

**MARIJUANA BUSINESS LICENSE
MODIFICATION OF PREMISES
SUBMITTAL REQUIREMENTS**

- ☐ **Step 1: Building Permit application.** Obtain a date-stamped copy of a building permit application or plan revision application from the Commerce City Building Department.
- ☐ **Step 2: Report of Changes.** Complete Colorado Department of Revenue Marijuana Enforcement Division Report of Changes (DR 8545) Application.
- ☐ **Step 3: Local Submittal.** Submit a completed application including all attachments listed on Form DR 8545 along with date-stamped copy of Commerce City Building Permit Application or Plan Revision Application to the Commerce City City Clerk's Office.
- ☐ **Step 4: State Submission.** Submit completed application including all attachments listed on Form DR 8545 to the Colorado Department of Revenue Marijuana Enforcement Division along with required fees.
- ☐ **Step 5: Local Review and Approval.** The licensing coordinator will review the submitted application for modification of premises and all attachments. If the application is complete and modification appears complete with both state law and local ordinances, Form DR 8545 will be executed, scanned and emailed to the Colorado Department of Revenue, Marijuana Enforcement Division.