



Prospective License Holder Requirements Checklist

An applicant who receives a letter informing them that they have been selected for a prospective license must upload the following documents within 120 days of receipt of such letter to proceed to the suitability investigation by Board Agents. There will be no extensions granted to the 120-day deadline except for the funding requirement. Additional requirements for Social Equity applicants can be found on the Social Equity Eligibility worksheet and in the Social Equity Eligibility workshop.

If you have any questions, email: CCBConsumptionLounge@ccb.nv.gov.

- 1. The proposed hours of operation during which the cannabis consumption lounge plans to be open to consumers.
- 2. Evidence that the applicant controls \$200,000.00 in liquid assets.
- 3. Operating procedures consistent with the [NCCRs¹](#) to ensure the use of adequate security measures.
- 4. Operating procedures consistent with the [NCCRs¹](#) for the use of an inventory control system.
- 5. Operating procedures consistent with the [NCCRs¹](#) for handling such cannabis or adult-use cannabis products.
- 6. Whether the owners, officers or board members of the proposed cannabis consumption lounge have direct experience with the operation of a cannabis establishment in Nevada or in a state, jurisdiction or country other than Nevada and whether they have demonstrated a record of successfully operating such an establishment in compliance with the laws and regulations of that state, jurisdiction, or country for an adequate period.
- 7. The educational and life experience of the persons who are proposed to be owners, officers, board members, and key personnel of the proposed cannabis consumption lounge.
- 8. Standard operating procedures (SOPs) for staffing and a short description of the role in which each personnel will serve for the organization and their responsibilities.
- 9. A written diversity plan that includes objectives, timetables, and evaluation metrics and describes the steps an applicant will take to ensure that the cannabis consumption lounge will promote the meaningful inclusion of diverse groups. The Board will determine whether the stated goals outlined in each diversity plan are reasonable and represent a good faith effort to assure that the applicant accords all persons an equal opportunity in contracting and employment. The [Diversity Plan Requirements Checklist²](#) provides more details on the requirements.
- 10. Last two fiscal year financial statements including an income statement and balance sheet, or a statement explaining why the financial statements are not available.
- 11. Resumes or curriculum vitae for all owners, officers, and board members.
- 12. Two-year business plan and first-year operating budget for the cannabis establishment.
- 13. Nevada State Business License.
- 14. If a publicly traded company, the most recent Non-Objecting Beneficial Owner (NOBO) list.
- 15. Payment for all unpaid agent cards.

For Social Equity Applicants:

- 15. Proof that the sum of ownership of all social equity applicants is 51% or more.
- 16. Evidence that a social equity applicant's residence is in an approved census tract by displaying an original or certified copy of two documents for each year of residence. The [Social Equity Eligibility Worksheet²](#) provides more details on the requirements.
- 17. Proof of conviction for a cannabis offense for either the applicant and/or the applicant's parent, sibling, or child via a certified copy of the Judgment of conviction and/or proceedings sheet and/or court minutes.

¹ <https://ccb.nv.gov/laws-regulations/>

² <https://ccb.nv.gov/nevada-cannabis-program/#item-2>