



The Cannabis Office (CO) Variance Request Guide

Disclaimer: The purpose of this guide is to help licensees in navigating the state’s online Cannabis Licensing Portal. The guide is not a substitution for thoroughly reviewing the regulatory requirements of licensure, [available here](#) for the cannabis program and [available here](#) for the hemp program. While the Cannabis Control Commission and its Cannabis Office strive to make the information contained in this guide as accurate and up-to-date as possible, they make no claims, promises or guarantees about the accuracy, completeness or adequacy of the contents of this guide, and expressly disclaim any liability for errors and omissions herein.

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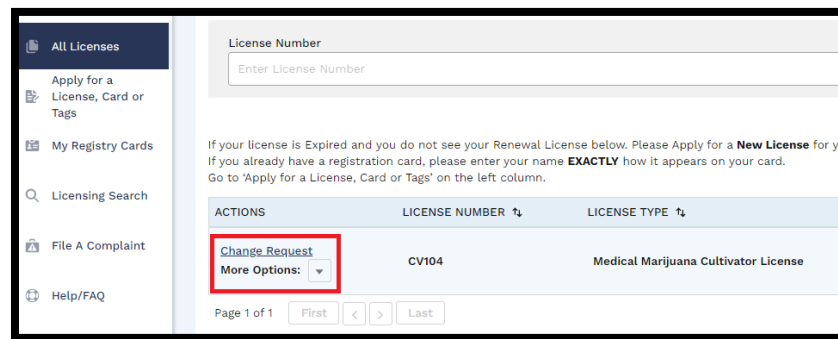
License Change Requests

In accordance with [560-RICR-10-10-1.3.3](#) Cannabis Business Licensees are required to submit a written request for a variance at least sixty (60) calendar days in advance of the following changes:

- A proposed change in ownership;
- A proposed change in the membership of a board of directors, board of trustees, or manager/members;
- A proposed change in corporate officer(s);
- A proposed merger, dissolution, entity conversion or amendment of corporate organization;
- Proposed entering into a management agreement, changing management companies, and/or material changes to an existing management agreement;
- Proposed change to interest holders/key persons
- Proposed change to the approved premises (i.e. moving to a new facility or adding a manufacturing location);
- Proposed change to approved premises floor plan, including but not limited to the locations of cameras and surveillance recording storage areas;
- Proposed expansion or modification of the premises, including expanding or modifying the scope or scale of licensed activity;
- Proposed changes to operations, including but not limited to implementation or modification of curbside pick-up, home delivery, or manufacturing plans and/or processes;
- Requests to receive additional funding;
- Requests for a temporary discontinuance of licenses without revocation; and
- Change of status of applications, licensure, disciplinary, or enforcement activity in other jurisdictions.
- Proposed changes to security and safety plans, operations manual, and business plans; and
- Proposed change in home delivery plans or processes.

Further, licensees must notify the CO in writing within ten (10) days of any changes in mailing address, email addresses, phone numbers, or other relevant contact information.

Regardless of the type of change requested, Applicants will begin by selecting “Change Request” in the “Actions” column of the “All Licenses” page of the Portal before selecting the change type from the drop-down list.



Additional Funding Request

**** NOTE** This variance request should only be completed for sources of funding that are not associated with a change in ownership. Any such changes in ownership must be disclosed using the Change in Ownership variance.**

1. Select “Additional Funding Request” from the drop-down list and then select “Apply.”


2. Review the instructions on the first page and select “Next.”
3. The following page allows licensees to disclose additional sources of funding for both individuals currently disclosed in Section D or Part 2 of the Form 2 as well as new individuals who have not previously provided financing or other resources to the business. **It is very important to read the instructions at the top of this page to determine whether the funder belongs in Section D or Part 2.**

If you are adding a new individual to Section D, select “Add New” in the first box and input the individual’s personal information.


PART-I		
STATUS	CONTACT TYPE	ACTION
3 Added	List D Persons or entities holding an interest through a consulting or shared management agreement	


****Note** If the investment is coming from a non-publicly-traded entity, you must include all owners of that entity down to the natural person.**

If you are receiving funding from someone already listed in Section D, select “Edit/Delete Contact” next to the relevant name and make any necessary changes.

ADDED CONTACTS		
NAME	CONTACT TYPE	ACTION
John Smith	Investors	 Edit/Delete Contact
Terry Kath	Investors	 Edit/Delete Contact
CTA	Investors Business	 Edit/Delete Contact

Likewise select either “Add New” or “Edit/Delete Contact” in the third and fourth boxes to add or revise an individual in Part 2 of the Form 2.

PART-II		
STATUS	CONTACT TYPE	ACTION
1 Added	Other Interest Holders	 Add New

ADDED CONTACTS		
NAME	CONTACT TYPE	ACTION
Rand Althor	Other Interest Holders	 Edit/Delete Contact

Once you have added all relevant individuals, select “Next” at the bottom of the page.

4. Include a brief summary of the investment and upload a copy of any relevant documentation on the following page (shown on following page) and select “Next.”
5. Type the name of the person completing the application in the Signature box and select “Submit” to complete the application.

* Please briefly describe the nature of the Additional Funding Request. If the funds are from individuals previously listed on your Form 2 disclosures, please also include the names of such individuals here.

Gift of \$10000 from parent Rand Althor

There is a Maximum 25 MB file upload size limit.

