



Department of
Cannabis Control
CALIFORNIA

How to Submit a Conversion Request

Cultivation Licensing System (CLS) Quick Reference Guide

How to Submit a Conversion Request

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How to Submit a Conversion Request

This is a guide to the Cultivation Licensing System (CLS) provided by the California Department of Cannabis Control (DCC). Starting January 1, 2023, multiple licensed and previously licensed premises can be consolidated into a single Medium or Large cultivation license, provided they have the same owners and at least one license is currently active.

In this document, we'll show you how to request the conversion of your licenses through the department's CLS.

Look for other helpful resources on DCC's website with details on acquiring and maintaining your cannabis cultivation license, including narrated videos and other quick-reference documents.

Overview

This document explores how to request conversion of multiple licenses into one license through the DCC Cultivation Licensing System. This process enables a Designated Responsible Party (DRP) for multiple licenses to consolidate them into one Primary License (this will be the converted license).

Request License Conversion

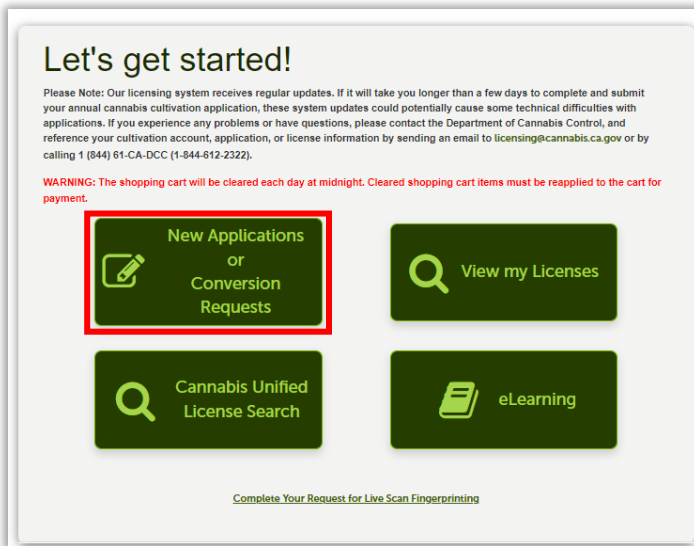
Here is an overview of the process we'll cover for converting your licenses:

- **Enter licenses** – select licenses to be included in the conversion request
- **Add owners** – if ownership has changed, submit a *Notification and Request to Modify a License* form before requesting a conversion
- **Review premises information** – review and update each premises' water and power source, as needed
- **Upload required documents**
- **Pay the license fee** – conversion license fees are prorated according to the amount of time remaining on the original license
- **Access and print your consolidated conversion cultivation license**

Conversion Request

Begin Conversion Request

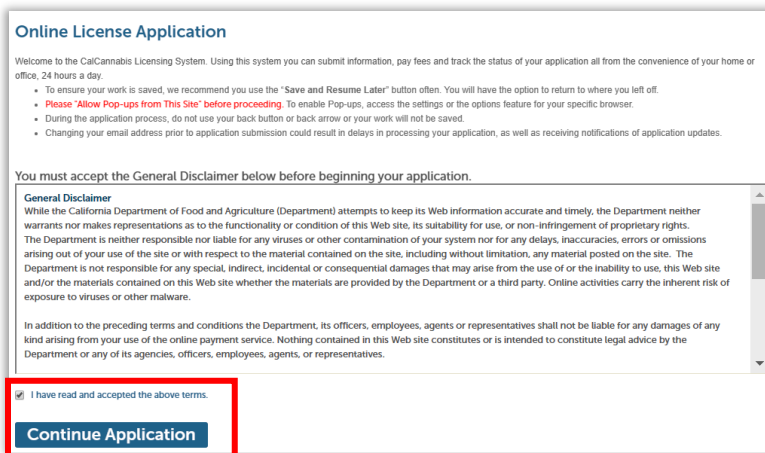
Log into the Cultivation Licensing system. Click the **New Application or Conversion Requests** button on the My Dashboard screen.



General Disclaimer

The first step is to review the **General Disclaimer** statement. Check the box to accept the terms of use for the website.

Click **Continue Application**.



Conversion Request

Application Type

Select the **Conversion Request** radio button.

Click the **Continue Application (Not Saved)** button (there will be a chance to save your work soon).

Select the application type for which you are applying or request a license conversion

You may only select one application type for a single premises per application. You may only open one conversion request at a time.

Adult-Use:
Select this option if your business is applying for a state license for cannabis intended for use by adults 21 years of age and over and who do not possess a physician's recommendation.

Conversion Request:
Select this option if you are a licensee requesting to convert your existing cultivation licenses into a Large or Medium Cultivation License.

Declarations and Final Affidavit:
After submitting an Adult-Use or Medicinal Cannabis Cultivation Application and all corresponding Owner Applications for your business, select this option to submit the Declarations and Final Affidavit. The Designated Responsible Party listed in the Adult-Use or Medicinal Cannabis Cultivation Application must complete the Declarations and Final Affidavit to make disclosures and required declarations.

Medicinal:
Select this option if your business is applying for a state license for commercial cannabis activity involving medicinal cannabis. Medicinal cannabis refers to cannabis intended to be sold for use pursuant to the Compassionate Use Act of 1996 (Proposition 215) by a medicinal cannabis patient in California who possesses a physician's recommendation.

Owner Application:
After submitting an Adult-Use or Medicinal Cannabis Cultivation Application for your business, select this option to submit an Owner Application. Each owner listed must complete a separate Owner Application, which requires the owner to provide personal information, attach specified documents, make disclosures, and affirm declaration.

☐ Adult-Use Cannabis Cultivation Application

☒ Conversion Request

☐ Declarations and Final Affidavit

☐ Medicinal Cannabis Cultivation Application

☐ Owner Application

Continue Application (Not Saved)

Primary License Record

In the **Primary License Record** field, enter the license number of the first license you wish to convert. The license you select as Primary can be in a status of *Active* or *About to Expire*.

Nursery or **Processor** type licenses may not be used as **Primary Licenses** for conversion.

Note: *Only the Designated Responsible Party can submit a Conversion Request.*

1 License Information 2 Business/People 3 Premises Information 4 Power and Water 5 Documents 6 7 8

Step 1: License Information > Primary License Record

The location to be licensed consists of licensed or previously licensed cultivation sites, as listed in section 16201. The licensee must have at least one active license within the boundaries of the proposed premises at the time they request conversion. The licenses to be converted must be held by the same person as the requested converted Large or Medium Cultivation license.

Please identify a primary license record which is to be used for the conversion request. Note: The Designated Responsible Party of this license must be the one submitting the conversion request.

* indicates a required field.

License Type

LICENSE TYPE

Please review the following information and ensure that it is accurate.

License ID Number which can be found on the official license.

Expiration date of the license is one year from the date of issuance of the license, which can be found on the official license.

The Designated Responsible Party (DRP) shall be an owner with legal authority to bind the applicant entity and the primary contact for the application. The DRP must be the same DRP identified on the issued license.

Warning: Only the Designated Responsible Party can submit a Conversion Request.

The license you are trying to convert already has or is associated to an active Conversion Request Record. Navigate back to your licenses page to review the open Conversion Request Record, CCL24-000060. If you have any questions, please contact the Department of Cannabis Control by calling 1-844-43-CAL-CCC (1-844-432-2322) or by sending an email to info@calccc.ca.gov.

