



CITY OF TERRACE

Storefront Retail Cannabis Application Checklist

An applicant for a cannabis retail store licence must provide the following completed documents to the City of Terrace. Failing to include them will delay the application process. All documents must be clear and legible.

Initial Application Intake: Required Forms, Fees and Documents

Application Forms & Fees

- City of Terrace “Liquor/Cannabis Licence Application” Form
- Letter of Authorization (*applies only if the Applicant is not the Landowner*)
- Application Fee \$ 1,500.00 (*payable by cash, cheque or debit*)
- Completed LCRB Application Forms and all associated documents

Documents Related to the Proposed Store

- Photos or renderings of the Store’s Exterior
 - *Photos must be taken specifically for the purpose of the application (not general/stock images) and must be no more than six (6) months old*
 - *Renderings may be either printed or hand-drawn (as long as they are legible)*
 - *Must show that cannabis is not visible from the outside the store*
 - *Must provide details on how store is going to address visual requirements (ex. window coverings)*
- Photos or renderings of the Store’s Signage
 - *Must show the name of the store and all words, images and symbols used in the signage*
 - *Must not contain any pictures, images or symbols that imply the sale of medical cannabis*
 - *Must not imply an association with another business (other than another non-medical cannabis retail store)*
- Floor Plan(s)
 - *Plans should be drawn to scale*
 - *Must identify the proposed non-medical cannabis retail area(s) plus the following interior features of the establishment:*
 - *Each room or area labeled with its intended use and dimensions;*
 - *Retail customer accessible areas and secure “staff only” designated spaces;*
 - *Washrooms, stairs and elevators;*
 - *Entrances and exits (including those used by staff only);*
 - *Cannabis storage areas;*
 - *Sales counter and cash register locations; and*
 - *Identify the security system and other physical security features that secure the store.*

- Site Plan(s)
 - *Plans should be drawn to scale*
 - *Must include the proposed store footprint (including entrances and exits) and a representation of any interior or exterior spaces surrounding the store including:*
 - *Location of any other buildings/businesses on the same lot, each building footprint, type of business (e.g. gas station, office) and building names;*
 - *List of businesses operating inside each building and their entrances and exits;*
 - *A description of the type of separation proposed (for any adjoining businesses);*
 - *Road access and exits, including any relevant street names; and*
 - *Parking lots.*

Additional Permits & Requirements

After an Approval in Principle (AIP) has been issued by the LCRB, the following permits are required to be obtained in the order listed below:

- Development Permit
 - *A form and character development permit will outline design requirements for new construction/renovation of commercial spaces.*
 - *Components such as window tinting (design and implementation) and security measures (security bars on windows/doors) will be reviewed and finalized through this process.*
- Building Permit(s)
 - *All required building/plumbing permits shall be applied for and obtained.*
 - *All work must be completed and final completion/occupancy permit issued prior to granting of a business licence.*
- Sign Permit
 - *City of Terrace application and approval will be required for all exterior signage prior to installation. To ensure proposed signage meets bylaw requirements, it is strongly recommended that the applicant not order signage until a permit has been approved.*
 - *Proposed signage shall conform to the Sign Bylaw – proposed final design, measurements and location are required at this stage.*
 - *Detailed application requirements are listed on the Sign Permit Application.*

Once a Cannabis Retail Licence has been issued by the LCRB, the applicant is required to obtain the following:

- Business Licence Application
 - *In order to operate a business as a “Storefront Cannabis Retail Use” within the City of Terrace, a Business Licence is required.*
 - *Initial Fee \$ 500.00; Annual Fee \$ 500.00*