SECTION NAME	DOCUMENT NAME	STATUS	ACTION
Document Upload	* Loan agreement, line of credit, or other documents containing the terms of funding Parental Gift Documentation.pdf 9/27/2024, 1:33 PM	Uploaded	<div style="text-align: center;"> Delete UPLOAD/CHOOSE FILE </div>

Change of Form 2 Contacts

In accordance with [560-RICR-10-10-1.3.2](#) a person may invest in multiple licensed cannabis establishments. To facilitate this, a new option to search for existing Form 2 contacts from other licensees has been added to the Change of Ownership function. This functionality currently only exists for Cultivator Licensees and is being developed for other license types. This section has therefore been split in three – adding unassociated individuals, adding individuals currently associated with another licensee, and deleting or modifying existing Form 2 contact

Adding Unassociated Individuals

1. Select “Change of Ownership Request” from the drop-down list and then select “Apply.”
****NOTE**** The “Change of Ownership Request” option captures *ANY CHANGES*

Select a Change Request ✕


* indicates required field

* Class B - 10,000 sq. ft. Max Change of Ownership Request

Exit
Apply

TO FORM 2 CONTACTS including, but not limited to, investors, individuals with operational control, third party managers, and management agreements.

2. Select “Next” on the following two pages which show the license number and the company name respectively.
3. If you are adding individuals to the Form 2, you may do so based on their role within the organization by selecting “Add New” next to the relevant Form 2 section.

STATUS	CONTACT TYPE	ACTION
1 Added	List A Owners and Other Interest Holders	

4. Select whether the newly disclosed contact is either an individual or business in the popup window. In both cases, select “Add New,” confirm the applicability of the revealed prompt, enter all requested information, and continue to the “For All Form 2 Changes” section of this guide.

Scroll to the appropriate person record

* First Name	* Last Name
<input type="text" value="Jane"/>	<input type="text" value="Smith"/>
* Title	SSN
<input type="text" value="Manager"/>	<input type="text" value="***-**-6789"/>
* Date of Birth	Background Check
<input type="text" value="Apr 11, 1978"/>	<input type="text" value="Apr 7, 2024"/>
* Street Address	
<input type="text" value="420 W Main St"/>	
* City	* State
<input type="text" value="Providence"/>	<input type="text" value="Rhode Island"/>
* Zip	* Phone Number
<input type="text" value="02909"/>	<input type="text" value="(555) 555-5555"/>
* Email	
<input type="text" value="testcollc123@gmail.com"/>	
* Business Associated with (Applicant, parent business or sub-entity)	
<input type="text" value="TestCo, LLC"/>	

****NOTE**** If you include a Business on this page **YOU MUST INCLUDE THE OWNERS OF THAT BUSINESS DOWN TO THE INDIVIDUAL PERSON.** The only exceptions to this are publicly traded companies that must disclose all individuals holding 5% or more of the outstanding shares. The example on the following shows what this would look like for an Interest Holder in the licensee via third party management company with a sole owner. Please pay particular attention to the “Business Associated with” section where the appropriate response is the entity that the Contact is *directly* connected to. In the example below Jack Goodman is the Owner of ManagerCo, LLC which, in turn will have a management agreement with the licensee, TestCo, LLC. Therefore on Jack Goodman’s contact, the “business associated with” is ManagerCo, LLC, *not* the licensee.

LIST E THIRD PARTY MANAGERS
 E. LIST ALL PERSONS OR ENTITIES THAT HOLD INTEREST(S) ARISING UNDER SHARED MANAGEMENT COMPANIES, MANAGEMENT AGREEMENTS, OR OTHER AGREEMENTS THAT AFFORD THIRD-PARTY MANAGEMENT OR OPERATIONAL CONTROL WITH RESPECT TO APPLICANT/LICENSEE, ITS OPERATIONS, THE LICENSE AND/OR THE LICENSED FACILITIES.
 To the extent that any such Interest Holder is an entity (corporation, partnership, LLC, etc.), list all Interest Holders in that entity until all such Interest Holders are identified and disclosed down to the individual person level.

* Business Name: ManagerCo, LLC FEIN: **-***16B4

* Street Address: 849 Buffet Drive

* City: Dover * State: Delaware

* Zip: 19901 * Phone Number: (555) 555-5555

Email: [Empty]

* Business Associated with (Applicant, parent business or sub-entity): **TestCo, LLC**

* Interest: 0.00%

LIST E THIRD PARTY MANAGERS
 E. LIST ALL PERSONS OR ENTITIES THAT HOLD INTEREST(S) ARISING UNDER SHARED MANAGEMENT COMPANIES, MANAGEMENT AGREEMENTS, OR OTHER AGREEMENTS THAT AFFORD THIRD-PARTY MANAGEMENT OR OPERATIONAL CONTROL WITH RESPECT TO APPLICANT/LICENSEE, ITS OPERATIONS, THE LICENSE AND/OR THE LICENSED FACILITIES.
 To the extent that any such Interest Holder is an entity (corporation, partnership, LLC, etc.), list all Interest Holders in that entity until all such Interest Holders are identified and disclosed down to the individual person level.