Primary License Record: CCL24-4000160

Primary License Expiration Date:

Primary License Legal Business Name:

* Proposed License Type:



Conversion Request

The system reviews the license number you just entered to verify that it is valid for use as your **Primary License Record**.

If ineligible, red text displays explaining why the license cannot be used. For example, if the license entered was already requested for conversion, the message says

The license you are trying to convert already has or is associated with a live Conversion Record request.

License Type

LICENSE TYPE

Please review the following information and ensure that it is accurate.

"License ID Number" which can be found on the official license.

Expiration date of the license is one year from the date of issuance of the license, which can be found on the official license.

The Designated Responsible Party (DRP) shall be an owner with legal authority to bind the applicant entity and the primary contact for the application. The DRP must be the same DRP identified on the issued license.

Warning: Only the Designated Responsible Party can submit a Conversion Request.

The license you are trying to convert already has or is associated to an active Conversion Request Record. Navigate back to your licenses page to review the open Conversion Request Record. LCR22-0000065. If you have any questions, please contact the Department of Cannabis Control by calling 1-844-61-CA-DCC (1-844-612-2322) or by sending an email to licensing@cannabis.ca.gov.

* Primary License Record: CCL22-0000167

If the record is eligible for conversion, the **Primary License Expiration Date** and **Primary License Legal Business Name** automatically populate for you.

License Type

LICENSE TYPE

Please review the following information and ensure that it is accurate.

"License ID Number" which can be found on the official license.

Expiration date of the license is one year from the date of issuance of the license, which can be found on the official license.

The Designated Responsible Party (DRP) shall be an owner with legal authority to bind the applicant entity and the primary contact for the application. The DRP must be the same DRP identified on the issued license.

Warning: Only the Designated Responsible Party can submit a Conversion Request.

* Primary License Record: CCL22-0000167

Primary License Expiration Date: 12/6/2023

Primary License Legal Business Name: Bobby's Buds

* Proposed License Type: --Select--

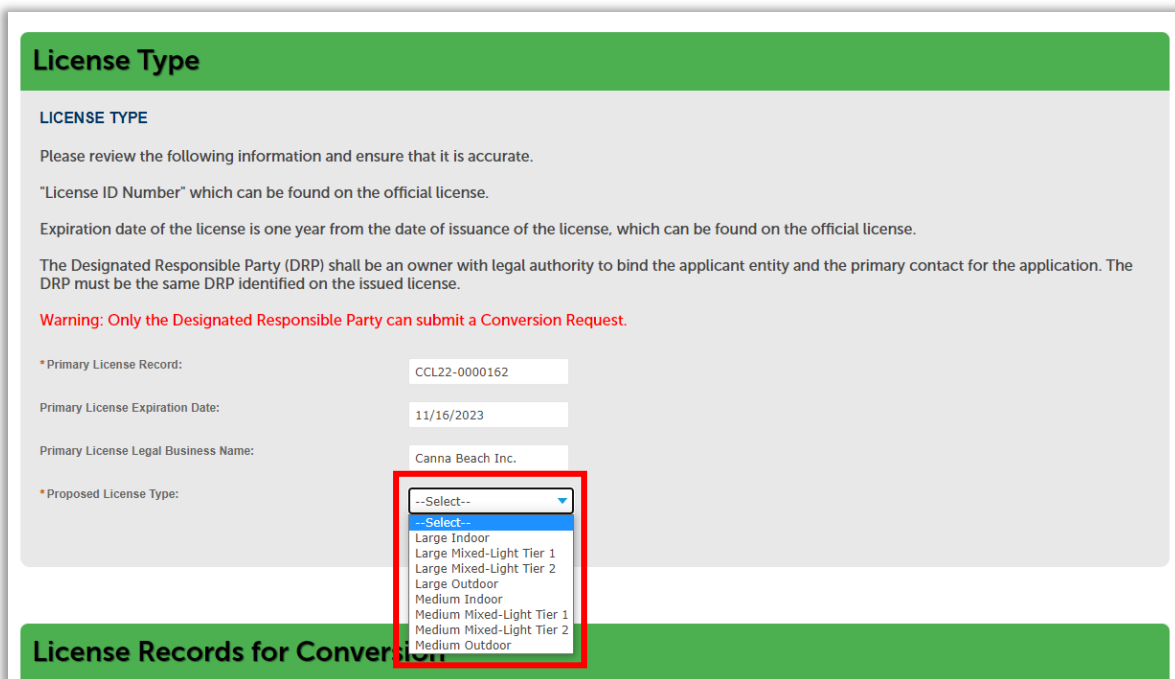


Conversion Request

Select the **Proposed License Type** from the dropdown. Choose one of the eight (8) different conversion license types listed.

Important note on Lighting Type: *You may only convert licenses of the same lighting type.*

For example, a Large Mixed-Light Tier 2 Primary License can be consolidated from multiple Mixed-Light Tier 2 licenses of any size, but may not include licenses of any other lighting type, such as Outdoor, for example.



The screenshot shows a web form titled "License Type" with a green header. Below the header, the text "LICENSE TYPE" is displayed in blue. The form contains several fields and instructions:

- "Please review the following information and ensure that it is accurate."
- "License ID Number" which can be found on the official license.
- Expiration date of the license is one year from the date of issuance of the license, which can be found on the official license.
- The Designated Responsible Party (DRP) shall be an owner with legal authority to bind the applicant entity and the primary contact for the application. The DRP must be the same DRP identified on the issued license.
- Warning:** Only the Designated Responsible Party can submit a Conversion Request.

The form includes the following fields:

- *Primary License Record: CCL22-0000162
- Primary License Expiration Date: 11/16/2023
- Primary License Legal Business Name: Canna Beach Inc.
- *Proposed License Type: A dropdown menu with a red box highlighting the selection options.

The dropdown menu for "Proposed License Type" shows the following options:

- Select--
- Select--
- Large Indoor
- Large Mixed-Light Tier 1
- Large Mixed-Light Tier 2
- Large Outdoor
- Medium Indoor
- Medium Mixed-Light Tier 1
- Medium Mixed-Light Tier 2
- Medium Outdoor

Below the form, a green bar contains the text "License Records for Conversion".



Conversion Request

License Records for Conversion

Now enter the additional license(s) you wish to include in the consolidated license.

Important note on Canopy Size: *There is no limit to the number of licenses that can be converted into a Large-size license, unless your **Proposed Primary License** type is Medium-size. Then the total canopy size of all converted licenses must not exceed the maximum canopy size for the Primary Medium license.*

Enter licenses individually or enter up to ten (10) licenses at a time.

Select the **Add a Row** button to individually enter each additional license.

If you need to enter more than ten, click the arrow to the right of the button and choose to add up to ten (10) rows at a time.

The screenshot shows the 'License Records for Conversion' interface. At the top, there's a green header with the title. Below it, a sub-header reads 'LICENSE RECORDS FOR CONVERSION'. A status bar indicates 'Showing 0-0 of 0'. A table header lists columns: 'License Record ID', 'License Record Status', 'Legal Business Name', 'DRP First Name', 'DRP Last Name', and 'Lighting Type'. Below the header, it says 'No records found.' At the bottom, there are three buttons: 'Add a Row' (highlighted with a red box), 'Edit Selected', and 'Delete Selected'.

This screenshot shows the same interface as the previous one, but with the 'Add a Row' button's dropdown menu open. The menu lists options: 'Add 2 Rows', 'Add 3 Rows', 'Add 4 Rows', 'Add 5 Rows', 'Add 6 Rows', 'Add 7 Rows', 'Add 8 Rows', 'Add 9 Rows', and 'Add 10 Rows'. The 'Add a Row' button itself is also visible in the menu. The rest of the interface, including the table header and status bar, remains the same.

