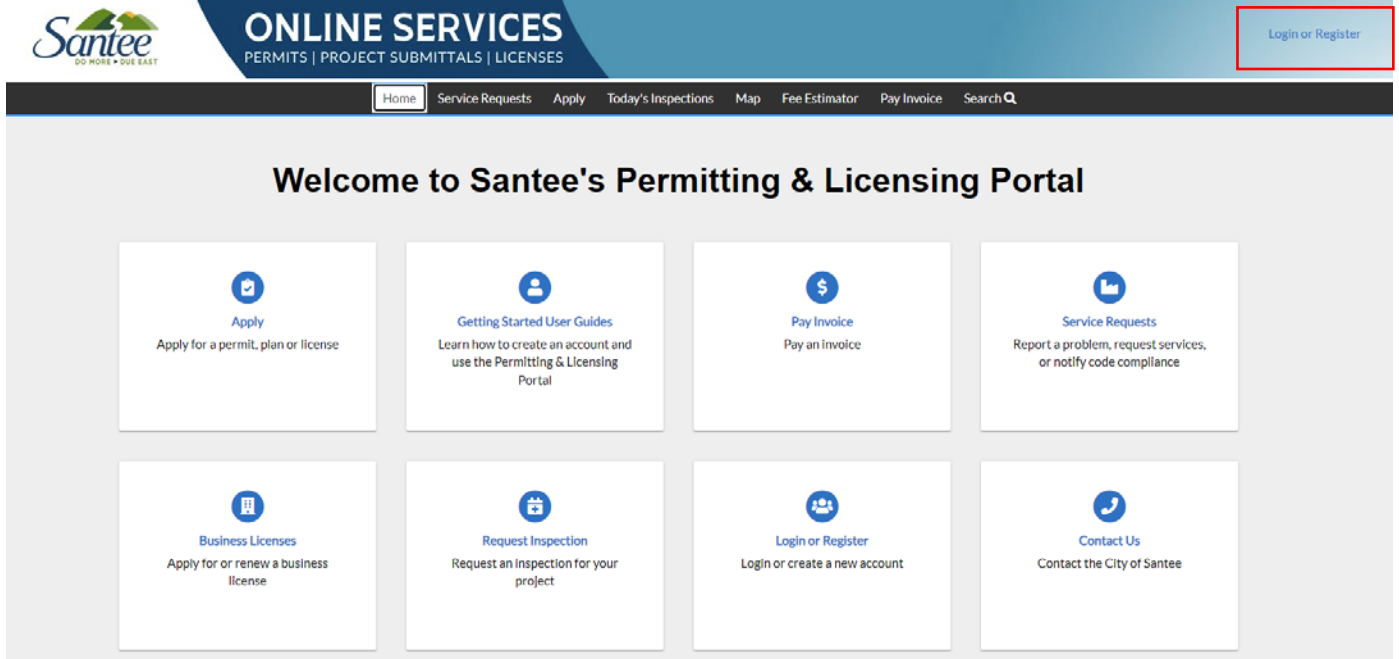
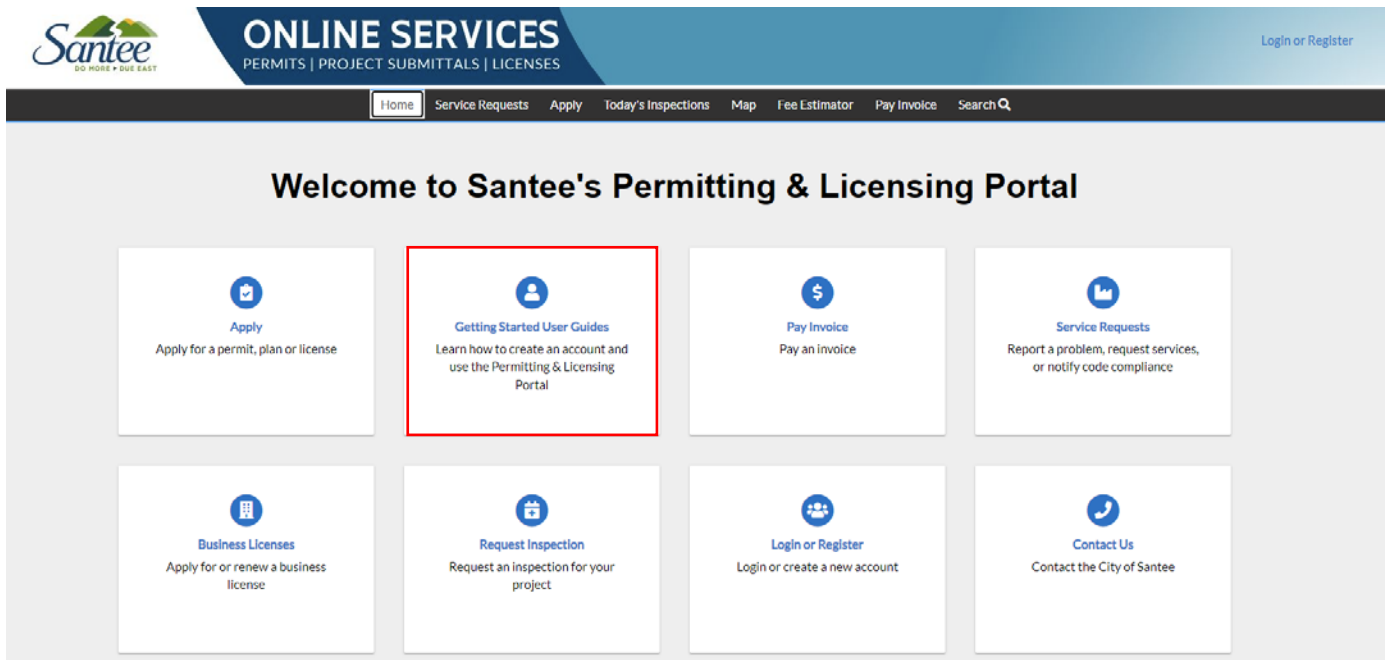


