

Seattle Licenses

Seattle Cannabis Regulatory Business Licensing Information

Updated October 3, 2022

Seattle Municipal Code SMC 6.500 requires cannabis businesses located in Seattle and those that come into Seattle to engage in cannabis business activities to obtain and maintain a Washington State Liquor and Cannabis Board WSLCB license as well as a Seattle cannabis regulatory business license and a Seattle business license tax certificate.

A cannabis business is defined as any person or entity that grows, possesses, produces, processes, manufactures, sells whether at wholesale or retail, distributes, transports, allows for consumption on their premises or delivers cannabis with the object of gain, benefit or advantage to the person, and includes, but is not limited to, any cannabis processor, producer or retailer, regardless of whether the cannabis is intended for medical or recreational use.

All licenses necessary to operate in Seattle must be maintained and current. No cannabis businesses will be allowed to operate in Seattle without a cannabis regulatory business license.

Cannabis Business Regulatory License Applications

Application packets are available at the Department of Finance and Administrative Services FAS License, Consumer Protection office on the 4th 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 cannabis@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. The full license fee will be due following approval of the entire license application. There is no proration of the fee for a partial license period.

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 issued through the [Seattle Department of Construction and Inspections SDCI](#).

AND

- Verification of Seattle base zoning requirements for the type of business and activity see SDCI's [Tip 134 – Businesses Involving the Growing, Processing, Selling or Delivery of Cannabis \[PDF\]](#).

Applications will not be approved unless the zoning, buffering, dispersion and established use requirements are met.

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 4th floor of the Seattle Municipal Tower, 700 Fifth Ave.

www.seattle.gov/fas



Cannabis 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 cannabis@seattle.gov to submit a request for the forms please include your:

- Business name
- Business license tax certificate number
- 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 cannabis regulatory business license.

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 cannabis and cannabis products may be considered.

Questions?

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