* First Name: Jack * Last Name: Goodman

* Title: Owner SSN: ***-**-4652

* Date of Birth: Apr 10, 1992 Background Check: Apr 12, 2024

* Street Address: 25 Patience Circle

* City: Rancho Santa Fe * State: California

* Zip: 92067 * Phone Number: (555) 555-5555

Email: [Empty]

* Business Associated with (Applicant, parent business or sub-entity): **ManagerCo, LLC**

* Interest: 100.00%

Adding Individuals Associated with Another License

1. Select “Change of Ownership Request” from the drop-down list and then select “Apply.”

****NOTE**** The “Change of Ownership Request” option captures *ANY CHANGES TO FORM 2 CONTACTS* including, but not limited to, investors, individuals with operational control, third party managers, and management agreements.

2. Select “Next” on the following two pages which show the license number and the company name respectively.
3. If you are adding individuals to the Form 2, you may do so based on their role within the organization by selecting “Add New” next to the relevant Form 2 section and selecting whether you are adding an individual or business.

STATUS	CONTACT TYPE	ACTION
1 Added	List A Owners and Other Interest Holders	Add New

4. Type the first and last name, as well as the birth date, of the person you would like to add, select search, choose the person’s name from the dropdown, and click “Save Contact”.

****NOTE**** The individual will only appear in the search bar if you enter their information *exactly* as it appears on the original license they are associated with.

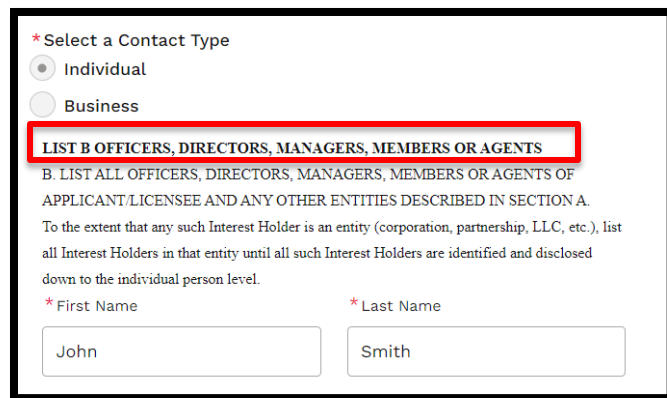
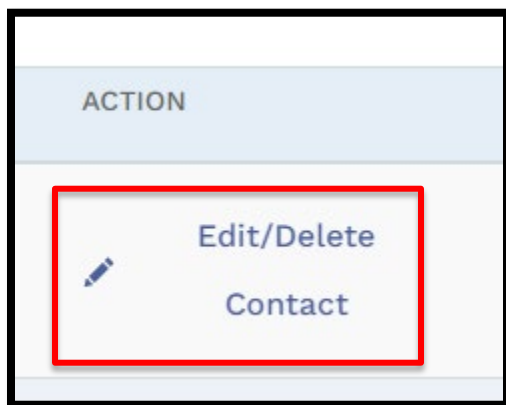
5. Select “Edit/Delete Contact” next to the added contact’s name in the Modified Form 2 Contacts table that now appears and complete any required fields before selecting “Save Contact.”

****NOTE**** While you may advance through the application if you do not complete this step, the contact will be missing critical information and the application will be marked incomplete which could delay approval.

6. Continue to the “For All Form 2 Changes” section of this guide.

Deleting or Modifying Individuals on a Form 2

1. If you are removing an individual from the Form 2 disclosures, scroll down to the “Existing Contacts” section of the page, select “Edit/Delete Contact” for the individual to be removed, and “Delete” in the popup box to remove them.



****NOTE**** If an individual occurs in multiple sections of the Form 2, they will appear multiple times in the lower section of the page. You must select “Edit/Delete Contact” for each one and note the list to which each instance applies prior to deleting. This will ensure only the correct instance is deleted.

For All Form 2 Changes

1. Fill in the text box at the bottom of the page with all requested information.

* Please briefly describe the nature of the Change of Ownership request. Please include the name(s), title(s) and, if applicable, adjustment(s) to ownership interest(s) of pertinent individuals:

Addition of Mat Cauthon as Member with 5% ownership interest in TestCo, LLC. John Smith's ownership is reduced from 35% to 32%

2. Select “Next” at the bottom of the page.
3. Upload attachments in each of their relevant locations on the following page.

There is a Maximum 25 MB file upload size limit.

SECTION NAME	DOCUMENT NAME	STATUS	ACTION
Attachments	* Updated Organizational Chart ⓘ TestCo LLC Updated Org Chart.pdf 4/12/2024, 3:14 PM	Uploaded	Delete
Attachments	* Membership/Operating Agreement ⓘ TestCo LLC Operating Agreement.pdf 4/12/2024, 3:15 PM	Uploaded	Delete
Attachments	* Corporate By Laws ⓘ TestCo LLC Annex A Corporate Bylaws.pdf 4/12/2024, 3:16 PM	Uploaded	Delete
Attachments	* Updated SOPs as applicable for ownership changes or license transfers ⓘ TestCo LLC Updated SOPs.pdf 4/12/2024, 3:16 PM	Uploaded	Delete
Attachments	* Corporate Documents – Current Articles of Incorporation ⓘ TestCo LLC Annex A Articles of Incorporation.pdf 4/12/2024, 3:16 PM	Uploaded	Delete

****NOTE**** You *must* include an attachment in each section to proceed through the application. If a specific attachment does not apply to the change being requested, such as an operating agreement in the case of a change request stemming from the promotion of someone to a managerial role, please include the most recent version of the requested documentation.