## How to Apply for a Cannabis Business Permit

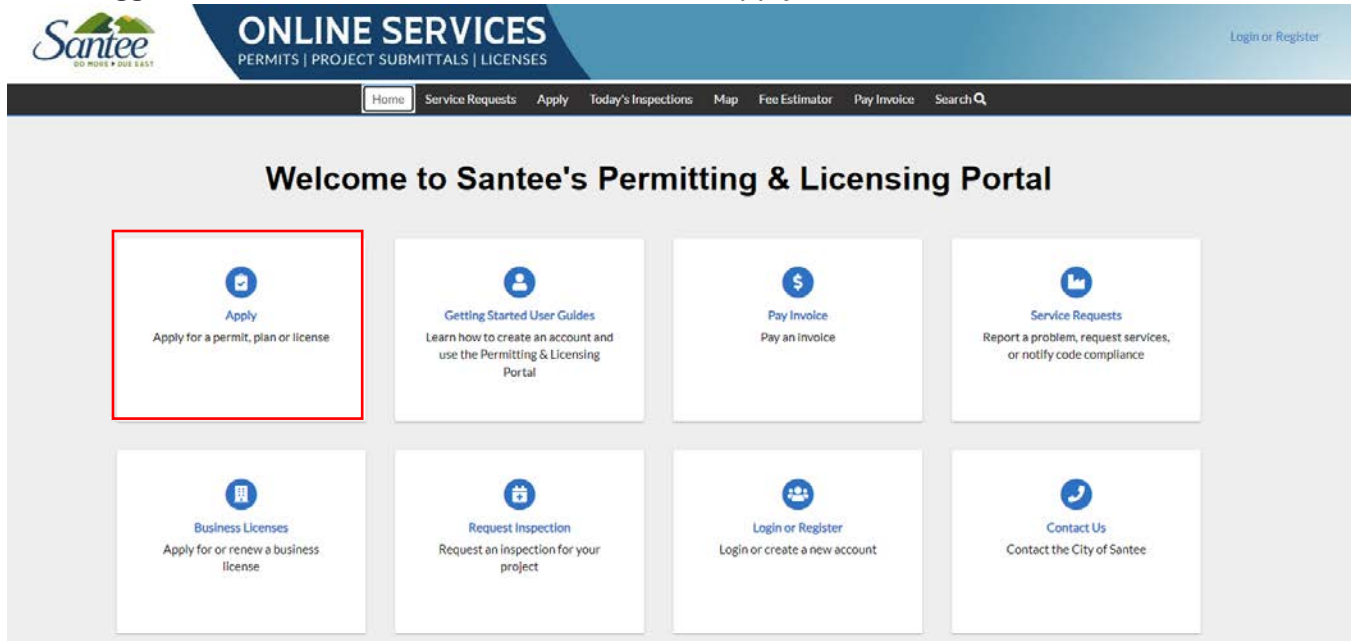
1. Visit [SanteePortal.org](https://SanteePortal.org)
2. Login or Register for an account.