Conversion Request

Enter the **License Record ID** number (this is the license number) of each license to be converted. Each License Record ID is checked to ensure it meets the conversion criteria. If the license is valid for conversion, the rest of the information will automatically populate. If the record cannot be included, **red text** displays with the reason.

Select the **Submit** button to save the information when done.

If you need to add more than 10 licenses, selecting the **Add a Row** button again brings up another dialog box to add more.

Once all licenses have been entered, the information displays in the **License Record for Conversion** section.

Click **Continue Application**.

Note: *If you need to leave and return later to create this record, select the orange **Save and resume later** button. This unfinished Conversion Request will be listed in your **My Licenses** list, where you can open it again to resume the process.*

License Record ID	License Record Status	Legal Business Name	DRP First Name	DRP Last Name	Lighting Type	Actions
CCL22-0000166	Active	Bobby's Buds	Bobby	Beach	Medium Indoor	Actions



Conversion Request

Business/People

Owners

This page displays all owners listed on the original licenses. Confirm you have reviewed the **Owner List** by selecting the checkbox labeled **I have verified the above list of owners is accurate.**

Click **Continue Application.**

Note: *If a change in ownership has occurred, you must first submit and be approved for a [Notifications and Requests to Modify a License Form \(DCC-LIC-027\)](#) before you can proceed with a conversion request.*

Conversion Request

1 License Information

2 Business/People

3 Premises Information

4 Power and Water

5 Documents

6

7

8

Step 2: Business/People > Owners

Please verify the following list of Owners for the primary license

* Indicates a required field.

Owner List

OWNERS

If a change in ownership has occurred, you must first submit a Notification and Request Form (DCC-LIC-027) to request a modification to the primary license before you can proceed with a conversion request.

Showing 1-1 of 1

Legal First Name	Legal Last Name	Email Address	Percent Ownership
Bobby	Beach	bobbybeach@mailinator.com	100

Owners Acknowledgement

OWNERS ACKNOWLEDGEMENT

A person that holds an ownership or financial interest in a Large Cultivation license shall not be eligible to apply for or hold an ownership or financial interest in a Testing Laboratory (Type 8), Distributor (Type 11), or Microbusiness (Type 12) license.

The act of submitting a request for a conversion into a Large Cultivation license shall be considered the licensee's attestation that:

1. All persons who will hold an ownership or financial interest in the Large Cultivation license do not currently hold any ownership or financial interest in a Type 8, Type 11, or Type 12 license; and

2. No person who will hold an ownership or financial interest in the Large Cultivation license will apply for or hold an ownership or financial interest in a Type 8, Type 11, or Type 12 license while maintaining their ownership or financial interest in the Large Cultivation license.

☒ I have verified the above list of owners is accurate.

Save and resume later

Continue Application (Not Saved)



Conversion Request

Financial Interest Holders

Add any additional persons or entities holding a financial interest in the company. Definitions for Financial Interest Holders are listed at the top of the screen, including definitions of persons or entities that may not be included as Financial Interest Holders.

Conversion Request

1 License Information 2 Business/People 3 Premises Information 4 Power and Water 5 Documents 6 7 8

Step 2: Business/People > Financial Interest Holders

Information for all financial interest holders must be provided.

"Financial Interest Holder" means any of the following:

1. A person with an aggregate ownership interest of less than 20 percent.
2. A person providing a loan to the commercial cannabis business.
3. A person entitled to receive 10 percent or more of the profits of the commercial cannabis business, including:
 - A. An employee who has entered into a profit share plan with the commercial cannabis business.
 - B. A landlord who has entered into a lease agreement with the commercial cannabis business for a share of the profits.
 - C. A consultant who is providing services to the commercial cannabis business for a share of the profits.
 - D. A person acting as an agent, such as an accountant or attorney, for the commercial cannabis business for a share of the profits.
 - E. A broker who is engaging in activities for the commercial cannabis business for a share of the profits.
 - F. A salesperson who earns a commission.

Financial interest holders do not include any of the following:

1. A bank or financial institution whose interest constitutes a loan;
2. Persons whose only financial interest in the commercial cannabis business is through an interest in a diversified mutual fund, blind trust, or similar instrument;
3. Persons whose only financial interest is a security interest, lien, or encumbrance on property that will be used by the commercial cannabis business; and
4. Persons who hold a share of stock that is less than 10 percent of the total shares in a publicly traded or privately held company.

Select the **Add a Row** button in the **Financial Interest Table** to add a financial interest holder, or you can skip this step by clicking **Continue Application**.

Select the **Add a Row** button or use its dropdown arrow to add up to ten (10) persons at a time.

Financial Interest Table

FINANCIAL INTEREST HOLDER

A person that holds an ownership or financial interest in a Large Cultivation license shall not be eligible to apply for or hold an ownership or financial interest in a Testing Laboratory (Type 8), Distributor (Type 11), or Microbusiness (Type 12) license.

The act of submitting a request for a conversion into a Large Cultivation license shall be considered the licensee's attestation that:

1. All persons who will hold an ownership or financial interest in the Large Cultivation license do not currently hold any ownership or financial interest in a Type 8, Type 11, or Type 12 license; and
2. No person who will hold an ownership or financial interest in the Large Cultivation license will apply for or hold an ownership or financial interest in a Type 8, Type 11, or Type 12 license while maintaining their ownership or financial interest in the Large Cultivation license.

Showing 0-0 of 0

Type of Interest Holder	Legal First Name	Legal Last Name	Email Address	Contact Phone Number	Type of Government ID	Government ID Number	Legal Business Name	Primary Contact Name	Primary Contact Phone Number	Primary Contact Email Address	FEIN
No records found.											

Add a Row **Edit Selected** **Delete Selected**



Conversion Request

The information required depends on the type of interest holder selected.

Select either **Individual** or **Entity** from the **Type of Interest Holder** dropdown, and then enter the required information.

When finished, click **Submit**.

FINANCIAL INTEREST HOLDER

A person that holds an ownership or financial interest in a Large Cultivation license shall not be eligible to apply for or hold an ownership or financial interest in a Testing Laboratory (Type 8), Distributor (Type 11), or Microbusiness (Type 12) license.

The act of submitting a request for a conversion into a Large Cultivation license shall be considered the licensee's attestation that:

1. All persons who will hold an ownership or financial interest in the Large Cultivation license do not currently hold any ownership or financial interest in a Type 8, Type 11, or Type 12 license; and
2. No person who will hold an ownership or financial interest in the Large Cultivation license will apply for or hold an ownership or financial interest in a Type 8, Type 11, or Type 12 license while maintaining their ownership or financial interest in the Large Cultivation license.

*Type of Interest Holder:

Legal First Name:

Legal Last Name:

Email Address:

Contact Phone Number:

Type of Government ID:

Government ID Number:

Submit **Cancel**

The list of added Financial Interest Holders displays in the **Financial Interest Table**.

Click **Continue Application**.

Financial Interest Table

FINANCIAL INTEREST HOLDER

A person that holds an ownership or financial interest in a Large Cultivation license shall not be eligible to apply for or hold an ownership or financial interest in a Testing Laboratory (Type 8), Distributor (Type 11), or Microbusiness (Type 12) license.