4. Select “Next” at the bottom of the page.
5. Type the name of the individual completing the application in the box labeled “Signature” and then select “Submit” at the bottom of the page to complete the application.

The screenshot shows a form titled "Signature". At the top, it says "* Indicates required field". Below that is a paragraph of legal text: "The undersigned attests that Applicant organization understands and will adhere to all the requirements of the Act and the Regulations, including but not limited to those within the Application, and that they have the authority to bind Applicant organization to all requirements. The undersigned Authorized Signatory of Applicant hereby acknowledges and agrees that Applicant/Licensee has a continuing obligation to disclose any changes to the entirety of this Application and shall submit to DBR a written request for a variance for any proposed change of the information provided herein including all Forms, Annexes, Exhibits, Documents, and Deliverables submitted in connection with or as part of the application process at least sixty (60) calendar days prior to the proposed effective date of the change. Under penalty of perjury, the undersigned hereby declares and verifies that all statements on, and information contained in this Application including all Forms, Annexes, Exhibits, Documents and Deliverables submitted herewith, are complete, true, correct, and accurate." Below the text are two input fields: "* Signature" with the value "John Smith" and "Date" with the value "Apr 12, 2024". At the bottom right are two buttons: "BACK" and "SUBMIT".

Change of Premises Location

1. Select “Change of Premises Location” from the drop-down list and then select “Apply.”

The screenshot shows a dialog box titled "Select a Change Request" with a close button (X) in the top right corner. Below the title, it says "* indicates required field". There is a single required field, a dropdown menu, with the selected option being "Class B - 10,000 sq. ft. Max Change of Premises Location". At the bottom right are two buttons: "Exit" and "Apply".

2. Select “Next” on the following page.
3. Enter the current measurements for each type of area on your licensed premises in the relevant boxes at the bottom of the page before selecting “Next.”

LICENSED PREMISE ADDRESS

* Street Address 1

Street Address 2

* City

* State

* Zip code

Assessor Plat and Lot

Please include the current measurements for each space in your licensed premises before proceeding.

Retail Space(Sq. Ft.)

Processing/Manufacturing Space(Sq. Ft.)

Canopy Area (Sq. Ft.)

****NOTE** The “Canopy Space” *must not* exceed the allowable canopy area granted by the Cultivator License Class.**

4. Enter the licensee’s mailing address and the address for the new premises on the following page. The mailing address should be entered in the top set of fields with the licensed address entered in the second set of fields.
5. Answer the questions using the dropdown boxes at the bottom of the page and enter in relevant area information. Select “Next” at the bottom of the page.

For the proposed location change, please include the proposed square footage for each space that will be changing.

* Will the proposed location include space for retail?

* Will the proposed location include space for processing/manufacturing?

* Proposed Manufacturing/Processing Space (Sq. Ft.)

* Floor Plan Included

* Will the proposed location include space for cultivation?

* Proposed Canopy Area (Sq. Ft.)

* Floor Plan Included

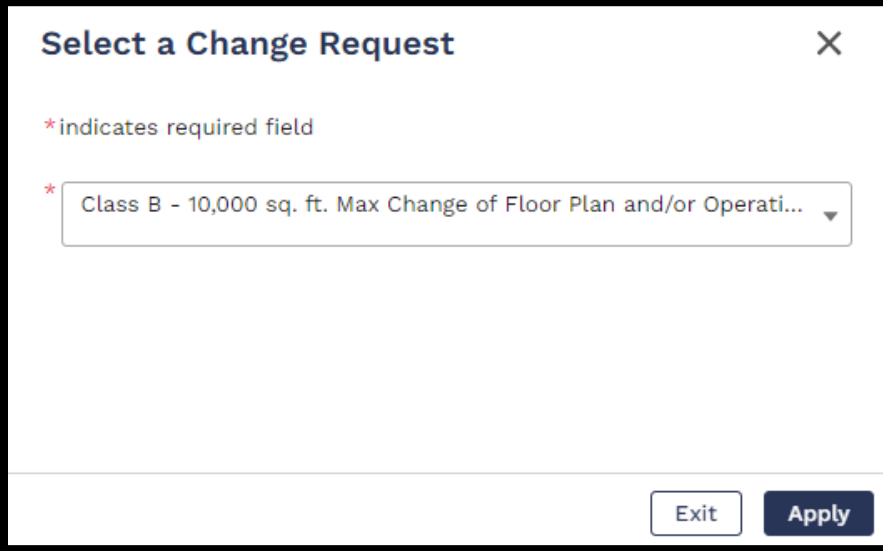
****NOTE** You must include floor plans covering each area that will be present in the new premises.**

6. Upload attachments in each of the required fields on the following page and select “Next.” **DO NOT UPLOAD PLACEHOLDER DOCUMENTS, even if they have not changed since your previous submission. In such cases upload the most recent version of the requested documentation.**
7. Enter the name of the individual completing the request in the “Signature” box and select “Submit” to complete the application.

Change of Floor and/or Operating Plan

**** NOTE**** Compassion Centers must complete a Change Request Application if there is any change to their **Business Plan, Operations Manual, or Safety and Security Plans**. The CO will not accept license changes submitted during the renewal process.

1. Select “Change of Floor Plan and/or Operating Plan” from the drop-down list and then select “Apply.”



Select a Change Request

* indicates required field

* Class B - 10,000 sq. ft. Max Change of Floor Plan and/or Operati...

