



Marijuana Manufacturer License

Finance Department
P.O. Box 1178 Billings, Montana 59103
406-657-8364
businesslicense@billingsmt.gov

A complete application will include all of the following items, for each owner of a Marijuana Manufacturer License. Please use the page at the end to provide clarification or additional explanation to any questions.

- ✓ **Initial application fee of \$350 Checks made payable to City of Billings**
- ✓ **Completed attached application**
- ✓ **Lease agreement for the property location to be used for Marijuana Manufacturer**
 - **A signed letter of intent, with contact info for property owner is sufficient**
- ✓ **Zoning Compliance permit through City of Billings-Planning**
- ✓ **Security plan for the proposed license**
- ✓ **Credit Report**
- ✓ **Government Issued ID**
- ✓ **State WIN fingerprint background check**
- ✓ **Copy of State License or, if not yet issued a copy of the submitted applications for the State of Montana License**
- ✓ **Copy of State Workers Permit**

Section I – Business Information

1.) Business Legal Name

2.) Business Name (DBA)

3.) Legal Business Form

4.) Physical Business Address

5.) Business Mailing Address, if different

6.) E-mail Address

7.) Business Telephone Number

8.) Business Entity Legal Structure (i.e., partnership, Corp, LLC, Sole Proprietor)

- a. Please Provide: A certificate of good standing, registration, or incorporation from Secretary of State

9.) Hours and Days of Operation

Section II – Business Location Premises Information

1.) Name of Business Premises Owner

2.) Physical Address of Business Premises Owner

3.) Phone Number of Owner of Premises

4.) E-mail Address of Building Owner

Section III – Applicant & Owner Information

1.) Applicant Name

2.) Applicant Aliases

3.) Date of Birth

4.) Place of Birth

5.) Telephone Number(s)

6.) Email Address

7.) Residential Address

a. If applicant has resided in this location for less than 2 years, list most recent previous address:

8.) Has the applicant, either as an owner or employee, ever been refused any similar license or permit in the city or elsewhere?

YES _____ NO _____

9.) Has the applicant, either as an owner or employee, ever had any similar license or permit revoked or suspended in the city or elsewhere?

YES _____ NO _____

10.) Has the applicant obtained a manufacturer license from the State of Montana?

YES _____ NO _____

11.) Which manufacturing tier will you be obtaining a license for?

1 _____ 2 _____ 3 _____

- 12.) Is the applicant, principals, registered manager and employees all over the age of twenty-one (21)?
YES _____ NO _____
- 13.) Has the applicant, principals, registered manager or employees been determined by any marijuana business licensing commission, any other licensing board within the State, or the Montana Department of Revenue to not be persons of good character and record within the preceding three (3) years?
YES _____ NO _____
- 14.) Have the applicant, principals, registered manager or employees had a discharged sentence for any felony in the five (5) years immediately preceding the application, nor are they currently subject to a deferred judgment or sentence for a felony?
YES _____ NO _____
- 15.) Has the applicant, principals or registered manager held an interest in any liquor license, medical marijuana license or other license issued by any city, county or state that has been revoked, suspended, or fined within the preceding two (2) years?
YES _____ NO _____
- 16.) Have the applicant, principals, registered agent, creditors or employees had their authority, if any, to act as a primary caregiver revoked by the State within the preceding two (2) years?
YES _____ NO _____
- 17.) Is the applicant, principals, or creditors in default on any city, county, state or federal taxes, fees, fines or charges?
YES _____ NO _____
- 18.) Do the applicant, principals, or creditors have any outstanding warrants for their arrest, or have any outstanding liens or judgments payable to the City?
YES _____ NO _____
- 19.) Are the applicant or principals in default on any student loan?
YES _____ NO _____
- 20.) Do the applicant, principals, registered manager and employees all hold valid occupational licenses and registrations required by the Montana Department of Revenue?
YES _____ NO _____
- 19.) Do the applicant or principals have any orders or judgments against them for child support in default or arrears?
YES _____ NO _____
- 20.) Are the applicant or principals peace officers or prosecuting attorneys?
YES _____ NO _____
- 21.) Are the applicant or principals licensed physicians who recommend medical marijuana?
YES _____ NO _____
- 22.) Do the applicant or principals have beneficial ownership interest in any testing facility in the state of Montana or any other state?
YES _____ NO _____
- 23.) Is the applicant aware of the provisions of the ordinance and will you comply with them?
YES _____ NO _____

Attach any additional information demonstrating owner, applicant, or employee training, certification, or experience that demonstrates your ability to comply with the requirements of ordinance.

Section IV – Applicant Attestation

A marijuana manufacturer licensee must take all reasonable measures and precautions to ensure the following:

- (a) that there is sufficient space for placement of equipment and storage of materials for the maintenance of sanitary operations for the manufacture of marijuana products;
- (b) that all surfaces, including utensils and equipment used for the preparation of marijuana products, shall be cleaned and sanitized as frequently as is necessary to protect against contamination;
- (c) that the water supply is safe and potable; and
- (d) that the storage and transport of finished marijuana products shall be under conditions that will protect products against physical, chemical, and microbial contamination.

