



SAN FRANCISCO
OFFICE OF CANNABIS

NOTIFICATION AND REQUEST FORM

The purpose of this form is to provide any notifications, as required by [Article 16](#) of the Police Code, to the Director and Office of Cannabis. Submitting this form will not waive responsibility for reporting to any other agency, as required by other applicable State and local laws and regulations.

Below are further instructions on how to fill out this form. Section A is applicable to all permittees, unless indicated otherwise. Specifically:

- Section A is applicable to all cannabis business permittees.
- Section B is applicable only to permitted cannabis testing facilities.
- Section C is applicable only to permitted cannabis distributors.

Notifications to the Office of Cannabis must be completed within the required timeframe, as set forth in [Article 16](#). Notice and/or a permit amendment to the Director and Office of Cannabis are required for certain changes or modifications to business practices. Any changes or modifications cannot be completed without the required notification and/or approved permit amendment, such as those in Section D.

All required information and materials must be attached and submitted with the Form. Multiple boxes may be checked.

Please return this notification form (p.1-4) and any supporting documents noted in the instruction section (p.5-10) to the office of cannabis at officeofcannabis@sfgov.org with the subject line “SF Cannabis Business Notification and Request Form: Your Business Location”.

Permit Name:	Permit Record Number:	Permit Expiration Date:
_____	_____	_____

A. All Cannabis Business Permittees

General

- Receiving a criminal penalty or civil judgment rendered against the Permittee. [1618\(dd\)\(1\)](#)
- Receiving notification of the revocation of a local license, permit or other authorization from any Referring Department. [1618\(dd\)\(2\)](#)

***Disclosures:** Submission of the requested information is mandatory unless otherwise noted. This form will not waive responsibility for reporting to any other agency, as codified in [Article 16](#) of the Police Code. Failure to provide any of the required information may result in disciplinary actions.



SAN FRANCISCO
OFFICE OF CANNABIS

- ___ Significant discrepancies identified during inventory. [1618\(ee\)\(1\)](#)
- ___ Diversion, theft, loss, or any criminal activity pertaining to the operation of the Cannabis Business. [1618\(ee\)\(2\)](#)
- ___ The loss or unauthorized alteration of records related to Cannabis or Cannabis Products, registered qualifying patients, primary caregivers, or the employees or agents of the Cannabis Business. [1618\(ee\)\(3\)](#)
- ___ Any other breach of security. [1618\(ee\)\(4\)](#)

Ownership; Changes in Ownership; Changes in Form or Structure; Surrender of Permit

- ___ Any Changes in Ownership Interest [1608\(c\)\(1\)](#)
- ___ Changes in Ownership Affecting Person Holding an Aggregate Ownership Interest of 20% or More [1608\(c\)\(2\)](#)
- ___ Any change in the direction, control, or management of a Cannabis Business must be promptly disclosed in writing. [1608\(c\)\(3\)](#)
- ___ Change in Form or Structure of a Permittee [1608\(c\)\(6\)](#)
- ___ Transfers Of Ownership Interest [1608\(c\)\(8\)](#)
- ___ Change in ownership results in a decrease in an equity applicant’s ownership interest in the cannabis business. [1608\(c\)\(9\)](#).
- ___ Change in the Equity Applicant’s role as Chief Executive Officer or member of the Board of Directors [1608\(c\)\(9\)](#)
- ___ A material change in the degree of the Equity Applicant’s participation in the direction, control, or management of the Cannabis Business [1608\(c\)\(9\)](#)
- ___ Surrendered Cannabis Business Permit To Operate [1608\(d\)](#)

Permit Amendment Required

- **Permit Amendment Required for:**
 - ___ Changes in Ownership Affecting Person Holding an Aggregate Ownership Interest of 20% or More [1608\(c\)\(2\)](#)
 - ___ Any change in the direction, control, or management of a Cannabis Business must be promptly disclosed. [1608\(c\)\(3\)](#)
 - ___ Change in Form or Structure of a Permittee [1608\(c\)\(6\)](#)
 - ___ Change in ownership results in a decrease in an equity applicant’s ownership interest in the cannabis business. [1608\(c\)\(9\)](#).
 - ___ Change in the Equity Applicant’s role as Chief Executive Officer or member of the Board of Directors [1608\(c\)\(9\)](#)
 - ___ A material change in the degree of the Equity Applicant’s participation in the direction, control, or management of the Cannabis Business [1608\(c\)\(9\)](#)

***Disclosures:** Submission of the requested information is mandatory unless otherwise noted. This form will not waive responsibility for reporting to any other agency, as codified in [Article 16](#) of the Police Code. Failure to provide any of the required information may result in disciplinary actions.

