Toolkit · Apply Checklist Updated November 22, 2026

Application Document Checklist by License Type

Every document and filing the Cannabis Control Act, HB 30 and the CCA draft rules tie to a Virginia marijuana establishment application, each cited: the sworn application, background checks, the labor peace attestation, deficiency and information deadlines, preliminary approval filings, final license items, draft fees by license type, and license-specific items.

Who needs it: Adult-use license applicants: cultivation (Tiers I to V), processing, retail store, microbusiness, transporter, delivery operator, testing facility; Hemp conversion and dual-use applicants (shared items).

Rule basis: Code of Virginia §§ 4.1-606 B 5, 13 and 14, 4.1-702 A, 4.1-806 D, 4.1-810, 4.1-1000, 4.1-1001, 4.1-1406 A 1, 4.1-1602.1; HB 30 enactments 12 to 16; draft rules 3VAC10-20, 3VAC10-30-20, -100 to -130, -145, 3VAC10-40-120 A, 3VAC10-60-20 (proposed).

Citations starting **3VAC10** are the Cannabis Control Authority's draft proposed adult-use regulations dated September 9, 2026: **proposed, not final, may change**. Citations starting **§ 4.1** are the Code of Virginia as amended by HB 30, Chapter 1 (2026). The section "What other states required or scored" is reference only and is not Virginia law.

We report what the law says. Not legal advice; see the disclaimer.

Section 4.1-1000 of the Code of Virginia sets the license application process in three stages: an application during an announced licensing period, preliminary approval (by lottery where applicants outnumber licenses), and final authorization once the applicant supplies its site and other information. Section 4.1-1001 adds the labor peace attestation, HB 30 sets the first-round timelines, and the CCA's draft rules list what the Board needs before a license issues. The application forms the statute refers to are not

part of the statute or the draft rules. Citations to 3VAC10 are to the CCA's draft regulations dated Sept. 9, 2026 (proposed, not final; they may change before adoption).

Related worksheets: Ownership and control disclosure, Impact licensee eligibility, Local zoning and site, Business and operations plan outline.

What Virginia requires

Timeline set by HB 30 (statute)

- The CCA may begin accepting license applications on and after Feb. 1, 2027 and may begin issuing licenses on and after May 1, 2027 (HB 30, 2026 Sp. Sess. I, c. 1, enactment 15).
- On or before May 1, 2027, the CCA may issue up to 100 microbusiness licenses to applicants that are pre-2021 registered industrial hemp growers or processors in good standing (or previously registered ones meeting listed conditions), impact license applicants, or USDA-qualified farmers, and that meet "any applicable licensing requirements and financial, security, and operational readiness criteria as established by the Authority"; the CCA begins accepting these applications on or before Feb. 1, 2027 (HB 30, enactment 12).
- On or before May 1, 2027, the CCA issues up to 20 licenses (no more than 10 cultivation and 10 processing) to industrial hemp growers or processors registered before Jan. 1, 2021 (or previously registered ones meeting listed conditions) that meet applicable licensing requirements and pay a one-time $500,000 fee, payable in installments over up to three years; the CCA creates a streamlined application process by Feb. 1, 2027 (HB 30, enactment 14).
- Pharmaceutical processors apply for dual-use privileges under a streamlined process the CCA creates by Feb. 1, 2027, including a medical cannabis program preservation plan, a one-time $10 million fee (or an approved installment plan entered by May 1, 2027), and participation in an impact licensee business accelerator plan for at least three years (HB 30, enactment 13; Code of Virginia § 4.1-1602.1 B).

- The CCA issues at least 55 additional licenses, distributed among impact licensees and other license types the Board determines, on or before July 1, 2027 (HB 30, enactment 16).

Stage 1: the application (statute)

- Before accepting applications, the CCA announces a licensing period with the license types available, the number of each type if limited, and the opening and closing dates (§ 4.1-1000 A).
- Every applicant files an application on Board forms "and a statement in writing by the applicant swearing and affirming that all of the information contained therein is true" (§ 4.1-1000 B).
- Applications, including renewals, include any information the Board needs to determine whether the applicant meets the impact licensee criteria in § 4.1-606 B 13 (§ 4.1-1000 C).
- The application fee is paid when the application is filed, is set by the Board, is in addition to the actual cost of fingerprint processing, and is not refunded (§ 4.1-1000 K).
- If required information or the fee is missing, the CCA issues a deficiency notice; the applicant has 10 calendar days to cure, or the application is rejected (§ 4.1-1000 C).
- The CCA may deny an application that is incomplete; contains a materially false statement or omits required information; where the applicant meets any § 4.1-810 condition, is prohibited from holding the license, fails to pay, misses the deadline, submits more than one application for a license type, or would be prohibited for any other reason (§ 4.1-1000 D 1 to 8).
- The CCA may request additional information; if it is not provided within 10 calendar days, the CCA may deny the application (§ 4.1-1000 D).
- Every initial applicant submits a labor peace agreement attestation signed by both the applicant and a bona fide labor organization; failure to submit a timely attestation results in denial (§ 4.1-1001 C). All applicants, renewal applicants and license holders must have entered into, maintained and abided by a labor peace agreement (§ 4.1-1001 B).