The act of submitting a request for a conversion into a Large Cultivation license shall be considered the licensee's attestation that:

1. All persons who will hold an ownership or financial interest in the Large Cultivation license do not currently hold any ownership or financial interest in a Type 8, Type 11, or Type 12 license; and
2. No person who will hold an ownership or financial interest in the Large Cultivation license will apply for or hold an ownership or financial interest in a Type 8, Type 11, or Type 12 license while maintaining their ownership or financial interest in the Large Cultivation license.

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<input type="checkbox"/>	Type of Interest Holder	Legal First Name	Legal Last Name	Email Address	Contact Phone Number	Type of Government ID	Government ID Number	Legal Business Name	Primary Contact Name	Primary Contact Phone Number	Primary Contact Email Address
<input type="checkbox"/>	Individual	Sandy	Beach	SBeach@mailinator.com	310.555.5555	CDL	B1111111				

Add a Row **Edit Selected** **Delete Selected**

Save and resume later **Continue Application (Not Saved)**



Conversion Request

Premises Information

Next, review the premises information for each parcel in the converted licenses.

The first section, **Premises Information**, shows the address for the Primary License number entered in Step One. If any information for the converted Primary License Record has changed, use the corresponding **Proposed Premises** fields on the right to make needed updates.

Review and confirm the addresses for additional premises in the **Additional Premises** section.

You can then review the addresses for each associated parcel in the section titled **All Premises Addresses for Records Identified in Conversion** at the bottom of this screen.

Step 3: Premises Information > Premises Information * indicates a required field.

Premises Information

PREMISES INFORMATION
The information displayed in the "Current" values is information currently recorded for the Primary License you have chosen to use for this request. Any proposed modifications to this premises information may be entered into the "Proposed" values. This information will be used as physical address of the converted license's premises.

Note: All physical address information for your current or previous cultivation licenses that you are requesting to convert is provided below titled "All Premises Addresses for Records Identified in Conversion" and can be used as reference when completing this page.

Current Premises Address:	220 2nd Street	Proposed Premises Address:	
Current Premises City:	Long Beach	Proposed Premises City:	--Select--
Current Premises Zip:	90803	Proposed Premises Zip:	
Current Premises County:	Los Angeles County	Proposed Premises County:	--Select--
Current Assessor Parcel Number (APN):	PAR-9999999	Proposed Assessor Parcel Number (APN):	
Current is the premises located on a federally recognized tribal land?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Proposed is the premises located on a federally recognized tribal land?	<input type="radio"/> Yes <input type="radio"/> No
Current Tribal Land Information:		Proposed Tribal Land Information:	

Additional Premises Information

PREMISES ADDRESSES
If your proposed premises for your converted license spans multiple parcels, please identify all parcel numbers and any associated address information. The table below has been prepopulated with additional premises address information currently recorded for the Primary License you have chosen to use for this conversion request. Please use the "Status" field to make any necessary modifications. This information will be used as additional physical addresses of the converted license's premises.

For each row below, the "Status" field must be updated with one of the following statuses: No Change, Modify, or Delete. To Update the "Status" field, check the box for the row to be changed and click on the "Edit Selected" button.

Showing 1 of 1

Assessor Parcel Number (APN)	Premises Address	Premises City	Premises State	Premises Zip	Premises County	Type of Possession	Status	Actions
<input type="checkbox"/> PAR-101010	222 2nd street	Long Beach	CA	90803	Los Angeles County	Own	undefined	Edit Selected

[Add a Row](#) [Edit Selected](#)

All Premises Addresses for Records Identified in Conversion

ALL PREMISES ADDRESSES
This table contains all physical address information for your current or previous cultivation licenses that you are requesting to convert and can be used as reference when completing the two sections above.

Showing 1 of 2

License Record ID	Premises Address	Premises City	Premises State	Premises Zip	Premises County	APN
CCL22-0000170	220 2nd Street	Long Beach	CA	90803	Los Angeles County	PAR-9999999
CCL22-0000169	262 Park Ave	Long Beach	CA	90803	Los Angeles County	PAR-5555555

[Save and resume later](#) [Continue Application \(Not Saved\)](#)



Conversion Request

Additional Premises Information

This section displays all additional parcels associated with the Primary License number. You can edit existing parcel information or add new parcels here if needed.

Note: *You do not need to add the parcels from the additional licenses. The converted license will encompass the combined canopy size you provide in the Premises Diagram.*

Additional Premises Information

PREMISES ADDRESSES

If your proposed premises for your converted license spans multiple parcels, please identify all parcel numbers and any associated address information. The table below has been prepopulated with additional premises address information currently recorded for the Primary License you have chosen to use for this conversion request. Please use the "Status" field to make any necessary modifications. This information will be used as additional physical addresses of the converted license's premises.

For each row below, the "Status" field must be updated with one of the following statuses: No Change, Modify, or Delete. To Update the "Status" field, check the box for the row to be changed and click on the "Edit Selected" button.

Showing 1-1 of 1

<input type="checkbox"/>	Assessor Parcel Number (APN)	Premises Address	Premises City	Premises State	Premises Zip	Premises County	Type of Possession	Status	Actions
<input type="checkbox"/>	PAR-101010	222 2nd street	Long Beach	CA	90803	Los Angeles County	Own	undefined	Actions

Add a Row **Edit Selected**

Add Additional Premises Information

Enter the necessary parcel information. The **Status** field automatically defaults to **New** for all newly added parcels.

Click **Submit** when complete.

Note: *When editing existing premises information, you must update the **Status** dropdown to **Modify** before clicking the **Submit** button.*

PREMISES ADDRESSES

If your proposed premises for your converted license spans multiple parcels, please identify all parcel numbers and any associated address information. The table below has been prepopulated with additional premises address information currently recorded for the Primary License you have chosen to use for this conversion request. Please use the "Status" field to make any necessary modifications. This information will be used as additional physical addresses of the converted license's premises.

For each row below, the "Status" field must be updated with one of the following statuses: No Change, Modify, or Delete. To Update the "Status" field, check the box for the row to be changed and click on the "Edit Selected" button.

* Assessor Parcel Number (APN):

Premises Address:

Premises City:

Premises State:

Premises Zip:

* Premises County:

Type of Possession:

Status:

Submit **Cancel**



Conversion Request

Once all premises information has been added, click select the **Continue Application (Not Saved)** button to proceed to the next section and review the power and water information.

Additional Premises Information

PREMISES ADDRESSES

If your proposed premises for your converted license spans multiple parcels, please identify all parcel numbers and any associated address information. The table below has been prepopulated with additional premises address information currently recorded for the Primary License you have chosen to use for this conversion request. Please use the "Status" field to make any necessary modifications. This information will be used as additional physical addresses of the converted license's premises.

For each row below, the "Status" field must be updated with one of the following statuses: No Change, Modify, or Delete. To Update the "Status" field, check the box for the row to be changed and click on the "Edit Selected" button.

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<input type="checkbox"/>	Assessor Parcel Number (APN)	Premises Address	Premises City	Premises State	Premises Zip	Premises County	Type of Possession	Status	
<input type="checkbox"/>	PAR-101010	222 2nd street	Long Beach	CA	90803	Los Angeles County	Own	undefined	Actions ▾
<input type="checkbox"/>	PAR-555555	262 Park Ave	Long Beach	CA	90803	Los Angeles County	Own	New	Actions ▾

[Add a Row](#) [Edit Selected](#)

All Premises Addresses for Records Identified in Conversion

ALL PREMISES ADDRESSES

This table contains all physical address information for your current or previous cultivation licenses that you are requesting to convert and can be used as reference when completing the two sections above.

