



**COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS  
CANNABIS COMMISSION**

P.O. BOX 500135 Saipan, MP 96950  
Email: media@cnmicannabis.org

**CANNABIS LICENSE APPLICATION (COMMERCIAL) GUIDE**

Determine the type of license to apply for. Applicants should be familiar with the types of licenses to determine which category their interest falls under. See license categories below:

I WANT TO...	LICENSE CATEGORIES	THIS LICENSE IS ABLE TO...	APPLICATION FEE	LICENSE FEE
GROW CANNABIS	<b>MARIJUANA PRODUCTION LICENSE</b> - Class 1: Cultivate less than 750 sq. ft - Class 2: Cultivate 750 to 2,999 sq. ft - Class 3: Cultivate 3,000 to 5,000 sq. ft.	Plant, cultivate, grow, harvest, and dry marijuana through indoor or outdoor production or a combination of the two	Class 1: \$500 Class 2: \$750 Class 3: \$1,000	Class 1: \$1,000 Class 2: \$3,700 Class 3: \$6,500
	- <b>Micro Producer:</b> Possess no more than 25 mature marijuana plants to harvest and dry in a manner approved	Engage in indoor or outdoor production or a combination of the two if the micro producer has entered into an agreement with a licensed marijuana wholesaler	Micro Producer: \$250	Micro Producer: \$500
BUY CANNABIS IN BULK AND DISTRIBUTE TO OTHER LICENSEES	<b>MARIJUANA WHOLESALE LICENSE</b>	Purchase marijuana items in bulk for resale to a licensed marijuana establishment	\$250	\$2,000
OPEN A DISPENSARY AND SELL CANNABIS TO CONSUMERS	<b>MARIJUANA RETAIL LICENSE</b>	Sell marijuana items within a marijuana retail establishment directly to a consumer	\$1,000	\$6,000
OPEN A CANNABIS LOUNGE	<b>MARIJUANA LOUNGE LICENSE</b> - Class 1: Sell for on-site consumption - Class 2: Allows for on-site consumption	Sell and/or allow for the on-site consumption of marijuana items	Class 1: \$1,500 Class 2: \$1,500	Class 1: \$5,000 Class 2: \$3,500

*For Cannabis Licensee Responsibilities, Privileges and Prohibitions, see the CNMI Cannabis Rules and Regulations.*

**SECTION A: COMPLETE LICENSE APPLICATION PACKAGE INCLUDES THE FOLLOWING**

1. Completed Cannabis License Application.
2. All information and documents required in the associated License Type Appendix Checklist:
  - o **Appendix A:** Producer License – Class 1, Class 2, Class 3
  - o **Appendix A1:** Micro Producer License
  - o **Appendix C:** Lounge License – Class 1, Class 2
  - o **Appendix D:** Wholesale License
  - o **Appendix E:** Retail License

<b>REQUIRED DOCUMENTS PER BUSINESS TYPE</b>	<b>CORPORATION</b>	<ul style="list-style-type: none"> <li>• Directors Register <ul style="list-style-type: none"> <li>• All directors owning or controlling 3% or more of stock in the applicant corporation must submit an Individual History Form</li> </ul> </li> <li>• Officers Register <ul style="list-style-type: none"> <li>• All principal officers in applicant corporation must submit an Individual History Form</li> </ul> </li> <li>• Shareholder (stockholder) Register</li> <li>• Corporate Share Interest Summary</li> <li>• Corporation Bylaws</li> <li>• Articles of Incorporation</li> <li>• Residency Requirement</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• All shareholders (individuals) holding 10% or greater voting shares in the applicant corporation must submit an Individual History form</li> <li>• All shareholders (individuals) holding less than 10% voting shares in the application corporation, list the individual's legal name and date of birth.</li> <li>• If one of the shareholders is a corporation, LLC, or a partnership, submit all documents required for that legal entity type.</li> </ul>	<b>LIMITED LIABILITY CORPORATION (LLC)</b>	<ul style="list-style-type: none"> <li>• Articles of Organization</li> <li>• Operating Agreement</li> <li>• Members list (if member-managed)</li> <li>• Managers list (if manager-managed)</li> <li>• Individual History Form</li> <li>• Residency Requirement</li> </ul>
			<b>PARTNERSHIP</b>	<ul style="list-style-type: none"> <li>• Partnership Agreement</li> <li>• Individual History Form</li> <li>• Residency Requirement</li> </ul>
			<b>LIMITED LIABILITY PARTNERSHIP</b>	<ul style="list-style-type: none"> <li>• Partnership Agreement</li> <li>• List of Partners</li> <li>• Individual History Form</li> <li>• Residency Requirement</li> </ul>
			<b>SOLE PROPRIETORSHIP</b>	<ul style="list-style-type: none"> <li>• Individual History Form</li> <li>• Residency Requirement</li> </ul>