- Background investigation, including a criminal history records check and fingerprinting, of every individual applicant and every officer, director and principal of an applicant; fingerprints and personal descriptive information go to the Central Criminal Records Exchange for State Police and FBI checks (§ 4.1-1000 J).
- The Board may accept a third-party local and national background check, from an FCRA-compliant consumer reporting agency or screening company accredited by the Professional Background Screening Association, that includes a multistate criminal record locator; the applicant requests it not more than 60 days before submitting the application (§ 4.1-1000 J).
- An elected or appointed official of the Commonwealth or a political subdivision who applies states on the application the official position held; a business in which such an official has an economic interest states that official's full economic interests (§ 4.1-810 B 2).
- The Board's application process must, when possible, prevent disparate impacts on historically economically disadvantaged communities (§ 4.1-606 B 5).
- An applicant need not have secured a place or premises until the final stage of the license approval process (§ 4.1-810 B 3).

Stage 1: the application (draft)

- The notice of open applications includes how to obtain and complete an application, the required fees, the criteria for issuance, and the deadline; the criteria include disciplinary history, ability to maintain control against diversion, theft and loss, ability to ensure safety and accuracy in dispensing and sale, and the extent of financial interests in other licenses, permits, registrants or applicants (3VAC10-30-100 A, draft).
- Applicants submit the application fee and all requested materials as the Board prescribes; only one application per license type per notice; changes after submission are reported to the CCA immediately in writing (3VAC10-30-110 A, draft).
- The CCA disqualifies an applicant that misses the deadline, fails to pay, fails to timely report changes, or fails to cooperate with CCA inquiries; the CCA may verify application information (3VAC10-30-110 B, draft).

- An impact licensee applicant may request a reduction or waiver of application or license fees at initial or renewal application; the CCA decides case by case (3VAC10-20-15 D, draft).
- The board may deny an application that is incomplete, false, inaccurate or misleading, unpaid, or that fails to comply with all requirements (3VAC10-30-145 A, draft).

Stage 2: preliminary approval (statute)

- If qualified applicants outnumber licenses, the CCA holds an impartial, random lottery; if impact applicants outnumber impact licenses, an impact-only lottery runs first and unselected impact applicants join the general pool (§ 4.1-1000 E).
- Within 18 months of notice of selection, the applicant provides: (1) the address and legal property description of the location; (2) the name of the local governing body; (3) if applicable, an updated location description, an updated security plan and any other information the CCA requires; and (4) for establishments otherwise requiring a VDACS inspection, proof of inspection or of a pending request (§ 4.1-1000 F).
- Preliminary approval expires after 18 months unless revoked or extended; the CCA may grant a one-time extension of up to six months for good faith efforts (§ 4.1-1000 F).
- Applications not selected in a lottery are retained for one year and considered in licensing periods that begin within that year without a new fee; the applicant answers CCA information requests within 14 calendar days (§ 4.1-1000 N).

Stage 2: preliminary approval (draft)

- The selected applicant submits information for the criminal background check of its material owners under § 4.1-1000 J; no person convicted of a felony in the last five years may be a material owner, employee or agent (3VAC10-30-120 A, draft).
- Additional information or documents requested by the CCA are provided within 10 calendar days (3VAC10-30-120 B, draft).

- Within 18 months, the applicant completes all requirements, including "a separate and distinct physical address," "documentation of separate and distinct capital to support the proposed operations," employment of a PIC, responsible party and other personnel, construction or remodeling, installation of equipment, and local zoning approval (3VAC10-30-120 D, draft).
- Preliminary approval may be revoked for incomplete or false information, failure to cooperate, failure to secure property more than 1,000 feet from a school or daycare, disqualifying background results, or failure to meet establishment requirements (3VAC10-30-120 C, draft).