B. Applicable ONLY to Permitted Cannabis Testing Facilities

- ___ Notify Department of Public Health and Office of Cannabis of any tests performed on Cannabis or Cannabis Products Cultivated or Manufactured by a Cannabis Business located in San Francisco where the Cannabis batch fails the testing requirements established by state regulation within 5 business days. [1625\(b\)\(1\)](#)
- ___ Notify Office of Cannabis within 24 hours of conducting a test if a test sample that was Cultivated, Manufactured, or supplied by a Cannabis Business located in San Francisco is found to contain levels of a contaminant not allowable by the State that could be injurious to human health if consumed. [1625\(b\)\(2\)](#)
- ___ Notify the Office of Cannabis within one business day after receipt of notice that accreditation as a Cannabis Laboratory has been denied, suspended or revoked. [1625\(b\)\(3\)](#)

C. Applicable ONLY to Permitted Cannabis Distributors

- ___ If a Cannabis Distributor receives notice that any Cannabis or Cannabis Products that have been tested and have failed any requirements established by state regulation, the Cannabis Distributor shall notify the Department of Public Health and Office of Cannabis no later than 48 hours after the Cannabis Distributor receives notice of those results. [1626\(b\)\(3\)](#)

***Disclosures:** Submission of the requested information is mandatory unless otherwise noted. This form will not waive responsibility for reporting to any other agency, as codified in [Article 16](#) of the Police Code. Failure to provide any of the required information may result in disciplinary actions.



SAN FRANCISCO
OFFICE OF CANNABIS

NOTIFICATION AND REQUEST FORM INSTRUCTIONS

Pursuant to the provisions codified in [Article 16](#) of the Police Code, there are instances when licensees are required to notify the Director and Office of Cannabis of changes to business operations. When completing the Office Of Cannabis Notification And Request Form, please check the box next to item(s) that require Office Of Cannabis notification or request and attach any other information required and relevant to the notification requirement(s). The general requirements for each notification or request item are listed below. Specific requirements can be found in the relevant code sections of [Article 16](#) of the Police Code, which all sections reference.

A. All Cannabis Business Licensees

General

Criminal Penalty or Civil Judgment - [1618\(dd\)\(1\)](#)

Every Cannabis Business shall advise the Director in writing within 48 hours of receiving a criminal penalty or civil judgment rendered against the Permittee.

Revocation of a Local License, Permit or Other Authorization - [1618\(dd\)\(2\)](#)

Every Cannabis Business shall advise the Director in writing within 48 hours of receiving notification of the revocation of a local license, permit or other authorization from any Referring Department.

Significant Discrepancies Identified During Inventory - [1618\(ee\)\(1\)-\(4\)](#)

Every Cannabis Business shall notify notify the Director within 24 hours after discovering any of the following:

- (1) Significant discrepancies identified during inventory. [1618\(ee\)\(1\)](#)
- (2) Diversion, theft, loss, or any criminal activity pertaining to the operation of the Cannabis Business; [1618\(ee\)\(2\)](#)
- (3) The loss or unauthorized alteration of records related to Cannabis or Cannabis Products, registered qualifying patients, primary caregivers, or the employees or agents of the Cannabis Business; and [1618\(ee\)\(3\)](#)
- (4) Any other breach of security. [1618\(ee\)\(4\)](#)

***Disclosures:** Submission of the requested information is mandatory unless otherwise noted. This form will not waive responsibility for reporting to any other agency, as codified in [Article 16](#) of the Police Code. Failure to provide any of the required information may result in disciplinary actions.



SAN FRANCISCO
OFFICE OF CANNABIS

**Ownership; Changes in Ownership; Changes in Form or Structure;
Surrender of Permit**

Any Changes In Ownership Interest - [1608\(c\)\(1\)](#)

Any change affecting any ownership interest of a Cannabis Business, including, but not limited to, any change in ownership that affects an ownership interest of less than 20% of the Cannabis Business, must be promptly disclosed, in writing, to the Director.

