



# Operation Change Request Form

In accordance to R68-31 Change Requests may go before the Cannabis Establishment Licensing Board for final approval. Please do **ONE** request per form.

<b>Cannabis Facility</b>	
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## Change Request Information

Contact Name	
Contact Email	

Contact Phone	
Date submitted	

Company Representative(s) to be Present at Licensing Board	1.
	2.

Change Request Details (Select Area of Change)	
New Owner/ Financial Backing	Change in Production SOPs
Change in Facility Name	Change in Extraction SOPs
Change in Location/ Additional Location	Change in Type of Products being Produced
Alteration to Facility Blueprint	Change in Production Yield
Change in Building Sq. Ft.	Changes/ Addition of Outdoor Grow
Change in Science Director	Change in equipment
Other:	

Will this Change the biomass or product yield?	Yes	No
<i>Explain:</i>		

<b>Summary of Proposed Change (This Statement will be read at the public Licensing Board Meeting)</b>
<i>Company's Statement:</i>

Submit a Change Request Application. Please include <b>All</b> information from the checklist that will be affected.		
1. Date Changes should go into effect	6. Credentials of new owner(s) / Science Director	11. New Extraction SOPs
2. New Address	7. Change to Storage Plan	12. New Grow SOPs
3. Submit New Owner Background Information	8. Change(s) to Emergency Protocol	13. Will this affect getting ISO Certified
4. New Building Blueprints	9. Changes to Security Plan	14. Will this require Industrial Hemp to be brought in?
5. New Business License From City	10. New Disposal Plan	

**Attach All Needed Documents:**