Stage 3: final authorization (statute)

- On receiving the subsection F information, the CCA notifies the local governing body, which has 30 days to object; schedules a site inspection; and requires payment of the license fee (§ 4.1-1000 G).
- The CCA may deny final authorization for missing information, a materially false statement, a site that does not meet local zoning and land use laws, an unpaid license fee, a § 4.1-810 condition, or disqualification (§ 4.1-1000 H).
- Within 90 days of receiving the subsection F information and background results, the CCA issues the license or a notice of rejection with specific reasons; a licensee with a pending VDACS inspection may buy product but may not sell until the inspection is completed (§ 4.1-1000 I).
- Each license designates the place of business; each separate place needs a separate license (§ 4.1-702 A).

Stage 3: final authorization (draft)

- Before a license issues: a designated PIC and/or responsible party; evidence of use of an electronic tracking system; a satisfactory CCA inspection; the establishment's name and address, not within 1,000 feet of a school or daycare; the names and addresses of material owners; security plan details; and background check information (3VAC10-30-130 A, draft).
- Deficiencies found by inspectors are corrected before the license issues (3VAC10-30-130 B, draft).

- The applicant attests to compliance with all state and local laws and ordinances (3VAC10-30-130 C, draft).
- No license to operate from a private dwelling or residence (3VAC10-30-130 D, draft).

License-specific items

License	Item	Cite
Testing facility	ISO/IEC 17025 accreditation from a third-party accrediting body	§ 4.1-806 D
Testing facility	Independence from industry; lab director with a master's degree and 2 years or a bachelor's degree and 4 years of post-degree lab experience; controlled substances registration under § 54.1-3423; proof of accreditation or application; transportation protocol	3VAC10-60-20, draft
Processing facility making edibles	Premises under VDACS inspection as a food manufacturer	§ 4.1-1406 A 1; § 4.1-1000 F 4
Cultivation, processing, microbusiness	Responsible party with at least two years of verifiable experience cultivating plants or extracting chemicals from plants	3VAC10-40-120 A, draft
Hemp conversion (cultivation or processing)	Pre-2021 VDACS hemp registration (or prior registration with explanation of lapse and disclosure of violations); $500,000 fee	HB 30, enactment 14
Dual-use	Pharmaceutical processor permit; preservation plan; $10 million conversion fee or approved plan; accelerator agreement	HB 30, enactment 13; § 4.1-1602.1 B
Any new owner of 5% or more after licensing	Fingerprinting and criminal history check	3VAC10-30-20 C 3, draft

Draft fees by license type (3VAC10-20, draft)

License	Application	Initial authorization	Annual renewal	Cite
Cultivation Tier I	$3,000	$20,000	$15,000	3VAC10-20-60
Cultivation Tier II	$3,000	$25,000	$20,000	3VAC10-20-60
Cultivation Tier III	$5,500	$30,000	$25,000	3VAC10-20-60
Cultivation Tier IV	$7,500	$35,000	$30,000	3VAC10-20-60
Cultivation Tier V	$7,500	$50,000	$45,000	3VAC10-20-60
Processing facility	$5,000	$30,000	$25,000	3VAC10-20-70
Retail store	$4,000	$20,000	$15,000	3VAC10-20-80
Microbusiness	$1,000	$2,500	$6,000	3VAC10-20-90
Transporter	$500	$2,500	$5,000	3VAC10-20-100
Delivery operator	$500	$2,500	$5,000	3VAC10-20-110
Testing facility	$1,000	$2,000	$2,000	3VAC10-20-120

- Fees are nonrefundable unless otherwise provided; change fees are $200 (name, PIC, responsible party or other application information, or an ownership change not requiring a background check), $500 (ownership change requiring a background check) and $5,000 (acquisition, expansion, remodel or relocation requiring inspection) (3VAC10-20-15 A and C, draft).

Records and forms the rules name

Stage 1 filing checklist

Item	Cite	Ready
Application on Board forms	§ 4.1-1000 B	
Sworn statement that all information is true	§ 4.1-1000 B	
Impact licensee information (if claiming status)	§ 4.1-1000 C	
Application fee	§ 4.1-1000 K	
Labor peace agreement attestation signed by applicant and labor organization	§ 4.1-1001 C	
Fingerprints and descriptive information (or qualifying third-party check requested within 60 days) for each individual applicant, officer, director and principal	§ 4.1-1000 J	
Statement of official position and economic interests (if an official is involved)	§ 4.1-810 B 2	
Fee waiver request (impact applicants, optional)	3VAC10-20-15 D, draft	

Stage 2 filing checklist (within 18 months of selection)

Item	Cite	Ready
Address and legal property description	§ 4.1-1000 F 1	
Name of the local governing body	§ 4.1-1000 F 2	
Updated location description and security plan, if applicable	§ 4.1-1000 F 3	

