Cannabis Delivery in Atascadero

If your business plans to sell Cannabis products in the city limits of Atascadero, the City requires your company to comply with several cannabis industry regulations including obtaining a business license and the requirement that you remit taxes at the rate approved by the City for such business enterprises. Please fill out the attached Business License Application to acquire a business tax certificate to legally perform retail Cannabis sales in the city limits of Atascadero. Please be aware, at this time, only deliveries by state licensed Cannabis businesses that are located outside of the City limits are allowed to deliver to locations in the City of Atascadero. Please remit the information listed below by mail or in person.

To obtain a business license:

1. Complete the Business License Application (Cannabis Delivery Services)
2. Provide a copy of your Bureau of Cannabis Control (BCC) license
3. Submit completed forms and License processing fees ($81 processing fee, or $131 processing if you have, or will have, any products available for sale other than cannabis)
4. Submit Quarterly Tax Return and payment within 30 days of the end of each calendar quarter

The initial cannabis business tax rate for every business/person who engages in the retail sales/delivery is four percent (4%) of the total gross receipts generated in the city limits of Atascadero. A quarterly tax will become payable once sales occur and is due no later than the last day of the month following the close of the calendar quarter (example: for sales generated from January 1st thru March 31st, the quarterly business tax is due on April 30th).

Failure to comply with the Business License requirements for Cannabis Delivery Service is in violation of the City of Atascadero Municipal Code and shall be punishable by misdemeanor. Please comply with these Business License requirements prior to conducting business in the city limits of Atascadero.

Please note that only out-of-town delivery services are currently authorized to do business in the City.

If you have any questions, please contact Community Development Customer Service at (805) 461-5035.
BUSINESS LICENSE APPLICATION
CANNABIS DELIVERY SERVICES

APPLICATION FOR: ☐ New Business ☐ Change of Business Name ☐ Change of Location ☐ Other

LICENSEE:
Business Name/DBA: __________________________ Est. Open Date: __________________
Business Phone: ____________ Business Fax: ____________ Business Email: ____________
Website: __________________________________

EMERGENCY CONTACTS:
Name: __________________________ Phone: __________________
Address: __________________________ City: ____________ State: ______
Name: __________________________ Phone: __________________
Address: __________________________ City: ____________ State: ______

Is your business located within the City limits of the City of Atascadero? ☐ Yes ☐ No

Ownership Type: ☐ Sole Owner ☐ Partnership ☐ Limited Liability ☐ Corporation ☐ Exempt
Owner Name __________________________ Owner Phone No. and Email __________________________

Business Physical Address: __________________________
City: __________________________ State: __________________________ Zip: ______
PO Box addresses or UPS Store addresses cannot be accepted as business location. Business location will not be disclosed on business license.

Business Mailing Address: __________________________
City: __________________________ State: __________________________ Zip: ______

State Sellers Permit No.: __________________________ Drivers License No. __________________________

Bureau of Cannabis Control License No.: __________________________ (Please Submit with Application)

Estimated number of employees (not including yourself): ______ Full-Time: ______ Part-Time: ______

Please provide a detailed description of the nature of your business:

________________________________________________________________________

FEES: Are services or products other than cannabis available for sale?
☐ YES $131 Fee (Includes $77 Out of Town Vendor Fee, $4 ADA Fee, $50 Non Cannabis Product Fee)
☐ NO $81 Fee (Includes $77 Out of Town Vendor Fee, $4 ADA Fee)

Your business license will be issued under the provision of Title 3, Chapter 5 of the Atascadero Municipal Code. You are cautioned that this License does not permit operation of a business in violation of other provisions of the Atascadero Municipal Code. I declare under penalty of perjury that, to the best of my knowledge and belief, the statements made herein are correct and true and that the information is subject to verification. I understand that acceptance of payment by the City does not constitute approval of the Business License. Authorization to conduct business is not granted until issuance of the license.

APPLICANT SIGNATURE: __________________________ DATE: ____________

Must be signed by business owner or officer only. E-signatures or e-mailed copies of this application are acceptable.

