

Seattle Licenses

— part of a multi-departmental series on City services

Seattle Marijuana Regulatory Business Licensing Information

Updated July 1, 2016

Seattle City Council and Mayor Murray passed legislation to regulate marijuana businesses in Seattle. Effective Aug. 17, 2015, Seattle Municipal Code (SMC) 6.500 requires marijuana businesses located in Seattle and those that come into Seattle to engage in marijuana business activities to obtain and maintain a Washington State Liquor and Cannabis Board (WSLCB) license as well as a Seattle Marijuana Regulatory Business License and a Seattle Business License Tax Certificate.

All licenses necessary to operate in Seattle must be maintained and current. No marijuana businesses will be allowed to operate in Seattle without a Marijuana Regulatory Business License.

Marijuana Business Regulatory License Applications

Application packets are available at the Department of Finance and Administrative Services (FAS) License and Tax Administration office on the 42nd floor of the Seattle Municipal Tower, 700 Fifth Ave.

You may request to have the application packet mailed or sent to you electronically by sending an email to marijuana@seattle.gov with "License Application Packet Request" in the subject line and your contact name, business name, phone number, and physical business and mailing addresses in the body of the message.

You may return the application in person or by mail, but only complete applications will be accepted. **License fees will only be accepted following approval of the entire application package.**

If you have a physical location within Seattle city limits, you must also submit:

- Copy of a current Certificate of Occupancy, if available **OR** a copy of an approved use permit or active (non-expired) permit issued through the Seattle Department of Construction and Inspections (SDCI).

AND

- Verification of base zoning requirements for the type of business and activity.

If an application is deemed incomplete, applicants will be notified and given the opportunity to resubmit a complete application with required documents.

Upon approval of your application, an **Approval/ Invoice** will be sent to you. You may mail in your payment or remit the license fee in person at the FAS office on the 42nd floor of the Seattle Municipal Tower, 700 Fifth Ave.

Marijuana Business Regulatory License Renewals

The City will mail license renewal forms to all licensees on record. If you have not received the renewal forms by May 15, email marijuana@seattle.gov to submit a request for the forms; please include your business name, customer number and mailing address. The completed forms with license fee must be received, reviewed and approved by June 30 to continue business activities in Seattle. To allow sufficient time for the renewal process, you should submit all necessary materials by May 31.

Renewal approval is dependent upon currency with all required permits, licenses, fines, fees and tax obligations for the City as well as Washington state. Outstanding obligations, violations, judgements and convictions may result in non-renewal or suspension or revocation of your Marijuana Regulatory Business License.

www.seattle.gov/fas



Inspections

FAS inspectors may inspect your business premises during operating hours. Please review SMC 6.500 to ensure compliance. Violations may result in civil penalties, license suspension and/or license revocation. Criminal charges and/or seizure of marijuana and marijuana products may be considered.

Questions?

Questions regarding operating a marijuana business in Seattle should be directed to marijuana@seattle.gov or 206-615-0760.