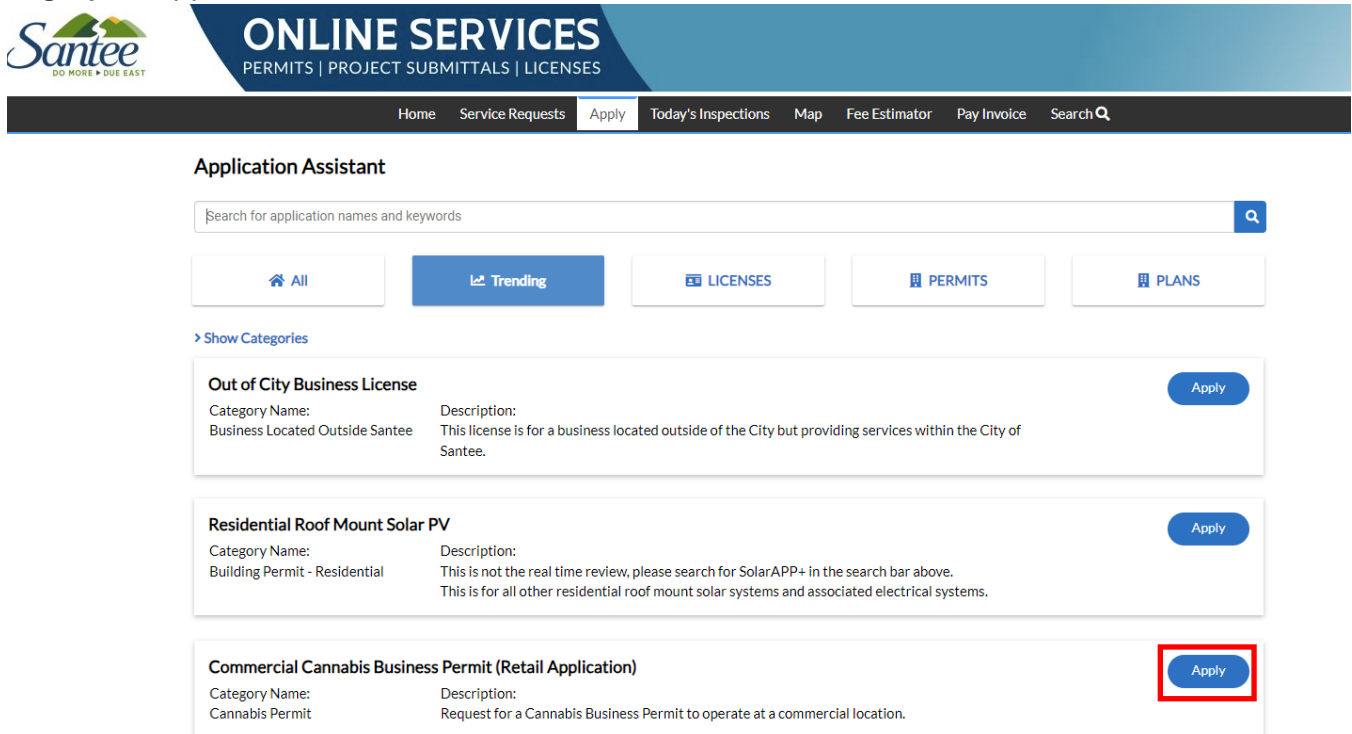
\* For additional assistance with registering, please use the “New Account Sign Up Guide” located [through this link](#) and [through this link](#).