PLEASE ATTACH COPY OF BUREAU OF CANNABIS CONTROL LICENSE

Application Fees: Fees are non-refundable. Incomplete applications will not be accepted.
Payment: The City accepts cash and check only (no $100 bills please) for business license payments.
Tax Certificate: All Cannabis retail sales are subject to 4% local tax in Atascadero. The attached Tax certificate shall be completed in conjunction with this application.

FOR OFFICE USE ONLY

Date Paid: __________________________ Amount Paid: __________________________ RCT #: __________________________ Zoning & Building Clearance Approved (yes/no): __________________________
City of Atascadero  
6500 Palma Ave, Atascadero, CA 93422  
Phone (805) 461-5035  Fax (805) 461-7612

CANNABIS BUSINESS TAX CERTIFICATE

<table>
<thead>
<tr>
<th>Business Name (DBA)</th>
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</thead>
<tbody>
<tr>
<td>Corporate Name (If applicable)</td>
<td>BCC License No</td>
</tr>
<tr>
<td>Business Address (Physical Address Required)</td>
<td>City</td>
</tr>
<tr>
<td>Mailing Address (If different from Business Address)</td>
<td>City</td>
</tr>
<tr>
<td>Business Phone No</td>
<td>Business Email</td>
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</tbody>
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**Indicate the year and quarter in which the reported sales occurred:**

- Year: _____ Quarter 1: January 1st – March 31st  Due April 30th
- Year: _____ Quarter 2: April 1st – June 30th  Due July 31st
- Year: _____ Quarter 3: July 1st – September 30th  Due October 31st
- Year: _____ Quarter 4: October 1st – December 31st  Due January 31st

**TAX RATE:** 4% of Total gross receipts of cannabis sales made in the city limits of Atascadero

**TAX CALCULATIONS:**

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<tbody>
<tr>
<td>1.</td>
<td>Total Gross Receipts</td>
</tr>
<tr>
<td>2.</td>
<td>Tax Rate – 4% of Total Gross Receipts</td>
</tr>
<tr>
<td>5.</td>
<td>Interest <em>(See back of form)</em></td>
</tr>
<tr>
<td>7.</td>
<td>Total Tax Due <em>(Add lines 3 thru 6)</em></td>
</tr>
</tbody>
</table>

I declare under penalty of perjury that, to the best of my knowledge and belief, the statements made herein are correct and true and that the information is subject to verification. I understand that acceptance of payment by the City shall not be interpreted to authorize or permit any business activity that would not otherwise be legal or permissible under laws.

Signature: ____________________________________________  Title _________________________  Date _______________

FOR OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Control #</th>
<th>Staff Initial</th>
<th>License</th>
<th>Amount</th>
<th>Receipt #</th>
</tr>
</thead>
</table>
INSTRUCTIONS

General Information
All cannabis businesses that plan to advertise or perform delivery service in the city limits of Atascadero are required to comply with several cannabis industry regulations including obtaining a business license certificate and registration from the City of Atascadero and pay the quarterly business license tax. You must file a return even if there were no taxable sales in the reporting period.

Submit Your Quarterly Tax Return
Whenever a payment, statement, report, request or other communication is due, it must be received by the Tax Administrator on or before the final due date.

Due Dates
The quarterly tax return is due no later than the last day of the month following the close of the calendar quarter. (Example: For sales generated on January 1st thru March 31st, business tax is due April 30th). If the due date would fall on a Saturday, Sunday or holiday, the due date shall be the next regular business day on which the City is open to the public.

Penalties and Interest
Any person who fails or refuses to pay any Cannabis Business Tax required to be paid on or before the due date shall pay penalties and interest.

1) A penalty equal to ten percent (10%) of the amount of the tax plus the interest of one percent (1%) per month.
2) If the tax remains unpaid for a period exceeding one (1) calendar month beyond the due date, an additional penalty equal to twenty-five (25%) percent of the tax plus one percent (1%) per month on the unpaid tax and on the unpaid penalties.

Audit and Examination of Records
The Tax Administrator may audit and examine all books and returns, and other records relating to the gross receipts of the business. It shall be the duty of every person liable for the collection and payment to the City of any tax imposed to keep and preserve, for a period of at least three (3) years, all records as may be necessary to determine the amount of such tax.