Exit Apply

2. Select “Next” on the following page.

3. Select which type of change request is being submitted from the dropdown options, and describe the change being proposed in the associated text box.

****NOTE** Operating Plan Change Requests are *only* applicable to Compassion Centers and should be selected for any change to Business Plans, Operations Manuals, and Safety and Security Plans. Cultivators are only required to update the CO with Floor Plan Change Requests.**

4. Regardless of the change type, upload all required documentation in the spaces provided and select “Next.” **DO NOT UPLOAD PLACEHOLDER DOCUMENTS, even if they have not changed since your previous submission. In such cases, upload the most recent version of the requested documentation.**
5. Enter the name of the individual completing the request in the “Signature” box and select “Submit” to complete the application.

Temporary Discontinuance

1. Select “Temporary Discontinuance Request” from the drop-down list and then select “Apply.”

2. Select “Next” on the following page.
3. Input the date that you plan to temporarily cease operations and the anticipated date of re-opening the relevant boxes. Additionally, include the reason you are seeking the discontinuance and select “Next” at the bottom of the page.
4. Enter the name of the individual completing the request in the “Signature” box and select “Submit” to complete the application.

Change Request

* Indicates required field

* Proposed Date of Discontinuance * Anticipated Date of Re-opening

Apr 23, 2024 Jun 23, 2024

* Please provide a reasonable basis for the request:

Construction to upgrade facility infrastructure.

BACK NEXT

****NOTE**** Following an approval of a Temporary Discontinuance, Licensees have an ongoing obligation to ensure that all operational and security requirements including, but not limited to, METRC data remains up-to-date and accurately reflects the absence of plants and inventory at the facility. Please see the CO’s [METRC Implementation Guide](#) for further information.

Change of Name or Mailing Address

1. Select “Change of Name or Mailing Address” from the drop-down list and then select “Apply.”

Select a Change Request X

* indicates required field

* Class B - 10,000 sq. ft. Max Change Of Name Or Mailing Address

Exit Apply

2. Select “Next” on the following page.
3. Use the next page to update *only* the parts of your business name or contact information that are changing and select “Next” to proceed with the application.

Change Request

* Indicates required field

Please submit the requested change by editing the applicable field(s) below.

* COMPANY NAME (Please edit this section ONLY if you are requesting to change your entity's legal name. If you are disclosing a d/b/a, please provide that information in the appropriate section.)

TestCo, LLC

* Street Address 1

420 W Main St

Street Address 2

* City

Providence

* State

Rhode Island ▼

* Zip code

02909

* If you are disclosing a d/b/a, please provide that information below. In addition, upload a copy of the SOS corporate database filing/profile that displays their office accepted and applied the d/b/a to the incorporated entity listed above.

Good Leaves

There is a Maximum 25 MB file upload size limit.

SECTION NAME	DOCUMENT NAME	STATUS	ACTION
Change Request	<small>* SOS Documentation ⓘ</small> TestCo, LLC_DBA Updates.pdf 4/23/2024, 11:45 AM	Uploaded	Delete Upload/Choose file

BACK
NEXT

****NOTE**** Only change the top field if the entity’s legal name is changing. If you are disclosing a d/b/a, enter the new information in the bottom field and upload a screenshot from the Secretary of State’s office displaying both the entity’s legal name and the new d/b/a name.

4. Enter the name of the individual completing the request in the “Signature” box and select “Submit” to complete the application.

Change of License Class

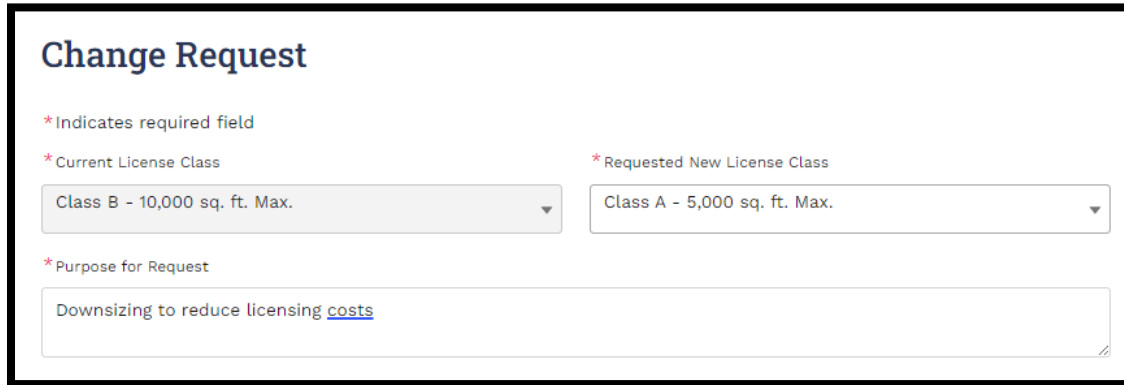
****NOTE**** While a licensee may apply to lower their license class, any request to expand or modify the premises, scope, or scale of approved and/or licensed activity further requires explanation by the cultivator that the request to expand is justified as determined by the Cannabis Control Commission.

1. Select “Change of License Class” from the drop-down list and then select “Apply.”



The screenshot shows a dialog box titled "Select a Change Request" with a close button (X) in the top right corner. Below the title, there is a legend: "* indicates required field". A single dropdown menu is present, marked with an asterisk, containing the text "Class B - 10,000 sq. ft. Max Change Of License Class". At the bottom right of the dialog, there are two buttons: "Exit" and "Apply".