Showing 1-2 of 2

License Record ID	Premises Address	Premises City	Premises State	Premises Zip	Premises County	APN
CCL22-0000170	220 2nd Street	Long Beach	CA	90803	Los Angeles County	PAR-9999999
CCL22-0000169	262 Park Ave	Long Beach	CA	90803	Los Angeles County	PAR-5555555

[Save and resume later](#) [Continue Application \(Not Saved\)](#)

Power and Water

In the next few screens, you'll review and update power and water sources.

The **Power Source Info** section displays the current power source for the selected license. If the power source has changed, update it using the **Proposed** checkboxes in the right-hand column.

If no changes are needed, select **Continue Application**.

Step 4: Power and Water > Power Information

* Indicates a required field.

Power Source Info

POWER SOURCE
Please review the existing power source information relating to your commercial cannabis cultivation license, which is identified as "Current" below. If applicable, check all additional "Proposed" power sources you plan to use while licensed. If you are no longer using power sources indicated below, please uncheck the corresponding box.

Current Grid - Refers to electric utility companies:	<input checked="" type="checkbox"/>	Proposed Grid - Refers to electric utility companies:	<input checked="" type="checkbox"/>
Current Solar - Refers to solar photovoltaic systems:	<input type="checkbox"/>	Proposed Solar - Refers to solar photovoltaic systems:	<input type="checkbox"/>
Current Generator - Rated 50 HP and greater:	<input type="checkbox"/>	Proposed Generator - Rated 50 HP and greater:	<input type="checkbox"/>
Current Generator - Rated under 50 HP:	<input type="checkbox"/>	Proposed Generator - Rated under 50 HP:	<input type="checkbox"/>
Current Other - Refers to other renewable energy systems:	<input type="checkbox"/>	Proposed Other - Refers to other renewable energy systems:	<input type="checkbox"/>
Current Other Source Description:	<input type="text"/>	Proposed Other Source Description:	<input type="text"/>

[Save and resume later](#) [Continue Application \(Not Saved\)](#)



Conversion Request

Water Information

The current water information for the Primary License displays on this screen. If there was a change to the water supplier, first delete the record for the existing supplier.

Select the current supplier's row and then click the **Edit Selected** button.

Step 4: Power and Water > Water Information * indicates a required field.

Source of Water Supply

SOURCE OF WATER SUPPLY
 Retail Supplier - Any local entity, including a public agency, city, county, or private water company, that provides retail water service.
 Small Retail Supplier - Delivery or pickup from a groundwater well.
 Small Retail Supplier Diversion - Delivery or pickup of water from a surface water body or underground stream flowing in a known and definite channel.
 Groundwater Well - Hole drilled into ground to access water contained in an aquifer.
 Rainwater Catchment System - Rainwater management through collection of rainwater and using it onsite.
 Diversion from Waterbody for an Underground Stream Flowing in a Known and Definite Channel - System of structures and measures that intercept clear surface runoff.

For each row below, the status field must be updated with one of the following statuses: No Change, Modify, or Delete. To update the Status field, check the box for the row to be changed and click on the Edit Selected button.

Showing 1 of 1

	Type of Water Supply	Name of Supplier	Geographical Location Coordinates	Authorized Place of Use	Maximum Amount of Water Delivered	Total Square Footage	Total Storage Capacity (gallons)	Description	Diversion Number	Water Source	Maximum amount of water to be diverted for cannabis cultivation	Status
<input checked="" type="checkbox"/>	Retail Supplier	SoCal Water Work										

Add a Row **Edit Selected**

Save and resume later **Continue Application (Not Saved)**

From the **Status** dropdown, select **Delete**, and then click **Submit**.

Channel) - System of structures and measures that intercept clear surface runoff.

For each row below, the status field must be updated with one of the following statuses: No Change, Modify, or Delete. To update the Status field, check the box for the row to be changed and click on the Edit Selected button.

*Type of Water Supply: ? Retail Supplier ? Name of Supplier: ? SoCal Water Work ? Geographical Location Coordinates: ?

Authorized Place of Use: ? Maximum Amount of Water Delivered: ? Total Square Footage: ?

Total Storage Capacity (gallons): ? Description: ? Diversion Number: ?

Water Source: ? Maximum amount of water to be diverted for cannabis cultivation: ? Status: ?

☐ New Status

Submit **Cancel**

Status dropdown options: --Select--, --Select--, Delete, Modify, New

Conversion Request

The **Status** of the current water source is updated to **Delete**.

Click **Add a Row** to add a new water source.

Source of Water Supply

SOURCE OF WATER SUPPLY
Retail Supplier - Any local entity, including a public agency, city, county, or private water company, that provides retail water service.
Small Retail Supplier - Delivery or pickup from a groundwater well
Small Retail Supplier Diversion - Delivery or pickup of water from a surface water body or underground stream flowing in a known and definite channel.
Groundwater Well - Hole drilled into ground to access water contained in an aquifer.
Rainwater Catchment System - Rainwater management through collection of rainwater and using it onsite.
Diversion from Waterbody (or an Underground Stream Flowing in a Known and Definite Channel) - System of structures and measures that intercept clear surface runoff.
For each row below, the status field must be updated with one of the following statuses: No Change, Modify, or Delete. To update the Status field, check the box for the row to be changed and click on the Edit Selected button.

1 of 1

Type of Water Supply	Name of Supplier	Geographical Location Coordinates	Authorized Place of Use	Maximum Amount of Water Delivered	Total Square Footage	Total Storage Capacity (gallons)	Description	Diversion Number	Water Source	Maximum amount of water to be diverted for cannabis cultivation	Status	New Status
Retail Supplier	SoCal Water Work										Delete	

Add a Row **Edit Selected**

Select the **Type of Water Supply** and enter the required information. All new water supply sources automatically have the **New Status** check box selected and the **Status** updated to **New**.

Click **Submit** when finished.

SOURCE OF WATER SUPPLY

Retail Supplier - Any local entity, including a public agency, city, county, or private water company, that provides retail water service.
Small Retail Supplier - Delivery or pickup from a groundwater well
Small Retail Supplier Diversion - Delivery or pickup of water from a surface water body or underground stream flowing in a known and definite channel.
Groundwater Well - Hole drilled into ground to access water contained in an aquifer.
Rainwater Catchment System - Rainwater management through collection of rainwater and using it onsite.
Diversion from Waterbody (or an Underground Stream Flowing in a Known and Definite Channel) - System of structures and measures that intercept clear surface runoff.
For each row below, the status field must be updated with one of the following statuses: No Change, Modify, or Delete. To update the Status field, check the box for the row to be changed and click on the Edit Selected button.

• Type of Water Supply:

Status: ☒ New Status

Submit **Cancel**



Conversion Request

The new water source displays. Add all water supply sources and click **Continue Application** to upload the necessary documentation.

Source of Water Supply

SOURCE OF WATER SUPPLY
Retail Supplier - Any local entity, including a public agency, city, county, or private water company, that provides retail water service.
Small Retail Supplier - Delivery or pickup from a groundwater well.
Small Retail Supplier Diversion - Delivery or pickup of water from a surface water body or underground stream flowing in a known and definite channel.
Groundwater Well - Hole drilled into ground to access water contained in an aquifer.
Rainwater Catchment System - Rainwater management through collection of rainwater and using it onsite.
Diversion from Waterbody (or an Underground Stream Flowing in a Known and Definite Channel) - System of structures and measures that intercept clear surface runoff.

