



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

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

**CANNABIS LICENSE APPLICATION (COMMERCIAL) GUIDE**  
**VERSION 2. UPDATED SEPT. 2020**

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
	- Micro Producer: 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
MAKE CANNABIS PRODUCTS	<b>MARIJUANA PROCESSOR LICENSE</b>	Process raw marijuana into another product such as topicals, concentrates, and extracts	\$1,000	\$4,500
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 1: \$5,000
			- Class 2: \$1,500	- 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:
  - **Appendix A: Producer License – Class 1, Class 2, Class 3**
    - **Application package should include:**
      - All required documents per Business Type
      - Lease Agreement or Proof of Ownership
      - Signage
      - Scope of Operations
      - Floor Plan(s)
      - Site Map
      - Standard Operating Procedures
      - Copy of Receipt of Payment for Zoning Application (if applicable) \*
    - **Supporting documents to be submitted at a later date\*:**
      - Business License
      - Zoning Authorization (if applicable) \*
  - **Appendix A1: Micro Producer License**
    - **Application package should include:**
      - All required documents per Business Type
      - Scope of Operations
      - Lease Agreement or Proof of Ownership
      - Wholesale Agreement
      - Signage
      - Floor Plan(s)
      - Site Map
      - Standard Operating Procedures
      - Copy of Receipt of Payment for Zoning Application (if applicable) \*
    - **Supporting documents to be submitted at a later date\*:**
      - Business License
      - Zoning Authorization (if applicable) \*
  - **Appendix B: Processor License**
    - **Application package should include:**
      - All required documents per Business Type
      - Scope of Operations
      - Lease Agreement or Proof of Ownership
      - Signage
      - Floor Plan(s)
      - Site Map
      - Standard Operating Procedures
      - Copy of Receipt of Payment for Zoning Application (if applicable) \*
    - **Supporting documents to be submitted at a later date\*:**
      - Business License
      - Zoning Authorization (if applicable) \*
  - **Appendix C: Lounge License – Class 1, Class 2**
    - **Application package should include:**
      - All required documents per Business Type
      - Scope of Operations
      - Lease Agreement or Proof of Ownership
      - Signage
      - Interior Schematics Plan
      - Floor Plan(s)

- Site Map
  - Standard Operating Procedures
  - Copy of Receipt of Payment for Zoning Application (if applicable) \*
- **Supporting documents to be submitted at a later date\*:**
  - Business License
  - Zoning Authorization (if applicable) \*
  - BEH Permit (if applicable)
- **Appendix D: Wholesale License**
  - **Application package should include:**
    - All required documents per Business Type
    - Scope of Operations
    - Lease Agreement or Proof of Ownership
    - Signage
    - Floor Plan(s)
    - Site Map
    - Standard Operating Procedures
    - Copy of Receipt of Payment for Zoning Application (if applicable) \*
  - **Supporting documents to be submitted at a later date\*:**
    - Business License
    - Zoning Authorization (if applicable) \*
- **Appendix E: Retail License**
  - **Application package should include:**
    - All required documents per business type
    - Scope of Operations
    - Lease Agreement or Proof of Ownership
    - Signage
    - Interior Design Schematics
    - Floor Plan(s)
    - Site Map
    - Standard Operating Procedures
    - Copy of Receipt of Payment for Zoning Application (if applicable) \*
  - **Supporting documents to be submitted at a later date\*:**
    - Business License
    - Zoning Authorization (if applicable) \*



*\*Applicants applying for a cannabis license in Tinian and Rota do not need to submit zoning authorization.*

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, 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, if needed. Applicants should address the deficiency or non-compliant issue in a timely manner and make no additional changes that were not requested.
3. Once an application has been deemed complete (pending supporting documents in Section A.2, if applicable), a license application enters the queue based on the time and date submitted to be reviewed for compliance with the Cannabis Rules and Regulations.
4. If the application package is deemed in compliance with the Cannabis Rules and Regulations, 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 premises to determine that all licensing requirements have been satisfied.
2. **PASSED INSPECTION:** If all licensing requirements for the proposed premises have been satisfied, the applicant's premises will be considered to have "passed inspection" and the application will continue on with processing.
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 applicant's premises will be considered to have "passed inspection" and the application will continue on with processing.

## **SECTION G: CONDITIONAL APPROVAL (IF APPLICABLE)**

1. If the application package is deemed compliant with the regulations, the proposed premises has passed inspection, and the applicant has submitted all required supporting documents (if applicable), the Commission will proceed with the final review for approval or denial of official licensing.
2. If the application packaged is deemed compliant with the regulations, the proposed premises has passed inspection, but has **not** submitted their supporting documents, the Commission will notify the applicant that the application has been conditionally approved. A conditional approval does not authorize the applicant to begin engaging in operations of their proposed marijuana related business. Once the applicant has submitted the required supporting documents, the Commission will proceed with the final review for approval or denial of official licensing.

**SECTION H: FINAL REVIEW**

1. If the applicant has been approved for Cannabis Licensing, the applicant will receive an official notice from the Commission with steps on how to proceed official licensing.
2. The approved 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 approved applicant is responsible to return the verified payment certification and receipt of payment to the Commission.
4. The Commission will provide the approved applicant with official proof of licensure.

**SECTION I: 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 J: 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)



- *This instruction sheet represents the process for Cannabis license applications only.*
- *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.*