Item	Cite	Ready
VDACS inspection proof or pending request, if applicable	§ 4.1-1000 F 4	
Material owners' background check information	3VAC10-30-120 A, draft	
Documentation of separate and distinct capital	3VAC10-30-120 D, draft	
Local zoning approval	3VAC10-30-120 D, draft	

Stage 3 checklist

Item	Cite	Ready
License fee	§ 4.1-1000 G	
PIC and/or responsible party designated	3VAC10-30-130 A 1, draft	
Electronic tracking system in use	3VAC10-30-130 A 2, draft	
Satisfactory CCA inspection	3VAC10-30-130 A 3, draft	
Establishment name and address; material owners' names and addresses	3VAC10-30-130 A 4 and 5, draft	
Security plan details	3VAC10-30-130 A 6, draft	
Attestation of compliance with state and local law	3VAC10-30-130 C, draft	

What the law does not say

- The CCA's application forms, instructions, and the "financial, security, and operational readiness criteria" named in HB 30 enactment 12 are not part of the statute or the Sept. 9, 2026 draft.
- The draft rules do not list the evidence an applicant uses to document "separate and distinct capital" (3VAC10-30-120 D, draft).
- Neither the statute nor the draft rules set a scoring rubric; § 4.1-1000 E provides for a random lottery among qualified applicants.

What other states required or scored

Not required in Virginia. Shown so applicants can see what other regulators asked for.

Illinois (IDFPR dispensary application; 410 ILCS 705/15-30)

- Illinois's 2019 conditional dispensary application listed exhibits A through T: fee, principal officer forms, ownership table and operating agreements, agent training, purchaser education, business plan, recall/quarantine/destruction plan, security plan, inventory plan, floor plan, operating plan, community engagement, diversity plan, anonymous experience résumés, financials, and optional social equity, labor, environmental, Illinois-owner and veteran exhibits (IDFPR Application, Application Exhibits list).
- Each exhibit carried a page limit, for example Business Plan 30 pages, Operating Plan 40 pages, Security Plan 50 pages, Floor Plan 10 pages, Diversity Plan 2,500 words, and 3 pages per principal officer résumé (IDFPR Application, Exhibits D-N).
- Applicants were told not to submit "materials not requested by this application, such as cover letters or mission statements," and missing mandatory exhibits made an application incomplete (IDFPR Application, Instructions).

- Deficiency notices gave applicants 10 calendar days to complete the application, after which it was rejected and the fee kept (IDFPR Application, Instructions).
- Principal officer résumés (Exhibit N) were submitted anonymized (IDFPR Application, Exhibit N).
- Points: training plan 15; security and recordkeeping 65; business plan, financials, operating and floor plan 65; knowledge and experience 30; social equity applicant 50; labor practices 5; environmental plan 5; Illinois owner 5; veteran 5; diversity plan 5; up to 2 bonus points for community engagement (410 ILCS 705/15-30(c)-(d)).
- An application scoring at least 213 points entered the Qualifying Applicant Lottery, and 252 points qualified for the Tied Applicant Lottery (IDFPR, FAQs for QAL, SEJIL and TAL).

Massachusetts (935 CMR 500)

- Massachusetts applications have three sections: Application of Intent, Background Check, and Management and Operations Profile (935 CMR 500.101(1)).
- The Application of Intent includes capital sources with a bank record dated within 60 days, certification that funds were lawfully obtained, a bond or escrow, proof of a property interest, the executed host community agreement or waiver, and community outreach meeting documentation (935 CMR 500.101(1)(a)4.-9.).
- The Management and Operations Profile includes certificates of good standing from the Secretary of the Commonwealth, the Department of Revenue and, if applicable, the Department of Unemployment Assistance, each issued within 90 days (935 CMR 500.101(1)(c)2.-4.).
- It also includes a timeline to operation, an insurance plan, a business plan summary, and summaries of policies for security, diversion, storage, transport, inventory, quality control, personnel, dispensing, recordkeeping, financial records and a diversity plan (935 CMR 500.101(1)(c)5.-8.).
- A plan to positively impact Areas of Disproportionate Impact, with goals, programs and measurements, is part of the application (935 CMR 500.101(1)(a)11.).