For each row below, the status field must be updated with one of the following statuses: No Change, Modify, or Delete. To update the Status field, check the box for the row to be changed and click on the Edit Selected button.

Showing 1-2 of 2

Type of Water Supply	Name of Supplier	Geographical Location Coordinates	Authorized Place of Use	Maximum Amount of Water Delivered	Total Square Footage	Total Storage Capacity (gallons)	Description	Diversion Number	Water Source	Maximum amount of water to be diverted for cannabis cultivation	Status
<input type="checkbox"/> Retail Supplier	SoCal Water Work										D-
<input type="checkbox"/> Groundwater Well		109W, 92N,165S								150000	N

[Add a Row](#) [Edit Selected](#)

[Save and resume later](#) [Continue Application \(Not Saved\)](#)

Add Required Documents

The **List of Documents** screen lists all documents you need to provide for your Conversion Request, based on the information you provided.

Gather these documents on your computer, so you can easily add them. You can select **Save and resume later** if you need to stop and scan documents or otherwise assemble your attachments.

When ready, scroll to the bottom of the screen to upload the necessary forms.

System Message.
The following documents are required based on the information you have provided:

1. Cultivation Plan - Detailed Premises Diagram: A premises diagram of the designated structure(s) and land specified in the application that are in possession of and used by the applicant or licensee to conduct the commercial cannabis activity.
2. Cultivation Plan - Lighting Diagram: A diagram defining the location of all lights in the canopy area(s); and Maximum wattage or wattage equivalent of each light.
3. Cultivation Plan - Pest Management Plan: The operating procedures for pesticides and integrated pest management protocols.
4. Cultivation Plan - Waste Management Plan: The operating procedures for non-hazardous cannabis waste.
5. Local - Evidence of CEQA Compliance: Evidence of compliance with, or exemption from Division 13 (commencing with section 21000) of the Public Resources Code, CEQA. Please refer to title 4 of the California Code of Regulations section 15010 for more information.

Conversion Request

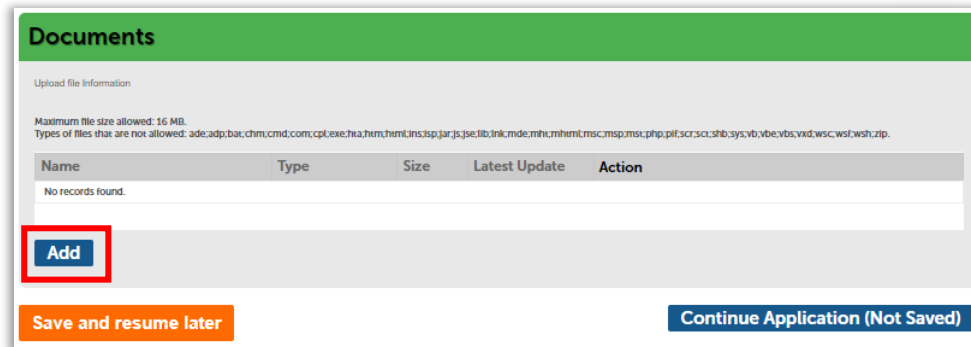
1 2 3 Premises Information 4 Power and Water 5 Documents 6 Review 7 Pay Fees 8

Step 5: Documents > List of Documents
Premises Diagram: Please refer to title 4 of the California Code of Regulations section 15006 for Premises Diagram requirements as applicable to your license type.



Conversion Request

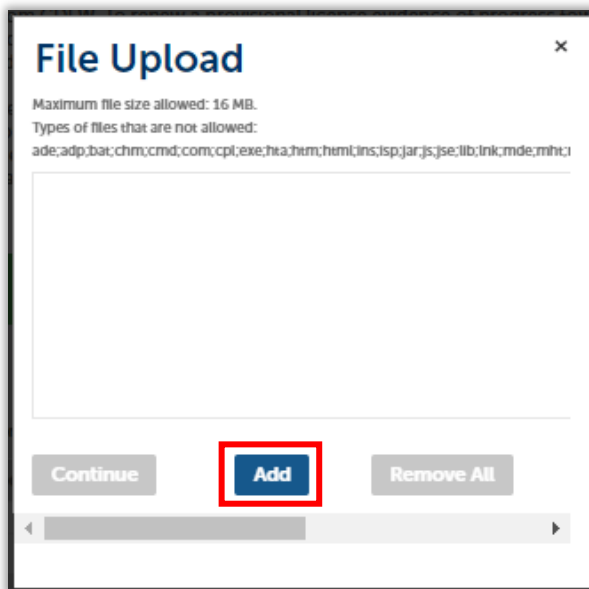
Click the **Add** button in the **Documents** section.



The screenshot shows the 'Documents' section of the application. It has a green header with the title 'Documents'. Below the header, there is a section for 'Upload file information' which states the maximum file size is 16 MB and lists disallowed file types. A table with columns 'Name', 'Type', 'Size', 'Latest Update', and 'Action' is present, but it is empty with the message 'No records found.' below it. At the bottom left of the table area, there is a blue 'Add' button highlighted with a red rectangle. At the bottom of the section, there are two buttons: 'Save and resume later' (orange) and 'Continue Application (Not Saved)' (blue).

Files to upload can be no more than 16Mb and can only be one of the types listed at the top of the pop-up.

To search for and upload documents, click the **Add** button.

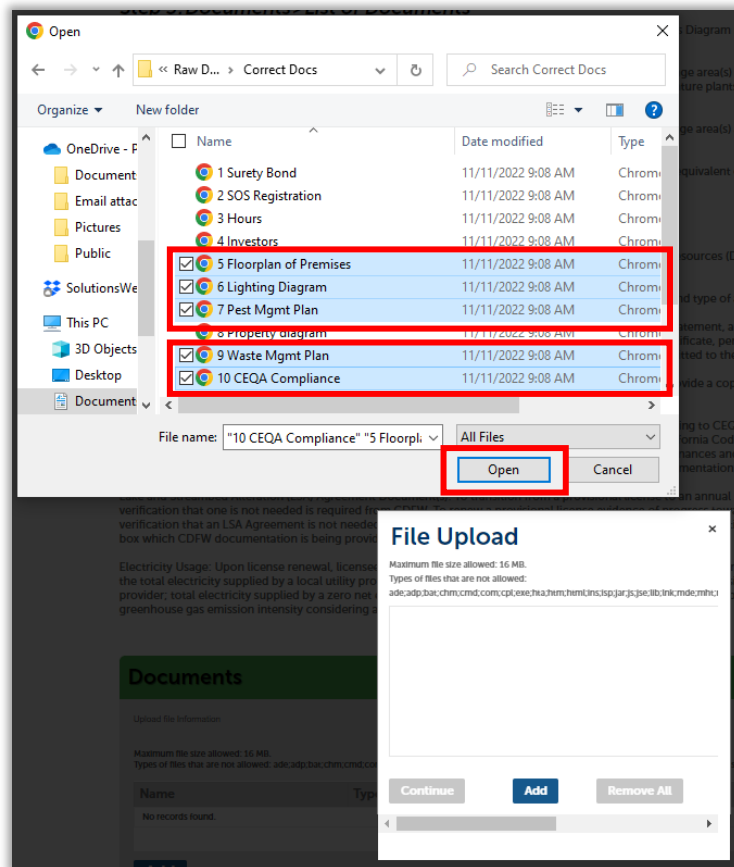


The screenshot shows a 'File Upload' pop-up window. It has a title bar with a close button. The main content area contains the same file size and type restrictions as the main application. Below this is a large empty rectangular box for file selection. At the bottom, there are three buttons: 'Continue' (grey), 'Add' (blue and highlighted with a red rectangle), and 'Remove All' (grey). A horizontal scrollbar is visible at the very bottom of the window.

