

Cannabis Retail Store Application Process

FOR THE TOWN OF SYLVAN LAKE

All cannabis retailers in Alberta require a Cannabis Retail Store License from the Alberta Gaming and Liquor Commission. **This process may take 2 - 4 months.** Learn more at AGLC.CA/CANNABIS

The Development Permit approval process may take up to **81 days** - this includes a 21 day appeal process where required.

We start accepting Development Permit applications!

August 13, 2018

We encourage potential cannabis retailers to contact us directly first.

We may take up to 20 days to review your application for **completeness**. We will notify you in writing if/when the application is deemed "complete".

A complete Development Permit application is now processed/ reviewed. A decision is rendered within 40 days. You are notified in writing of the decision.

Now you wait. An **appeal period of 21 days** (where required), follows a notice of decision.

Once you receive the right to occupy, our Licensing Inspector may issue you part 1 of our Municipal Cannabis Business License.

A Building Safety Codes Officer will send you a package with a set of instructions; you are responsible to submit all required information. Allow 48 hours to arrange required inspections.

Once you submit a Building Permit and Municipal Business Licence application, please allow up to **15 days** for review.

No appeals? A Development Permit may be issued. An applicant should now apply for a **Building Permit**, as well as our **Municipal Cannabis Business License**.

This Part 1 Business License is needed to proceed with obtaining your **Cannabis Retail Store License** from the Alberta Gaming and Liquor Commission.

The Alberta Gaming and Liquor Commission MAY issue a Cannabis Retail Store License.

Now with an AGLC Cannabis Retail Store License in hand, apply for part 2 of our municipal **Cannabis Business License!** Allow three days to process.

Time to do business!

Don't forget - Cannabis Retail Stores must comply with all federal, provincial and municipal regulations to operate.

Apply for permits with Planning & Development:
Upper Level, Municipal Government Building
5012 – 48 Avenue, Sylvan Lake, AB T4S 1G6
T 403 864 5557
E planning&development@sylvanlake.ca