Changes In Ownership Affecting Person Holding An Aggregate Ownership Interest Of 20% Or More - [1608\(c\)\(2\)](#)

Any change affecting any ownership interest of a Cannabis Business that results in a Person holding an aggregate ownership interest of 20% or more of a Cannabis Business, when that Person did not previously hold an aggregate ownership interest of 20% or more in the Cannabis Business, shall require the Permittee to promptly obtain a permit amendment. Such permit amendment shall be reviewed by the Director in a manner consistent with [1608\(c\)\(5\)](#), and shall not be granted unless the Director determines that, if the relevant Person (i.e., the Person who newly holds an aggregate ownership interest of 20% or more in the Cannabis Business) had been an Owner at the time the Permittee applied for a permit awarded under this [Article 16](#), that permit would have been granted.

Any Change In The Direction, Control, Or Management Of A Cannabis Business Must Be Promptly Disclosed - [1608\(c\)\(3\)](#)

Any change in the direction, control, or management of a Cannabis Business must be promptly disclosed, in writing, to the Director, and such change shall require the Permittee to promptly apply for and obtain a permit amendment. An application for such a permit amendment shall be consistent with [1608\(c\)\(4\)](#), and shall not be granted unless the relevant Person (i.e., the Person newly exercising direction, control, or management with respect to the Cannabis Business) had been an Owner at the time the Permittee applied for a permit awarded under [Article 16](#), that permit would have been granted.

Transfer Of An Aggregate Ownership Interest Of 50% Or More In A Permittee [1608\(c\)\(5\)](#)

Notwithstanding any other provision of [1608\(c\)](#), prior to the award of a permanent Cannabis Business Permit and for five years following the date on which the Director acknowledges receipt of an application for a Cannabis Business Permit, an aggregate ownership interest of 50% or more in a Permittee may not be transferred to any Person or combination of Persons who were not Owners of the Permittee at the time that a Cannabis Business Permit was awarded under [Article 16](#). This restriction shall be cumulative, as to each Permittee, across any permits (whether temporary or permanent) issued under [Article 16](#).

***Disclosures:** Submission of the requested information is mandatory unless otherwise noted. This form will not waive responsibility for reporting to any other agency, as codified in [Article 16](#) of the Police Code. Failure to provide any of the required information may result in disciplinary actions.



SAN FRANCISCO
OFFICE OF CANNABIS

In the event that, prior to the award of a permanent Cannabis Business Permit or within five years from the date on which the Director acknowledges receipt of the application for the relevant Cannabis Business Permit, an aggregate ownership interest of 50% or more in a Permittee is transferred to any Person or combination of Persons who were not Owners of the Permittee at the time that a Cannabis Business Permit was awarded, the Permittee shall promptly surrender the permit to the Director. This restriction shall not apply to any testamentary or intestate transfer of ownership triggered by an Owner’s death. This obligation is not dependent on the Director’s requesting the surrender, but arises by operation of law on the sale of the Cannabis Business. If the Permittee fails to surrender the permit to the Director, the Director may, after giving the Permittee notice by mail and electronically of the proposed action and an opportunity to respond, revoke the permit.

Change In Form Or Structure Of A Permittee - 1608(c)(6)

A change in the form or structure of a Permittee shall not be considered a change affecting an ownership interest in a Cannabis Business for purposes of [1608\(c\)\(6\)](#). Notwithstanding any other provision of [1608\(c\)\(6\)](#), a Permittee may undertake any change in its form or structure, as long as the change in form or structure does not cause any change affecting an ownership interest. The Permittee must promptly disclose its change in form or structure, in writing, to the Director, and such change shall require the Permittee to promptly apply for and obtain a permit amendment as set forth in [1608\(c\)\(4\)](#).

What Is An Owner? 1608(c)(7)

Whenever, under this [Article 16](#), an Owner is anything other than an individual, every individual who exercises direction, control, or management of that Owner shall also be treated as an Owner for purposes of this [Article 16](#).

What Is An Owner? - 1602(a)-(d)

“Owner” means any of the following:

- (a) A Person with an aggregate ownership interest of 20% or more in the Person applying for a Cannabis Business Permit or a Permittee, unless the interest is solely a security, lien, or encumbrance;
- (b) The chief executive officer of a nonprofit or other entity;
- (c) A member of the board of directors of a nonprofit; or
- (d) A Person who will be participating in the direction, control, or management of the Person applying for a permit.

Transfers Of Ownership Interest - 1608(c)(8)

***Disclosures:** Submission of the requested information is mandatory unless otherwise noted. This form will not waive responsibility for reporting to any other agency, as codified in [Article 16](#) of the Police Code. Failure to provide any of the required information may result in disciplinary actions.