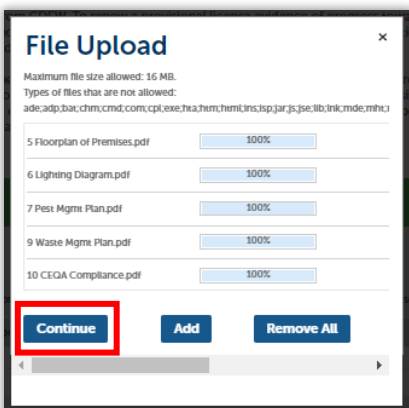


Conversion Request

Search for and select the required documents to upload. Click **Open** to add your documents to the **File Upload** pop-up.



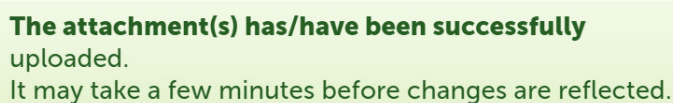
Once each document is uploaded, the status displays **100%**. Click the **Continue** button to add them to the **Documents** table.



Note: If any document you uploaded was incorrect, you can use the **Remove** link next to it, then **Add** the correct document in the previous screen.

Click the **Save** button to save all uploaded documents to the Conversion Request.

A success message confirms your attachments were received.



Conversion Request

A list of all uploaded documents displays. If needed, you can provide additional documentation after the Conversion Request is submitted.

Click **Continue Application** to move on to the review phase.

Documents

Upload file information

Maximum file size allowed: 10 MB.
Types of files that are not allowed: .exe, .bat, .cmd, .com, .cpl, .exe, .hta, .htm, .html, .jar, .jpe, .jpg, .htm, .mde, .mht, .mhtml, .msg, .mpg, .mpeg, .scr, .sct, .shb, .sys, .vb, .vbs, .vxd, .wsc, .wst, .wsh, .zip.

Name	Type	Size	Latest Update	Action
5 Floorplan of Premises.pdf	Cultivation Plan - Detailed Premises Diagram	8 bytes	12/06/2022	Actions -
6 Lighting Diagram.pdf	Cultivation Plan - Lighting Diagram	6 bytes	12/06/2022	Actions -
7 Pest Mgmt Plan.pdf	Cultivation Plan - Pest Management Plan	7 bytes	12/06/2022	Actions -
9 Waste Mgmt Plan.pdf	Cultivation Plan - Waste Management Plan	9 bytes	12/06/2022	Actions -
10 CEQA Compliance.pdf	Local - Evidence of CEQA Compliance	7 bytes	12/06/2022	Actions -

[Add](#)

[Save and resume later](#) [Continue Application \(Not Saved\)](#)

Conversion Request Review Section

The next screen displays a list of all the sections in which you've entered information so far. You can use the blue **Edit** button next to each section to go back and revise your entries as needed.

Step 6: Review

[Save and resume later](#) [Continue Application \(Not Saved\)](#)

Please review all of the information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move forward in the application. Please read the certification statement at the bottom of the review page. If you agree with the statements, check the box to continue.

Application Type

Conversion Request

License Type

LICENSE TYPE

Primary License Record: CCL22-0000165

Primary License Expiration Date: 12/5/2023

Primary License Legal Business Name: Bobby's Buds

Proposed License Type: Large Outdoor

[Edit](#)

License Records for Conversion

LICENSE RECORDS FOR CONVERSION

License Record ID	License Record Status	Legal Business Name	DRP First Name	DRP Last Name	Lighting Type
CCL22-0000165	Active	Bobby's Buds	Bobby	Beach	Medium Indoor

[Edit](#)

Owner List

OWNERS

Legal First Name	Legal Last Name	Email Address	Percent Ownership
Bobby	Beach	bobbybeach@mailinator.com	100

[Edit](#)

Owners Acknowledgement

OWNERS ACKNOWLEDGEMENT

I have verified the above list of owners is accurate: ☒ Yes

[Edit](#)



Conversion Request

At the bottom of the page is an attestation statement. Click the checkbox to certify your Conversion Request, which automatically enters the date, then click **Continue Application**.

I certify that I have read and understand the instructions that accompany this request and that the statements made as part of this request are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this request.

☒ By checking this box, I agree to the above certification. Date: 12/06/2022

[Save and resume later](#) [Continue Application \(Not Saved\)](#)


Your application is submitted, and the Conversion Request status displays as **Submitted** on your **My Licenses** list.

Announcements Logged in as: Sonny Beach Collections (0) Cart (0) Account Management Logout

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Receipt

 Your application(s) has been successfully submitted. Click on your Application Record Number below to print your record(s) and retain a copy for your records.

LCR22-0000066

My Licenses								
For Application and License records the cultivator license type will display in the Type of License column. For Owner and Final Affidavit records the Owner or Designated Responsible Party name and email address will display in the Type of License column.								
Showing 1-9 of 9 Download results Add to cart								
License Number	License Type	Legal Business Name	Type of License	Date	Expires On	Status	Action	
<input type="checkbox"/> LCR22-0000067	Conversion Request			12/06/2022		Submitted		
<input type="checkbox"/> LCA22-0000165	Adult-Use Cannabis Cultivation Application	Bobby's Buds	Medium Indoor	12/05/2022		License Issued		
<input type="checkbox"/> LCA22-0000165-0010	Owner Application	Bobby Beach (bobbybeach@mailinator.com)		12/05/2022		Review Complete		
<input type="checkbox"/> LCA22-0000165-DEC	Declarations and Final Affidavit			12/05/2022				
<input type="checkbox"/> CCL22-0000165	Cannabis Cultivation License	Bobby's Buds	Annual Adult-Use - Medium Indoor	12/05/2022	12/05/2023	Active	Amendment	
<input type="checkbox"/> LCA22-0000166	Adult-Use Cannabis Cultivation Application	Bobby's Buds	Medium Indoor	12/05/2022		Provisional License Issued		
<input type="checkbox"/> LCA22-0000166-0010	Owner Application	Bobby Beach (bobbybeach@mailinator.com)		12/05/2022		Review Complete		
<input type="checkbox"/> LCA22-0000166-DEC	Declarations and Final Affidavit			12/05/2022				
<input type="checkbox"/> CCL22-0000166	Cannabis Cultivation License	Bobby's Buds	Provisional Adult-Use - Medium Indoor	12/05/2022	12/05/2023	Active	Amendment	



Conversion Request

A confirmation email is sent to the address on file, and an announcement is placed on your account informing you of the successful submission.

Announcements			
Showing 1-10 of 29			
Date	Title	Content	Action
12/07/2022	DCC Conversion Request, LCR22-0000068, has been submitted for processing	Dear Sonny Beach: Thank you for submitting a conversion request for your commercial cannabis cultivation license(s) with the Department of Cannabis Control (Department). Your conversion request, LCR22-... more	Delete
12/07/2022	Approval Notification Annual Fees Paid	Dear Mr./Ms. Beach: Your annual commercial cannabis cultivation license has been issued by the Department of Cannabis Control (Department). Your license number is CCL22-0000170. Your Annual license fee... more	Delete
12/07/2022	Your cultivator record has been updated	Dear Sonny Beach: Your commercial cannabis cultivation record, LCA22-0000170, with the Department of Cannabis Control (Department) has been updated. To view the updates: 1. Log into ACA: more	Delete



Next Steps

The Department of Cannabis Control reviews the Conversion request and will inform you via email through a status announcement on your system home page. If any application fees are due at this time, you will receive an email notification and the Conversion Request Status will display as **License Fee Due**.