2. Select “Next” on the following page.
3. Select the new class form the “Requested New License Class” dropdown box and describe your reasoning in the “Purpose for Request” text box below.



The screenshot shows a form titled "Change Request". At the top left, there is a legend: "* Indicates required field". The form contains three main sections, each marked with an asterisk: 1. "Current License Class" with a dropdown menu showing "Class B - 10,000 sq. ft. Max.". 2. "Requested New License Class" with a dropdown menu showing "Class A - 5,000 sq. ft. Max.". 3. "Purpose for Request" with a text area containing the text "Downsizing to reduce licensing costs".

4. Upload a new floor plan in the box at the bottom of the page by selecting “Upload/Choose file” before clicking “Next” at the bottom of the page.

There is a Maximum 25 MB file upload size limit.

SECTION NAME	DOCUMENT NAME	STATUS	ACTION
Change Request	* Floorplan document  TestCo LLC Updated Floor Plan.pdf 4/26/2024, 11:34 AM	Uploaded	 Delete  Upload/Choose file

5. Enter the name of the individual completing the request in the “Signature” box and select “Submit” to complete the application.

Signature


* Indicates required field

The undersigned attests that Applicant organization understands and will adhere to all the requirements of the Act and the Regulations, including but not limited to those within the Application, and that they have the authority to bind Applicant organization to all requirements.

The undersigned Authorized Signatory of Applicant hereby acknowledges and agrees that Applicant/Licensee has a continuing obligation to disclose any changes to the entirety of this Application and shall submit to DBR a written request for a variance for any proposed change of the information provided herein including all Forms, Annexes, Exhibits, Documents, and Deliverables submitted in connection with or as part of the application process at least sixty (60) calendar days prior to the proposed effective date of the change.

Under penalty of perjury, the undersigned hereby declares and verifies that all statements on and information contained in this Application including all Forms, Annexes, Exhibits, Documents and Deliverables submitted herewith, are complete, true, correct, and accurate.

* Signature Date

John Smith Apr 23, 2024 

Change of Contact Person/Compliance Officer

****NOTE**** Licensees will either have the option of selecting “Change of Contact Person” or “Change of Compliance Officer” based on whether they are a Cultivator or a Compassion Center respectively. The workflow for both will be the same and, as such, this section of the guide is applicable to both types of change request.

1. Select “Change of Contact Person/Compliance Officer” from the drop-down list and then select “Apply.”

Select a Change Request ✕

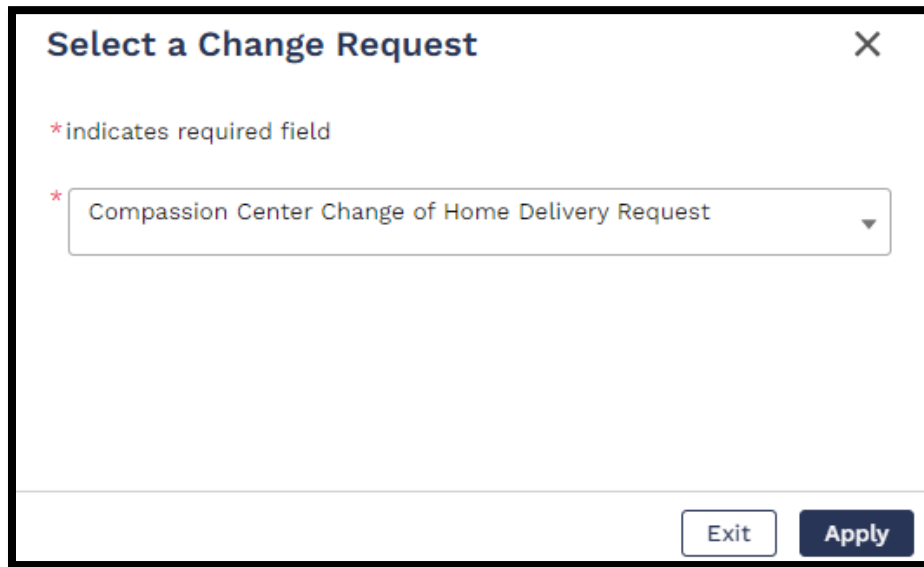
* indicates required field

* Class B - 10,000 sq. ft. Max Change Of Contact Person ▼

2. Select “Next” on the following two pages.
3. Fill in the information for the updated contact person in the boxes provided and select “Next” at the bottom of the page.

Change of Home Delivery Request

1. Select “Change of Home Delivery Request” from the drop-down list and then select “Apply.”



The screenshot shows a web form window titled "Select a Change Request". At the top right is a close button (X). Below the title, there is a legend: "* indicates required field". A drop-down menu is present with a red asterisk to its left, and the selected text is "Compassion Center Change of Home Delivery Request". At the bottom right, there are two buttons: "Exit" and "Apply".

2. Select “Next” on the following page.
3. Upload copies of the licensee’s Home Delivery Plan as well as copies of the delivery vehicle’s Registration and license plates in the relevant boxes and select “Next.” **If you are updating a previously approved Home Delivery Plan, the uploaded document must be a red-lined version that shows the changes.**
4. Enter the name of the individual completing the request in the “Signature” box and select “Submit” to complete the application.