SAN FRANCISCO
OFFICE OF CANNABIS

Notwithstanding any other provision of [1608\(c\)\(8\)](#), it shall not be considered a change affecting an ownership interest in a Cannabis Business if an individual transfers an ownership interest in a Cannabis Business to a Person that is entirely owned and controlled by that same individual, but any subsequent transfer of an ownership interest in that Person shall be considered a change affecting an ownership interest in the Cannabis Business. All transfers described in [1608\(c\)\(8\)](#) must be promptly disclosed, in writing, to the Director.

Change in Form or Structure Affecting Equity Applicants - 1608(c)(9)

Notwithstanding any other provision of [1608\(c\)\(9\)](#), a Permittee must obtain a permit amendment if:

- A change in ownership results in a decrease in an Equity Applicant's ownership interest, as defined in Section [1604\(b\)](#), in the Cannabis Business;
- A change in the Equity Applicant's role as Chief Executive Officer or member of the Board of Directors; or
- A material change in the degree of the Equity Applicant's participation in the direction, control, or management of the Cannabis Business.

Applications for a permit amendment in accordance with [1608\(c\)\(9\)](#) must include the terms of the change in ownership.

Permit Amendment Required (Section ONLY Applicable to Changes in Ownership or Changes in Form or Structure) - 1608(c)(4)

A Permittee seeking a permit amendment as required under [1608\(c\)](#) shall pay the required filing fee for a permit amendment and provide such information, from the categories of information described in Section [1609](#), as may be required by the Director.

**For all other permit amendments (i.e., change of community liaison, premises diagram, or use of a specified area), please contact the Office of Cannabis at officeofcannabis@sfgov.org.*

B. Applicable ONLY to Licensed Cannabis Testing Facilities

Cannabis Batch Performed By A Cannabis Business Located In San Francisco Failed Testing Requirements - 1625(b)(1)

A Cannabis Testing Facility shall notify the Office of Cannabis of any tests performed on Cannabis or Cannabis Products Cultivated or Manufactured by a Cannabis Business located in San Francisco where the Cannabis batch fails the testing requirements established by state regulation within five business days of conducting such test. Such notification shall include the name, State license number and local Permit number of the Manufacturer that provided the Cannabis to be tested, and information related to the test results, reason for failure, and any applicable track and trace information.

***Disclosures:** Submission of the requested information is mandatory unless otherwise noted. This form will not waive responsibility for reporting to any other agency, as codified in [Article 16](#) of the Police Code. Failure to provide any of the required information may result in disciplinary actions.

Test Sample Found To Contain Levels Of A Contaminant Not Allowable By The State That Could Be Injurious To Human Health If Consumed - [1625\(b\)\(2\)](#)

A Cannabis Testing Facility shall notify the Office of Cannabis within 24 hours of conducting a test if a sample that was Cultivated, Manufactured, or supplied by a Cannabis Business located in San Francisco is found to contain levels of a contaminant not allowable by the State that could be injurious to human health if Consumed. The Office of Cannabis shall provide this information to appropriate City and state departments, including but not limited to the Department of Public Health.

Accreditation As A Cannabis Laboratory Has Been Denied, Suspended Or Revoked - [1625\(b\)\(3\)](#)

A Cannabis Testing Facility shall notify the Office of Cannabis within one business day after receipt of notice that accreditation as a Cannabis Laboratory has been denied, suspended or revoked.

C. Applicable ONLY to Cannabis Distributors

Cannabis Or Cannabis Products That Have Been Tested And Have Failed Any Requirements Established By State Regulation - [1626\(b\)\(3\)](#)

A Cannabis Distributor shall comply with the following operating standards if a Cannabis Distributor receives notice that any Cannabis or Cannabis Products that are currently or were previously in the Cannabis Distributor's possession, and that were either Cultivated or Manufactured by a Cannabis Business located in San Francisco or intended for possible distribution or sale to a Cannabis Business located in San Francisco, have been tested and have failed any requirements established by state regulation, the Cannabis Distributor shall notify the Office of Cannabis as soon as practicable, and no later than 48 hours after the Cannabis Distributor receives notice of those results. Such notification shall include, to the extent available to the Cannabis Distributor, the name, State license number, and local Permit number of the Manufacturer that provided the Cannabis to be tested, the test results, reason for failure, and any applicable track and trace information.

***Disclosures:** Submission of the requested information is mandatory unless otherwise noted. This form will not waive responsibility for reporting to any other agency, as codified in [Article 16](#) of the Police Code. Failure to provide any of the required information may result in disciplinary actions.