Pay License Fees

Go to the **My Licenses** tab. Click **Pay Fees Due** to pay the conversion request fees.

My Licenses							
<small>For Application and License records the cultivator license type will display in the Type of License column. For Owner and Final Affidavit records the Owner or Designated Responsible Party name and email address will display in the Type of License column.</small>							
Showing 1-20 of 40 Download results Add to cart							
<input type="checkbox"/>	License Number	License Type	Legal Business Name	Type of License	Date	Expires On	Status
<input type="checkbox"/>	LCR22-0000042	Conversion Request			10/27/2022		Amendment Approved
<input type="checkbox"/>	LCR22-0000043	Conversion Request			10/27/2022		License Fee Due
<input type="checkbox"/>	LCR22-0000044	Conversion Request			10/27/2022		License Fee Due
<input type="checkbox"/>	CCL19-0000303-HIST	Cannabis Cultivation License	Fun	Historical record	10/27/2022	11/01/2022	Inactive
<input type="checkbox"/>	CCL22-0000084	Cannabis Cultivation	Fun	Historical record	10/26/2022	10/24/2023	Inactive

Conversion Request application fees are prorated according to the remaining time on your original license. If proration has occurred, the amount will display as a **Conversion Fee Credit**.

<small>Listed below are the fees based upon the information you've entered.</small> <small>Select "Check Out" to pay fees via credit/debit card or e-Check.</small> <small>- or -</small> <small>Select "Cash Payment" to submit application and pay fees through an in-person appointment.</small>		
Fees	Qty.	Amount
Large Mixed-Light Tier 2 - License Fee	1200	\$44,517.00
Conversion Fee Credit	10571.33	(\$10,571.33)
<small>10571.33 = 1200 * 8.81</small> <small>Note: This does not include additional fees which may be assessed later.</small>		
Check Out Cash Payment		



Next Steps

Once the review is conducted, and all applicable fees are paid, the **Conversion Request** status is updated to **License Issued**. In addition:

1. The **Primary License Record** number has been updated to **Active**, with the newly converted type displaying in the **Type of License** column.
2. All other licenses included in the request are canceled, as the parcels are now consolidated into the converted license.

Select the active **Primary License Record** to print the new Converted License.

Note: Do not click on your Conversion Request – the new license certificate is only available in your **Active Cannabis Cultivation License**.

My Licenses								
<small>For Application and License records the cultivator license type will display in the Type of License column. For Owner and Final Affidavit records the Owner or Designated Responsible Party name and email address will display in the Type of License column.</small>								
Showing 1-10 of 10 Download results Add to cart								
<input type="checkbox"/>	License Number	License Type	Legal Business Name	Type of License	Date	Expires On	Status	Action
<input type="checkbox"/>	LCR22-0000067	Conversion Request			12/06/2022		License Issued	
<input type="checkbox"/>	0000165-HIST	Cannabis Cultivation License	Bobby's Buds	Historical record	12/06/2022	12/05/2023	Inactive	
<input type="checkbox"/>	LCA22-0000165	Adult-Use Cannabis Cultivation Application	Bobby's Buds	Medium Indoor	12/05/2022		License Issued	
<input type="checkbox"/>	LCA22-0000165-0010	Owner Application	Bobby Beach (bobbybeach@mailinator.com)		12/05/2022		Review Complete	
<input type="checkbox"/>	LCA22-0000165-DEC	Declarations and Final Affidavit			12/05/2022			
<input type="checkbox"/>	CCL22-0000165	Cannabis Cultivation License	Bobby's Buds	Annual Adult-Use - Large Outdoor	12/05/2022	12/06/2023	Active	1. Amendment
<input type="checkbox"/>	LCA22-0000166	Adult-Use Cannabis Cultivation Application	Bobby's Buds	Medium Indoor	12/05/2022		Provisional License Issued	
<input type="checkbox"/>	LCA22-0000166-0010	Owner Application	Bobby Beach (bobbybeach@mailinator.com)		12/05/2022		Review Complete	
<input type="checkbox"/>	LCA22-0000166-DEC	Declarations and Final Affidavit			12/05/2022			
<input type="checkbox"/>	CCL22-0000166	Cannabis Cultivation License	Bobby's Buds	Provisional Adult-Use - Medium Indoor	12/05/2022	12/05/2023	Cancelled	2.



Print Your License Certificate

Use the **Record Info** dropdown list to navigate to **Attachments**, where you will find your license certificate.

License CCL22-0000165:
Cannabis Cultivation License
Record Status: Active
Expiration Date: 12/06/2023

Record Info ▾ Payments ▾

License Details
More Details
Create Amendment

License CCL22-0000165:
Cannabis Cultivation License
Record Status: Active
Expiration Date: 12/06/2023

Record Info ▾ Payments ▾

License Details
Processing Status
Related Records
Attachments

Your license certificate document is listed (probably at the top) of the **Attachments** list.

Click on the name of the PDF document in blue font to open and view the document.

License CCL22-0000165:
Cannabis Cultivation License
Record Status: Active
Expiration Date: 12/06/2023

Record Info ▾ Payments ▾

Attachments

Upload file information


Maximum file size allowed: 16 MB.
Types of files that are not allowed: ade,adp,ba;chm;cmd;com;cp;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;mssc;mst;php;plf;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh;zip.

Name	Type	Size	Document Status	Latest Update	Action
OfficialLicenseCertificate_20221205_203130.pdf	License	643.73 KB	Uploaded	12/05/2022	Actions ▾
OfficialLicenseCertificate_20221206_164330.pdf	License	643.29 KB	Uploaded	12/06/2022	Actions ▾
Cultivation License Owner Application...-1670300384122.eml	Correspondence	2.36 KB	Uploaded	12/05/2022	Actions ▾
1 Surety Bond.pdf	Business - Evidence Surety Bond	6 bytes	Uploaded	12/05/2022	Actions ▾



Print Your License Certificate

Your license certificate displays. Each premises included in the converted license displays at the bottom of your certificate. You can print it from here.



Department of
Cannabis Control
CALIFORNIA

Department of Cannabis Control
licensing@cannabis.ca.gov, www.cannabis.ca.gov

Cannabis Cultivation License

Adult-Use

Business Name:
Bobby's Buds

Doing Business As DBA:
Bobby's Buds

License Number: CCL22-0000165

License Type: Annual Adult-Use-Large Outdoor

Main Premises:
444 4th Street
Long Beach, CA 90803

Main APN: PAR-6666666

Valid: 12/06/2022

Expires: 12/06/2023

The license authorizes Bobby's Buds to engage in commercial cannabis cultivation at the premises address listed above until the expiration date of this license. This license issued is pursuant to Division 10 of the California Business and Professions Code and is not transferable to any other person or premises location. This license shall always be displayed in a prominent place at the licensed premises. This license shall be subject to suspension or revocation if the licensee is determined to be in violation of Division 10 of the Business and Professions Code or regulations adopted thereunder.

Additional Premises APN(s) and Addresses:

Los Angeles County - PAR-7777777 446 4TH Street - Long Beach

Non-Transferable

Post in Public View

Contact Us

The best way to reach us is by email at licensing@cannabis.ca.gov. If you'd prefer to talk to us by phone, call 1-844-612-2322.