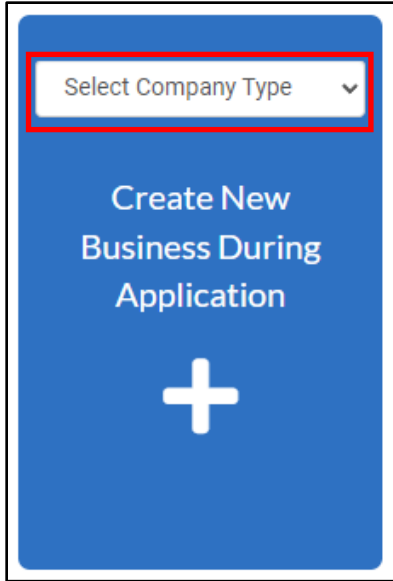
3. Once logged in and within the “Home” tab, click on “Apply”.



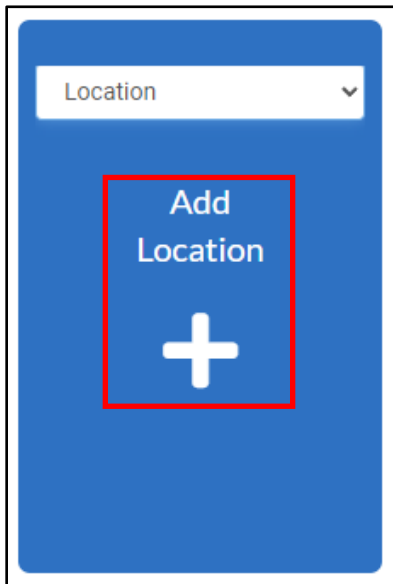
4. Search for “Commercial Cannabis Business Permit (Retail Application)” and click on “Apply” to begin your application.



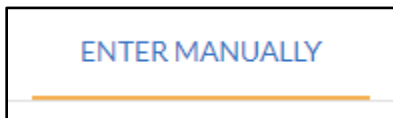
5. Select your company type within the drop-down menu then click on “Create New Business During Application”



6. Click on "Add Location"



Then "ENTER MANUALLY"



Continue by manually entering the address of the cannabis business location.

Country Type	<input type="text" value="US"/>
Enter Address	<input type="text" value="Search Addresses"/>
Address Line 1	<input type="text"/>
Pre Direction	<input type="text"/>
Address Line 2	<input type="text"/>
Street Type	<input type="text"/>
Post Direction	<input type="text"/>
Unit Or Suite	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Postal Code	<input type="text"/>
County	<input type="text"/>

Once entered, click save.

Please verify the information and then click next.

7. Enter your business details.

\* Company Name

Enter the name of the cannabis company under “Company name”.

Business Description

Enter a description of the brief description of the business under “Business Description”.

DBA

If applicable, enter a DBA name.

\* Location

For “Location” select “Commercial”.

Industry Classification(s) [Select Industry Classification](#)

This section is not required to be completed.

Description

This section is not required to be completed.

Next

Once completed, click next.

8. Enter contact information. Select the contact type and enter the corresponding information for each required contact.

<p>Applicant's Representative</p> <p>Add Contact</p> <p>+</p> <p>REQUIRED</p>	<p>Business Owner</p> <p>Add Contact</p> <p>+</p> <p>REQUIRED</p>	<p>Property Owner</p> <p>Add Contact</p> <p>+</p> <p>REQUIRED</p>
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If the contact has been previously entered into the system, it can be searched by Name, E-mail, or Company.

Search

Once the contact is found, it can be added by clicking "Add".

<input type="button" value="☆"/>	John Doe	example@example.com	<input type="button" value="Add"/>
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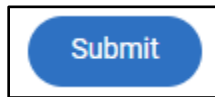
If a contact is manually added, select "Enter Manually"

Enter Manually

Then, proceed to enter the required information.

* First Name	<input type="text"/>
* Last Name	<input type="text"/>
Company Name	<input type="text"/>
Email	<input type="text"/>
* Home Phone	<input type="text"/>
* Mobile Phone	<input type="text"/>
* Business Phone	<input type="text"/>

Once finished, click “Submit”.

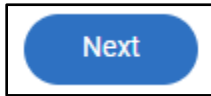


Please repeat the steps above for each contact added.