<b>REQUIRED DOCUMENTS PER LICENSE TYPE</b>	<b>REQUIRED DOCUMENTS PER LICENSE TYPE</b>	<b>Production: Class 1, 2, or 3</b>	<b>Micro Production</b>	<b>Wholesale</b>	<b>Retailer</b>	<b>Lounge: Class 1 or 2</b>
	Scope of License Operations	✓	✓	✓	✓	✓
	Proposed Premises Authorization	✓	✓	✓	✓	✓
	Zoning Authorization	✓ (If Applicable)	✓ (If Applicable)	✓ (If Applicable)	✓ (If Applicable)	✓ (If Applicable)
	Business License	✓	✓	✓	✓	✓
	Signage	✓	✓	✓	✓	✓
	Interior Design Schematics				✓	✓
	Floor Plan	✓	✓	✓	✓	✓
	Site Map	✓	✓	✓	✓	✓
	Standard Operating Procedure	✓	✓	✓	✓	✓
	Subject to Additional Information or Documentation	✓	✓	✓	✓	✓

3. Payment Certification and Receipt of Payment. Applicants must pay the nonrefundable application fee for the license they are applying for **prior** to submitting their application package.

***Application Fee payments can be made to the following cashier locations:***

**SAIPAN**

- CNMI DOF – Treasury, Saipan
- CNMI DOF - Division of Taxation and Revenue, Saipan

**TINIAN**

- CNMI DOF – Taxation and Revenue, Tinian

**ROTA**

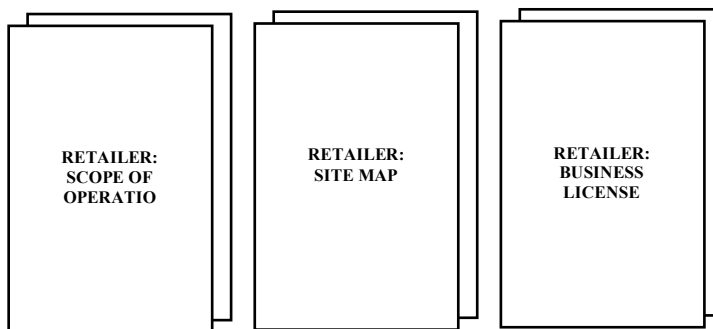
- CNMI DOF – Taxation and Revenue, Rota

## **SECTION B: BEFORE SUBMISSION OF THE APPLICATION PACKAGE**

1. Every question must be completely answered. Do not leave blank spaces. If a question does not apply to you, indicate “**Does Not Apply**”. If there is nothing to disclose in response to the question, write “**None**”.
2. All entries on this application must be typed or printed legibly in **BLOCK** (all uppercase letters) using dark ink. **Note:** *The Commission will not review your application and you will be instructed to re-file if it is illegible or if you have modified any of the questions.*
3. If the space available is insufficient to respond to a question, supply the required information on a separate page titled “**Further Response Page**”, wherein you clearly identify the questions(s) you are answering (i.e. *Part 2: Applicant Information, #1*).
4. The application, all required documents per license type, payment certification, and receipt of payment are completed.
5. The authorized signatory of the applicant has signed the declaration section on the Cannabis License Application.
6. You must retain a complete copy of your licensing application package for your own records. **Note:** *The Commission is not responsible for providing you a copy of your license application once you have submitted it. However, a fee of \$1.00 per page will be applied for every request. The Commission retains copies of inactive files for a period of time as deemed necessary.*

## **SECTION C: PACKAGING YOUR APPLICATION:**

1. A Cannabis License application package must include the completed Cannabis License Application, all required documents from the associated License Type Appendix, payment certification, and receipt of payment.
2. Each required License Type Appendix document **must** have a cover page with the **TITLE** of the document being submitted. See example below:



3. Ensure that all required documents indicated in the corresponding appendix check list are packaged **in the order each document is listed on the appendix check list** when compiling the documents into the application package.

4. The application package must be **sealed** in a manila envelope prior to submission and be legibly addressed as reflected in the example below:

MANILA ENVELOPE

“APPLICANT LAST NAME, FIRST NAME”  
“LICENSE TYPE”  
“CONTACT NUMBER ON APPLICATION”  
“CONTACT EMAIL ON APPLICATION”  
“INDICATE ISLAND/MUNICIPALITY”

ATTN:  
COMMERCIAL LICENSING DIVISION  
CNMI CANNABIS COMMISSION

EXAMPLE

DOE, JOHN  
PRODUCER CLASS 1  
“123-456-7890  
“JOHNDOE1234@EMAIL.COM  
“SAIPAN, CNMI”

ATTN:  
COMMERCIAL LICENSING DIVISION  
CNMI CANNABIS COMMISSION

#### **SECTION D: WHERE TO SUBMIT YOUR APPLICATION**

1. Applicants applying in **SAIPAN** can submit their CNMI Cannabis License application package to the following location:

