# Renewal Application Status Flowchart

## Submitted

- Applicant receives email notifications of renewal and is prompted to begin renewal process through their established portal account.
- Applicant updates information and completes required or missing information which includes new energy efficiency questions for all Mixed and Indoor license types.

## Received

- Staff changes status to Received on first business day after submission.

## In Review

- Staff conduct initial review to determine priority status.
- Staff reviews the application.
- New principals and principals in their 2nd year renewal, are sent to CSI to complete their background check (applicants can expect an invite within approximately 3 calendar days of submission).
- For applicants in a municipality with a Local Control Commission (LCC), staff sends applicant's information to the LCC. LCC has 45 days to respond to CCB.

## Incomplete

- Staff sends RFI (Request for Information) to applicant. Applicant can expect a RFI within approximately 30 calendar days of application submission date.
- Applicant is directed to the application portal with a list of what is missing or insufficient and instructions for how to complete their application.

# Renewal Application Status Flowchart

## Resubmitted

- Applicant updates their application and resubmits it for further review.
- Staff reviews the new/updated information.
- Applicant can expect re-review within approximately 14 calendar days.
- Applicant can expect staff to send an additional RFI if needed, within approximately 14 calendar days.
- Once initial review is complete, which includes review of a background check, applicants can expect a site visit by a compliance agent.

## In Review

- Staff reviews the new/updated information.
- Applicant can expect re-review within approximately 14 calendar days.
- Applicant can expect staff to send an additional RFI if needed, within approximately 14 calendar days.

## Pending CCB Review

- Staff has determined that no additional information is needed and submits recommendation to the CCB Board for approval or denial.
- Board receives the list of staff recommendations in advance of the Board meeting.
- Board votes on the registry at the regular Board meeting.

## Approved

- If application is approved pending further action from applicant, staff sends notification to the applicant with instructions for addressing the remaining items before the license is issued.
- Applicant can expect that an application can be approved approximately 30 calendar days from the last resubmission.
- Applicant is directed to pay local and license fees.

## License

- Once applicable fees are paid and CCB receives approval from the LCC (if one exists in the municipality), staff notifies applicant that their license and cannabis establishment ID are ready for download.