9. Add attachments. Attachments 1-8 are required and must be uploaded at this step.

<p>1 Cannabis Permit Application</p> <p>Add Attachment</p> <p><b>+</b></p> <p>Supported: .pdf, .jpg, .png, .jpeg, .doc, .docx, .xlsx</p> <p>REQUIRED</p>	<p>2 Financial Responsibility,...</p> <p>Add Attachment</p> <p><b>+</b></p> <p>Supported: .pdf, .jpg, .png, .jpeg, .doc, .docx, .xlsx</p> <p>REQUIRED</p>	<p>3 Agreement on Limitations of City'...</p> <p>Add Attachment</p> <p><b>+</b></p> <p>Supported: .pdf, .jpg, .png, .jpeg, .doc, .docx, .xlsx</p> <p>REQUIRED</p>	<p>4 Verification of Live Scan Background...</p> <p>Add Attachment</p> <p><b>+</b></p> <p>Supported: .pdf, .jpg, .png, .jpeg, .doc, .docx, .xlsx</p> <p>REQUIRED</p>
<p>5 Property Owner Consent/Landlord...</p> <p>Add Attachment</p> <p><b>+</b></p> <p>Supported: .pdf, .jpg, .png, .jpeg, .doc, .docx, .xlsx</p> <p>REQUIRED</p>	<p>6 Proof of Insurance or Letter of...</p> <p>Add Attachment</p> <p><b>+</b></p> <p>Supported: .pdf, .jpg, .png, .jpeg, .doc, .docx, .xlsx</p> <p>REQUIRED</p>	<p>7 Proof of Capitalization</p> <p>Add Attachment</p> <p><b>+</b></p> <p>Supported: .pdf, .jpg, .png, .jpeg, .doc, .docx, .xlsx</p> <p>REQUIRED</p>	<p>8 Proof of Zoning Verification Letter...</p> <p>Add Attachment</p> <p><b>+</b></p> <p>Supported: .pdf, .jpg, .png, .jpeg, .doc, .docx, .xlsx</p> <p>REQUIRED</p>

Repeat the process for all 8 required uploads. Once all attachments have been added, click next.



The files will begin to upload.

10. Enter your name to consent to electronically sign this application. Then draw or type signature.

**SIGNATURE**

I hereby certify, under penalty of perjury, on behalf of myself and all owners, corporate officers, partners, and managers identified in this application that the statements and information furnished in this application and the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief. I understand that a misrepresentation of fact is cause for rejection of this application, denial of the permit, or revocation of a permit issued.

In addition, I understand that the filing of this application grants the City of Santee permission to reproduce submitted materials for distribution to staff, Commissions, Boards and City Council Members, and other Agencies to process the application. Nothing in this consent, however, shall entitle any person to make use of the intellectual property in plans, exhibits, and photographs for any purpose unrelated to the City's consideration of this application.

Furthermore, by submitting this application, I understand and agree that any business resulting from an approval shall be maintained and operated in accordance with requirements of the City of Santee Municipal Code and State law. Under penalty of perjury, I hereby declare that the information contained in within and submitted with the application is true, complete, and accurate. I understand that a misrepresentation of the facts is cause for rejection of this application, denial of a license or revocation of an issued license. I further authorize the City, its agents, and employees to seek verification of the information contained in the application.

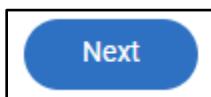
\* Please type your name as consent to electronically sign this application.

Enable Type Signature

christina Me  
September, 06 2024

**X Draw Signature Here**

Click next.



11. Please review all the information to ensure accuracy. Once reviewed, submit the application by clicking "Submit"

<b>Locations</b>	
Location	123 Example Road
<hr/>	
<b>Basic Info</b>	
Company Name	Example LLC
Company Type	Limited Liability Company
Business Description	
DBA	
Location	Commercial
License Type	Commercial Cannabis Business Permit (Retail Application)
Description	Example
Industry Classification(s)	
Applied Date	09/06/2024
<hr/>	
<b>Contacts</b>	
Applicant	John Doe 123 Example Road
<hr/>	
Applicant's Representative	John Doe 123 Example Road
<hr/>	
Business Owner	John Doe
<hr/>	
Property Owner	John Doe
<hr/>	
<b>Attachments</b>	
1 Cannabis Permit Application	ExampleFile.pdf
2 Financial Responsibility, Indemnity and Consent to Inspection Agreement	ExampleFile.pdf
<hr/>	
<a href="#">Back</a>	<a href="#">Create Template</a>
<a href="#">Save Draft</a>	<a href="#">Submit</a>