



Cannabis and Lower-Potency Hemp Edible Business Owner Worksheet

Thank you for your interest in starting a cannabis or lower-potency hemp edible business in Saint Paul. After you receive your preliminary approval from the Office of Cannabis Management, you will need to obtain Zoning, Building Code, and Fire Code approval from the City of Saint Paul. The following provides you guidance on achieving these approvals.

Information about your business the City will need for Conducting Reviews and Approvals

List all licenses you have received preliminary approval for from the Office and Cannabis Management*:

List all endorsements requested from the Office of Cannabis Management*:

Your business location address:

For retail businesses only — distance from any primary and secondary school:

List all of the current uses at your business location:

List all of the uses you are proposing for your business location:

Building square footage of each proposed use within your business location:

Are you creating a new building or an addition?

Are you adding new walls, doors, or other physical changes that impact the flow of people in the building (and thus may impact fire egress and ADA)?

List of all additions and/or changes to any building systems (e.g. electrical, plumbing, or HVAC):

Submission Requirements to Obtain City Review and Approvals

Zoning approval

City review will require submission of the following:

- Business location address
- Current uses at the location
- All proposed uses at the business location
- Building square footage of each use
- Distance from schools (retail uses only)

Building and Fire Code approval**

Building Plan approval:

- City review requires submission of plans (with square footage of the uses) by a designer or designer of record if you will be completing any of the following:
 - Change of use of the business location
 - Any new building construction or expansion
 - Adding new doors, walls, or other items impacting people flow within the property

Building Permits:

- City review on permits requires submitting a list of all additions, expansions, and changes to the building and any building system(s), including square footage of the uses



** The City's regulatory reviews will be based on these indicated licenses and endorsements. Be aware, any additional ones which you request in the future will require new regulatory reviews. If you are thinking about additional licenses or endorsements in the future, you are encouraged to request all those in your proposal to the City for review.*

*** Check with Metropolitan Council on any SAC Requirements*

Once you have assembled all the required information/plans for your business, you can bring them to 375 Jackson Street, Suite 220 (between 8:00am–4:00pm), or you can submit your zoning information by emailing to DSI-ZoningReview@ci.stpaul.mn.us and submit your building/fire code information/plans online <https://www.stpaul.gov/departments/safety-inspections/building-and-construction>. For questions, please call 651-266-8989.