



updated April 8, 2019

Applicant Business: \_\_\_\_\_

## RETAIL MARIJUANA TRADE NAME CHANGE APPLICATION CHECKLIST

Applications will be accepted by **appointment only**. Call 970-416-4206 to schedule an appointment.

Date of appointment: \_\_\_\_\_

License # & Type: \_\_\_\_\_

State License # & Type: \_\_\_\_\_

**It is recommended that you retain an attorney to assist you with this application process. No city staff member is permitted to provide any legal advice regarding the marijuana business license application or any documents submitted. The applicant is responsible for compliance with all code and rule requirements.**

Applications must be **complete** in all aspects. All documents must be typed or legibly printed in ink. Please organize your application documents in the same order as the checklist below and place the checklist on top. Incomplete applications will not be accepted. The City Clerk’s Office **will not provide** notary services for application documents.

MAIN APPLICATION DOCUMENTS	
	Oath of Application (Fort Collins Form)
	Report of Changes Application ( <a href="#">DR 8545</a> ). <b>The same identical application form should be submitted to the MED.</b>
	Fees (certified funds or money order only, payable to “City of Fort Collins”) <ul style="list-style-type: none"> <li>Application fee of \$100 per license      Note: application fees are <b>non-refundable</b></li> </ul>
BUSINESS ENTITY DOCUMENTS	
	Proposed Trade Name: _____ Certificate of Amendment filed with the Secretary of State (must have Secretary of State date and time stamp, ID numbers, and amount paid shown in upper right-hand corner) <b>OR</b> Copy of new Trade Name Registration
	Secretary of State <a href="#">Certificate of Good Standing</a>

**Please note:**

The City of Fort Collins reserves the right to request additional information and documentation throughout the course of the application review and must be provided within 7 calendar days of notification. **Keep a copy of the application for your records.**

### Retail Trade Name Checklist



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- **Proof of state approval** of the proposed trade name change will need to be submitted before any updates to license(s) will be updated.
- Applications will be administratively closed if the application process has not been completed within 12 months.

NOTE: Any change to building and/or freestanding signs requires a [sign permit](#), which can be obtained from the Zoning Department at 281 North College Avenue.

A trade name is a name, other than the [true name](#), of an entity or individual under which the entity or individual is authorized to transact business or conduct activities pursuant to section [7-71-101, C.R.S.](#) Sometimes a trade name is referred to as a “doing business as” or “DBA” name. For more information, see section 7-90-102 (63.3), and Article 71 of Title 7, C.R.S