



City of Riverside Storefront Retail Commercial Cannabis Business Permit FAQs

1. What cannabis business types are approved?
 - [Ordinance 7628](#) establishes the following:
 - Storefront retail (with or without deliver) – 14 permits
 - Warehousing/manufacturing/distribution and laboratories– no maximum number of permits (Applications for these uses are not being considered at this time).
2. How will applications be submitted?
 - Applications and attachments must be submitted through the City's portal, available beginning on November 15, 2023 and closes on December 15, 2023.
 - There is no alternative to this submittal platform.
 - Any applications not received through the City's portal by the deadline stated above will not be eligible for review.
3. Is there a naming convention and type of files that are accepted?
 - Application Files are to be the business name, underscore (_), and the phone number of the listed primary contact. (Ex: RiversideCannabisShop_951-320-8024)
 - Only a PDF file will be accepted.
 - **NOTICE: Failure to follow this naming convention or to upload in PDF format shall deem an application invalid and not eligible for review.**
4. What if my application is missing an item?
 - Missing items can be uploaded after the initial submittal until the closing deadline of December 15, 2023, at 5:00PM.
 - Applicants must resubmit their entire PDF application and supporting documents before the December 15, 2023, at 5:00 PM deadline through the portal.
 - No missing items will be accepted after the close of the application period.
 - **NOTICE: Failure to upload all required documents by this date and time will deem an application incomplete and ineligible.**
5. Do you accept late applications?
 - No. Late submittals will not be accepted.
 - **NOTICE: Failure to upload all required documents by the deadline will deem an application incomplete and ineligible.**
6. Will fees be charged at the time of application submittal?
 - The Storefront Retail Commercial Cannabis Business Permit Application Fee of \$13,842 and must be paid prior to the application deadline of December 15, 2023, at 5:00PM.
 - Applicants are urged to pay this fee well in advance of the deadline.
 - **NOTICE: Applications without a copy of a paid receipt will be considered incomplete and ineligible for review.**
7. How will the permit awardees be selected?
 - All Storefront Retail CCB Permit applications shall be reviewed, and complete applications granted application clearance will be evaluated, scored, and ranked by a review panel composed of City staff selected by the City Manager.
 - The merit review criteria can be found [here](#).

8. How do I find out about the status of my application?
 - The Cannabis Facilitator will contact each applicant to confirm your application has been received and is complete.
 - No scoring or ranking will be released until all of the applications have been reviewed, scored and ranked.
 - Final scores and ranking will be posted to the City's website.
9. Is the application fee refunded if the business is denied the license or withdraws their proposal?
 - No. Application fees will not be refunded.
10. How do I withdraw an application?
 - Send an email to Cannabis@riversideca.gov directing the City to withdraw your application.
11. Do I need to have the location selected at the time I submit the application?
 - No, no site selection is required for Phase 1.
 - Please refer to [Guidelines and Procedures](#)
12. Where can I locate my dispensary?
 - The site selection process will take place during Phase 2 of the application process.
 - Applicants should not pursue selecting a location during the Phase 1 Application process.
 - For information purposes only: Commercial Cannabis is generally allowed in the Commercial Retail (CR), Commercial General (CG), Commercial Regional Center (CRC), Mixed Use Neighborhood (MU-N), Mixed Use Village (MU-V), and Mixed-Use Urban (MU-U) Zones. Please note there are distance requirements to sensitive uses.
 - [Table 19.150.020 A of the City's Zoning Code provides additional zoning information.](#)
13. Will there be an equity program?
 - Yes, there will be an equity program. This program is currently under development and more information will be available as it becomes available.
14. Where do I go for information?
 - All questions must be submitted to the City by email to Cannabis@RiversideCA.gov and should be answered within two days of receipt in the order received when the application period begins, via the City's Cannabis webpage FAQs. Any verbal communications will not be considered or responded to.
 - No communication regarding the Storefront Retail CCB Permit should be directed to any elected or appointed City official or City staff, except for the City's Cannabis Project Manager.
 - To learn more about the City of Riverside's Retail Commercial Cannabis Business Permit procedure guidelines, please see our [guidelines document](#).
 - Additionally, applicants can subscribe to the [e-notification list](#) for updates through the City's Cannabis webpage.
 - Check out our Resources tab for any supplemental information regarding the City of Riverside's cannabis program.