A marijuana manufacturer licensee must:

- (a) use equipment, counters, and surfaces for manufacturing that are food grade, do not react adversely with any solvent being used, reduce the potential for development of microbials, molds, and fungi, and can be easily cleaned;
- (b) maintain detailed instructions for making each marijuana product, concentrate, or extract; and
- (c) conduct necessary safety checks prior to commencing processing.

A marijuana manufacturer licensee that engages in chemical manufacturing must:

- (a) use only hydrocarbon-based solvents that are at least 99 percent pure, except when using solvents outlined in (b);
- (b) only use nonhydrocarbon-based solvents that are food grade;
- (c) use only potable water and ice made from potable water;
- (d) use a professional grade closed loop extraction system designed to recover the solvents;
- (e) have equipment used in processing approved for use by the designated City departments;
- (f) have an emergency eye-wash station in any room in which chemical manufacturing is

occurring; and

- (g) have all applicable material safety data sheets readily available.

A marijuana manufacturer licensee that engages in chemical manufacturing may use:

- (a) a mechanical and/or physical extraction process;
- (b) a chemical extraction process using a nonhydrocarbon-based or other solvent, such as water, vegetable glycerin, vegetable oils, animal fats, isopropyl alcohol, or ethanol; or
- (c) a chemical extraction process using the solvent carbon dioxide, provided that the process:
 1. does not involve the use of heat over 180 degrees Fahrenheit; and
 2. uses a professional grade closed-loop carbon dioxide gas extraction system where every vessel is rated to a minimum of six hundred PSI.

A marijuana manufacturer licensee that engages in chemical manufacturing may not use:

- (a) class 1 solvents;
- (b) pressurized, canned fuel intended for use in camp stoves, handheld torch devices, refillable cigarette lighters, and similar products; or
- (c) denatured alcohol.

A marijuana manufacturer licensee shall not utilize a branded, commercially-manufactured food product (e.g. Chex Mix, Nerds, Ropes) as an edible marijuana product except when commercially-manufactured food products are used as ingredients in an edible marijuana product in a way that renders them unrecognizable as the commercial food product in the final edible marijuana product and the licensee does not state or advertise to the consumer that the final edible marijuana product contains the commercially manufactured food product.

A marijuana manufacturer licensee may not infuse any food with marijuana that requires heated, time-temperature control or a hot holding unit to keep is safe for human consumption and may not serve hot or heated foods that promote onsite consumption.

Any foods that require refrigeration or freezing to keep them safe for human consumption must be stored in a refrigerator or freezer until the time of sale and must be affixed with a label that indicates the product must be kept refrigerated or frozen, as appropriate

A marijuana manufacturer licensee may not treat or otherwise alter a marijuana product with any noncannabinoid additive that would increase potency, toxicity, or addictive potential, or that is added for purposes of making the product more appealing to children.

A marijuana manufacturer licensee must have current, written standard operating procedures at the licensed premises and available for inspection for the following:

- (a) each category and type of marijuana product that it produces;
- (b) cleaning all equipment, counters, and surfaces thoroughly;
- (c) proper handling and storage of any solvent, gas, or other chemical used in processing or on the licensed premises;
- (d) proper disposal of any waste produced during processing; and
- (e) training employees on how to use the closed-loop system and handle and store the solvents and gasses safely.

A marijuana manufacturer licensee and an employee of a marijuana manufacturer licensee may transport their marijuana and marijuana products, but may not transport the marijuana or marijuana products of other licensees without a marijuana transporter license.

A person delivering marijuana or marijuana products for a marijuana manufacturer must possess a valid marijuana worker permit issued by the state and be a current employee of the marijuana transporter business.

I swear or affirm that the information submitted in and with this application is true, complete, correct, and within my personal knowledge. To the extent that any of the information is outside of my personal knowledge, I swear or affirm that I have made a diligent effort to verify the truthfulness and accuracy of the submitted information.

I understand that the following statute applies to this application:

§45-7-203. Unsworn falsification to authorities. (1) A person commits an offense under this section if, with the purpose to mislead a public servant in performing an official function, the person:

- (a) makes any written false statement that the person does not believe to be true;**

(b) purposely creates a false impression in a written application for any pecuniary or other benefit by omitting information necessary to prevent statements from being misleading;

(c) submits or invites reliance on any writing that the person knows to be forged, altered, or otherwise lacking in authenticity; or

(d) submits or invites reliance on any sample, specimen, map, boundary mark, or other object that the person knows to be false.

(2) A person convicted of an offense under this section shall be fined not to exceed \$500 or be imprisoned in the county jail for any term not to exceed 6 months, or both.

I understand that a false or misleading statement, or omission of necessary information to prevent a statement from being misleading may lead to a denial of the license or to sanctions against an issued license, up to and including revocation of the license.

Signature of Applicant

Date

Printed Name and Title:

Office Use Only:

Date Rec'd: _____

Form of ID Presented: _____

Name Match (Initial): _____

Tender: Cash _____ Credit _____ Check _____

Use this page to provide any additional information or explanation to answers provided above. Use as many pages as necessary.