New Jersey (N.J.A.C. 17:30)

- New Jersey's annual license application lists tax IDs, a Business Registration Certificate, formation documents, a location description with site and floor plan, distances to places of worship, schools, playgrounds, parks and daycares, a municipal zoning letter, and a municipal resolution of support (N.J.A.C. 17:30-7.10(b)1-9).
- It also requires proof of control of the premises and, for leased sites, a landlord certification; an application without that certification "shall be disqualified" (N.J.A.C. 17:30-7.10(b)10-11).
- Required plans include operating, business and financial, environmental impact, safety and security, community impact, and workforce development plans (N.J.A.C. 17:30-7.10(b)14-19).
- Standard operating procedures are submitted for adverse events, QA/QC, recall, packaging and labeling, inventory and diversion, recordkeeping, waste, operations, accounting and tax, and test reporting (N.J.A.C. 17:30-7.10(b)20).
- A labor peace agreement attestation is required, except for microbusinesses (N.J.A.C. 17:30-7.10(b)21).
- Bonus point categories include collective bargaining agreements, project labor agreements, and at least one owner residing in New Jersey for five years (N.J.A.C. 17:30-7.10(b)13).

New York (9 NYCRR Part 120)

- New York requires identity information for the applicant and each true party of interest, including government photo ID showing age 21 or older (9 NYCRR 120.2(a)(1)).
- Disclosures include formation documents, capitalization tables (holders above 10% for private entities, 5% for public), the most recent fiscal year financial statements, pro forma financials for entities under a year old, and an organizational chart (9 NYCRR 120.2(a)(2)(iv), (vii), (ix)-(xi)).
- Applicants list charitable contributions over $5,000 annually in the past five years and designate portions claimed as exempt from Freedom of Information Law disclosure (9 NYCRR 120.2(a)(2)(xviii)-(xix)).

- A copy of the labor peace agreement is filed with an attestation that keeping it is an ongoing material condition (9 NYCRR 120.2(a)(2)(xx)).
- Legal history covers pending actions and ten years of settled actions, judgments, injunctions, bankruptcies and tax delinquencies (9 NYCRR 120.2(a)(3)(ii)).
- Premises information includes who receives rent, photographs, GPS coordinates or floor plans, and a statement of compliance with municipal notification under Cannabis Law section 76 (9 NYCRR 120.2(a)(4)).

Maryland (COMAR 14.17.05)

- Maryland limits any applicant or owner to one application per license type and two applications in total per round (COMAR 14.17.05.02D).
- Maryland does not require an applicant to own or possess property at the time of application (COMAR 14.17.05.02F).
- Applications are checked pass-fail for lottery eligibility against an operational plan, a business plan, a detailed diversity plan, and social equity documentation (COMAR 14.17.05.03E(3)).
- Requested additional information is due within 10 calendar days, or the application may be denied (COMAR 14.17.05.03E(2)).
- After the lottery, a conditional licensee files a supplemental application with a criminal history check, financial background investigation, disclosure of adverse licensing actions elsewhere, and proof of legal control of the site (COMAR 14.17.05.04B).

Sources checked 2026-11-22.

- IDFPR, Conditional Adult Use Dispensing Organization License Application (rev. 10/11/19)
- IDFPR, FAQs for QAL, SEJIL and TAL
- 410 ILCS 705/15-30 (FindLaw mirror of Illinois Compiled Statutes)
- Cannabis Control Commission, 935 CMR 500.000 (effective 09-11-26)
- NJ Cannabis Regulatory Commission, N.J.A.C. 17:30 Personal Use Cannabis Rules

- Office of Cannabis Management, Express Terms adopting Parts 118-125 and 131 (9 NYCRR)
- COMAR 14.17.05.02, Application Requirements
- COMAR 14.17.05.03, Application Notification, Submission, and Review
- COMAR 14.17.05.04, Lottery Award and Conditional License

Sources

- Code of Virginia § 4.1-606 (Regulations of the Board)
- Code of Virginia § 4.1-702 (Separate license for each place of business)
- Code of Virginia § 4.1-806 (Marijuana testing facility license)
- Code of Virginia § 4.1-810 (Conditions under which the Board shall or may refuse to grant licenses)
- Code of Virginia § 4.1-1000 (Applications for licenses; procedures; notice to localities; fees)
- Code of Virginia § 4.1-1001 (Labor peace agreements)
- Code of Virginia § 4.1-1406 (Edible marijuana products; VDACS inspection)
- Code of Virginia § 4.1-1602.1 (Dual-use privileges)
- HB 30 (2026 Sp. Sess. I, c. 1), Item 4-14 enactment clauses (enactments 12 to 16)
- CCA draft adult-use regulations, Sept. 9, 2026 (proposed, not final): 3VAC10-20, 3VAC10-30, 3VAC10-40-120, 3VAC10-60-20

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