Notification of Enforcement Action

****NOTE**** If a change in status of an enforcement action occurs during the 60-day renewal window please email the details of the enforcement action to CCC.CannabisCompliance@ccc.ri.gov prior to completing the renewal application

1. Select “Notification of Enforcement Action” from the drop-down list then select “Apply.”

Select a Change Request ✕

* indicates required field

* Class B - 10,000 sq. ft. Max Notification of Enforcement Action ▼

Exit
Apply

- Upload any documentation from the relevant licensing authority notifying the licensee of enforcement action being taken in the first space. This can include letters, emails, or other forms of official correspondence, as applicable.

There is a Maximum 25 MB file upload size limit.

SECTION NAME	DOCUMENT NAME	STATUS	ACTION
Documents	* Notice of Enforcement Action ⓘ	-	UPLOAD/CHOOSE FILE
Documents	* Resolution Documentation ⓘ	-	UPLOAD/CHOOSE FILE

NEXT

- Upload additional documentation in the second space that provides details regarding the current status of the enforcement action. This can include, but is not limited to, consent agreements, corrective action plans, or a narrative description of the circumstances surrounding the action.

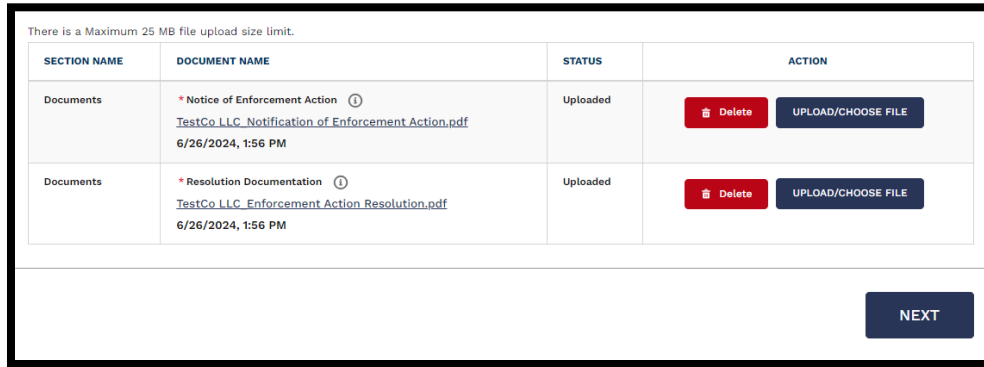
SECTION NAME	DOCUMENT NAME	STATUS	ACTION
Documents	* Notice of Enforcement Action ⓘ	-	UPLOAD/CHOOSE FILE
Documents	* Resolution Documentation ⓘ	-	UPLOAD/CHOOSE FILE

NEXT

****Note**** If the enforcement action is still ongoing you *must* include a document attesting to the fact that it is yet to be resolved and provide the documentation listed

above within sixty (60) days of such resolution.

- Once documents are uploaded in each box, select “Next.”

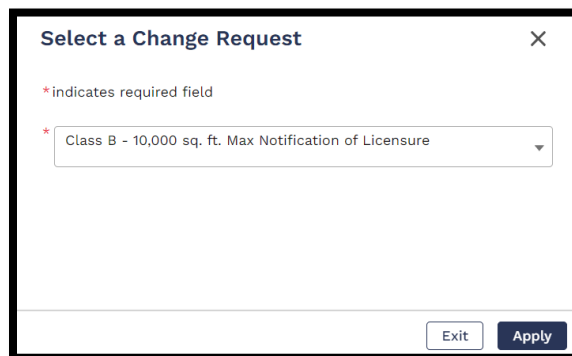


- Enter your name in the “Signature” box on the following page and select “Submit” to complete the submission.

Notification of Licensure

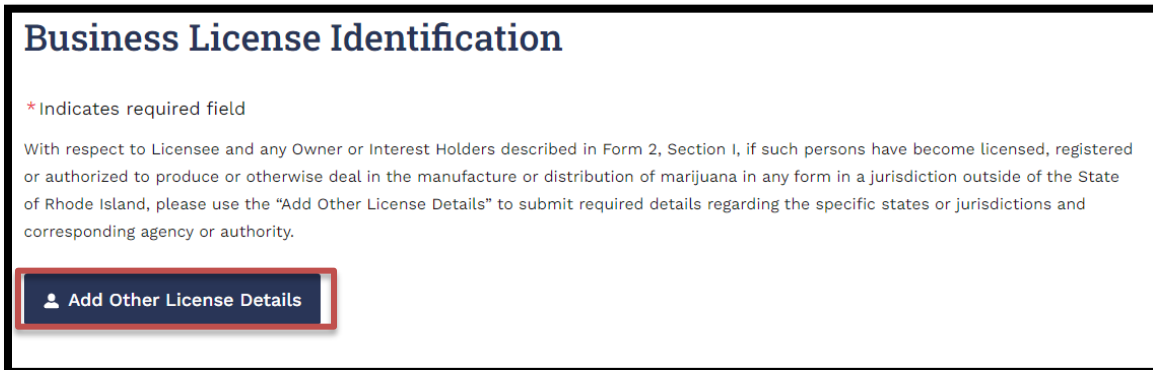
****Note**** The CO must be notified when there is a change in status for *any cannabis license* for which an owner or interest holder of a Rhode Island cannabis establishment is also an owner or interest holder. This applies to both newly issued cannabis licenses as well as licensees that surrender their license through non-renewal, enforcement action, or other means. For example, if one of the owners of *TestCo, LLC*, a Rhode Island licensed cultivator, has an interest in *GrowCo, LLC*, which has applied for a license to cultivate cannabis in Massachusetts, *TestCo, LLC* must inform the CO via this process if the Massachusetts application is approved. If such a change occurs during the 60-day renewal window licensees should notify the CO via email at CCC.CannabisCompliance@CCC.ri.gov.