DIVISION OF PERMITTING AND LICENSING  
COMMONWEALTH CASINO COMMISSION  
UNIT 13 & 14F SPRINGS PLAZA  
GUALO RAI, SAIPAN  
OFFICE HOURS: Tuesday – Thursday, 9:00 AM to 4:00 PM

2. Applicants applying in **TINIAN** can submit their CNMI Cannabis License application package to the following location:

CUSTOMER SERVICE INTAKE WINDOW  
DEPARTMENT OF COMMERCE, TINIAN  
SAN JOSE VILLAGE, TINIAN  
OFFICE HOURS: Tuesday – Thursday, 9:00 AM to 4:00 PM

3. Applicants applying in **ROTA** can submit their CNMI Cannabis License application package to the following location:

ADMINISTRATIVE OFFICE  
DEPARTMENT OF LANDS AND NATURAL RESOURCES  
LIYO, SONGSONG VILLAGE, ROTA  
OFFICE HOURS: Tuesday – Thursday, 9:00 AM to 4:00 PM

#### **SECTION E: APPLICATION SUBMITTAL PROCESS**

1. Application packages will be marked **received** upon submission.
2. The Commission will notify the applicant of any deficiencies and may request for additional documentation and/or information through the designated email on the application, if needed. The applicant will have ten (10) days from the notice to submit the missing documents or information to the Commission. Failure to do so may result in

denial of the application.

3. If the application package is determined **complete**, the application will be officially filed and will undergo a thorough review by the Commission.
4. Once the application has completed the thorough review, the Commission will notify the applicant through the designated contact email on the application of the next steps for inspection of the proposed premises.

## **SECTION F: PROPOSED PREMISES INSPECTION**

1. The Commission will inspect the proposed premise to determine that all licensing requirements have been satisfied prior to final review.
2. **PASSED INSPECTION:** If all licensing requirements for the proposed premises have been satisfied, the application package will be entered for final review.
3. **FAILED INSPECTION:** The applicant will be provided with a notice of the failed inspection and the requirements that have not been met. An applicant that fails an inspection will have fifteen (15) calendar days from the date the notice was sent to submit a written response that demonstrates the deficiencies have been corrected.
  - a. If an applicant does not submit a timely plan of correction or if the plan of correction does not correct the deficiencies in a manner that would bring the applicant into compliance, the Commission may deny the application.
  - b. If the plan of correction appears, on its face, to correct the deficiencies, the Commission will schedule another inspection.
  - c. If an applicant fails a second inspection, the Commission may deny the application unless the applicant shows good cause for the Commission to perform additional inspections.
4. **PASSED 2ND INSPECTION:** If all pending inspection requirements for the proposed premises have been satisfied in the second inspection, the application package will be entered for final review.

## **SECTION G: FINAL REVIEW**

1. If the applicant is in **compliance** and has fulfilled all the necessary requirements for licensing, the Commission will notify the applicant that the application has been approved.
2. The applicant will need to pay the nonrefundable licensing fee **prior** to being issued the license. The Commission will provide the payment certification with specific account number for cannabis licensing fee payment.

***Licensing Fee payment can be made to the following cashier locations:***

### **SAIPAN**

- CNMI DOF – Treasury, Saipan
- CNMI DOF – Division of Taxation and Revenue, Saipan

### **TINIAN**

- CNMI DOF – Taxation and Revenue, Tinian

### **ROTA**

- CNMI DOF – Taxation and Revenue, Rota

3. The applicant is responsible to return the verified payment certification and receipt of payment to the Commission.
4. The Commission will provide the applicant with proof of licensure.



- The Licensing Timeline is dependent on the complexity of the application and whether the applicant has provided all required documentation or follow up material, if requested, in a timely manner.
- This instruction sheet represents the process for license applications only.

## **SECTION H: DUTY TO UPDATE INFORMATION**

1. All notices regarding your application will be sent to the mailing address or e-mail address that you provide on this application. You must immediately notify the Commission of any change of address or email address. The applicant or licensee is responsible for providing a valid email address for all communication.
2. All Cannabis Licensing applicants and licensees have a continuing duty to update changes to any of the information the applicant or licensee is required to provide or has provided to the Commission.

## **SECTION I: COMMUNICATION**

For more information or inquiries regarding the Cannabis License Application, please contact the following:

### **MAILING ADDRESS:**

P.O. BOX 500135  
SAIPAN, MP 96950

### **SAIPAN CONTACT**

Email: [info@cnmicannabis.org](mailto:info@cnmicannabis.org)

### **TINIAN CONTACT**

Email: [cannabistinian@gmail.com](mailto:cannabistinian@gmail.com)

### **ROTA CONTACT**

Email: [thomas.cnmicannabiscomm@gmail.com](mailto:thomas.cnmicannabiscomm@gmail.com)