



OFFICE OF THE CITY MANAGER

February 28, 2023

To: Commercial Cannabis Business Permit Applicants with Preliminary Approval

Re: Applicant Project Timeframes

Dear Applicant,

Fresno Municipal Code (FMC) Section 9-3330 authorizes the City Manager to establish any additional rules, regulations and standards of governing the issuance, denial or renewal of commercial cannabis business permits. FMC Section 9-3321 provides that commercial cannabis business permits may be revoked for any violation of any law, rule, regulation and/or standard adopted or if an application contained false information.

Effective immediately, the City Manager has implemented new timeframe requirements for commercial cannabis businesses with preliminary permit approval. All cannabis businesses that are issued preliminary approval, including approval to change locations, must meet the following timeframes or the preliminary approval of the commercial cannabis business permit (CCB Permit) may be rescinded:

- Conditional Use Permit (CUP) Application: businesses have 45-days from the date of the preliminary permit approval to file a complete CUP application. If there are any additional documents and/or information required prior to project acceptance, the applicant shall provide these items within 15 days upon receipt of the "Submittal Requirements" checklist provided by the Planning and Development Department. The application acceptance process must be diligently pursued to completion.
- CUP – Required Revisions or Requests for Information during application review process: when a revision or request for additional information is issued in Accela during the CUP review process, applicants must respond and provide required information within 30-days.
- CUP Compliance: Upon approval of a CUP application, applicants have 60-days to complete their CUP compliance record.
- Building Permit Application: Upon completion of CUP compliance, applicants must submit their building permit applications for tenant improvements and/or new building construction within 30-days from the date of CUP compliance approval.
- Construction: Upon issuance of the building permit, applicants have:
 - 120-days to complete construction and final inspections for tenant improvements; or
 - 240-days to complete a new construction project.



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**If materials lead-time or supply chain issues create delays in construction, please submit documentation demonstrating the issue for City Manager consideration in advance of the stated completion deadline.*

Social Equity Applicants may be issued an extension to these timeframes if they demonstrate a good faith effort to meet these timeframes. Current applicants must also adhere to these new timeframes. Depending on the task they are working on, the relevant timeframe will begin as of the date of this notice.

Thank you,

A handwritten signature in blue ink, appearing to read "Jennifer Ruiz", with a long, sweeping horizontal line extending to the right.

Jennifer Ruiz, MBA
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Office of Cannabis Oversight
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cc: Georgeanne White, City Manager
City Attorney's Office