- Select “Notification of Licensure” from the drop-down menu then select “Apply” to begin the application.

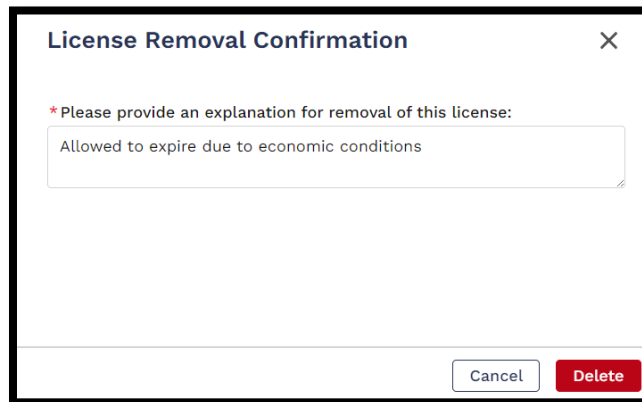


- Select “Next” on the following page.

- To add a new license, select the box labeled “Add Other License Details.”



- Fill in information for the new license in the pop-up window and select “Save Licensee Details” to complete the addition.



- To remove a license, first select “Edit/Delete Licensee” next to the relevant license in the “Added Licensee” section of the page.
- Select “Delete,” include the reason for deletion (including, but not limited to: revocation, surrender, or non-renewal) in the text box on the following screen, and then select “Delete” once more to confirm the removal.
- Select “Next,” enter the name of the individual completing the application in the signature box on the following page and select “Submit” to complete the application process.

Addition of Processing/Manufacturing Location

This section lays out the process by which licensees may add a second location to their license for the purpose of conducting processing and manufacturing operations.

- Select “Addition of Processing/Manufacturing Location” from the drop-down list and then select “Apply.”

Select a Change Request ✕

* indicates required field

*

Exit Apply

2. Review the instructions on the first page of the workflow and select “Next.”
3. Enter the information for the new processing/manufacturing premises and select “Next” at the bottom of the page.
4. Upload the required attachments on the following page and select “Next.”

Attachments			
* Indicates required field			
There is a Maximum 25 MB file upload size limit.			
SECTION NAME	DOCUMENT NAME	STATUS	ACTION
Attachments	* Facility Design/Floor Plan ⓘ Facility Floor Plan.pdf 5/12/2026, 2:55 PM	Uploaded	Delete UPLOAD/CHOOSE FILE
Attachments	* Evidence of Ownership/Lease ⓘ Evidence of Ownership.pdf 5/12/2026, 2:56 PM	Uploaded	Delete UPLOAD/CHOOSE FILE
Attachments	* Proof of Zoning Compliance ⓘ Evidence of Zoning Compliance.pdf 5/12/2026, 2:56 PM	Uploaded	Delete UPLOAD/CHOOSE FILE
Attachments	* Proof of Local Building/Fire Code Compliance ⓘ Evidence of Fire Code Compliance.pdf 5/12/2026, 2:56 PM	Uploaded	Delete UPLOAD/CHOOSE FILE
Attachments	* Geographic Location Compliance ⓘ Evidence of Location Compliance.pdf 5/12/2026, 2:56 PM	Uploaded	Delete UPLOAD/CHOOSE FILE
Attachments	* Public Visibility/Security Measure Compliance ⓘ Public Visibility and Security Compliance.pdf 5/12/2026, 2:56 PM	Uploaded	Delete UPLOAD/CHOOSE FILE
Attachments	* Contamination Mitigation Plan ⓘ Contamination Mitigation Plan.pdf 5/12/2026, 2:56 PM	Uploaded	Delete UPLOAD/CHOOSE FILE
Attachments	* Project Timeline ⓘ Project Timeline.pdf 5/12/2026, 2:56 PM	Uploaded	Delete UPLOAD/CHOOSE FILE
Attachments	Submission of Certificate of Occupancy ⓘ	-	UPLOAD/CHOOSE FILE

****Note**** You must upload *all* the listed attachments other than the Certificate of Occupancy which may be uploaded prior to the final issuance of the request.

5. Enter the name of the individual completing the request in the “Signature” box and select “Submit” to complete the application.

Signature

* Indicates required field

The undersigned attests that Applicant organization understands and will adhere to all the requirements of the Act and the Regulations, including but not limited to those within the Application, and that they have the authority to bind Applicant organization to all requirements.

The undersigned Authorized Signatory of Applicant hereby acknowledges and agrees that Applicant/Licensee has a continuing obligation to disclose any changes to the entirety of this Application and shall submit to DBR a written request for a variance for any proposed change of the information provided herein including all Forms, Annexes, Exhibits, Documents, and Deliverables submitted in connection with or as part of the application process at least sixty (60) calendar days prior to the proposed effective date of the change.

Under penalty of perjury, the undersigned hereby declares and verifies that all statements on and information contained in this Application including all Forms, Annexes, Exhibits, Documents and Deliverables submitted herewith, are complete, true, correct, and accurate.

* Signature Date