

Building Division: 303.739.7420

For questions about building permits, including identifying the current C.O. for your building, contact the Building Division. They also have plan review submittal checklists with the minimum information needed to review and approve any construction work that needs to occur. A pre-submittal meeting also should be scheduled with the Building Division.

Aurora Water: 303.739.7370

Contact Aurora Water to discuss potential changes to water and sewer services at your retail marijuana establishment, and to find out water tap fees for new buildings. Also, the addition of more water fixtures may require an increased water tap size in an existing building. Wastewater from cultivation may require additional treatment.

 **STEP THREE: LICENSING**

An application for a retail marijuana business license can be found at auroragov.org/amed. After submittal, the business license will be reviewed by AMED to ensure compliance with their requirements. Contact AMED at 303.739.7833 or visit the website for details about obtaining a retail marijuana establishment business license.

 **STEP FOUR: BUILDING PERMITS**

A building permit issued from the Building Division is required before any work, including demolition, can begin at your retail marijuana establishment. Construction work will require that construction drawings be submitted for a plan review to ensure that all new work meets the current building codes. After approval of your construction plans, a building permit will be issued. Only an Aurora licensed contractor can be issued the permit. For permit fees and a list of licensed contractors, call 303.739.7420 or visit AuroraGov.org.

 **STEP FIVE: INSPECTIONS**

As construction occurs on your project, the Building Division requires that inspections of the work be performed to ensure compliance with the approved plans. To ensure the fastest completion of your project, a pre-construction meeting will be scheduled as needed, the inspection process will be explained, and key staff will be introduced to the contractor's personnel.

Free on-site inspection consultations are offered by the Building Division to provide an opportunity to ask questions and obtain information about inspection requirements directly from the building inspectors. After all work has been completed and passed inspection, the Building Division will issue a C.O. The use or occupancy of the building is not permitted until all work is inspected and passed, and a C.O. is issued. Call 303.739.7420 to request inspections and schedule a preconstruction meeting.

KEY RESOURCES

Aurora Marijuana Enforcement Division
303.739.7833 or AuroraGov.org/AMED

Office of Development Assistance
303.739.7345 or AuroraGov.org.org

Building Division
303.739.7420 or AuroraGov.org/building

Planning & Development Services
303.739.7000 or AuroraGov.org/planning

Aurora Water
303.739.7370 or AuroraWater.org

State Marijuana Enforcement Division
DOR_MED_Appointments@state.co.us

City of Aurora Website: AuroraGov.org



**OPENING A NEW
RETAIL MARIJUANA
ESTABLISHMENT**
In Aurora



Whether you're looking to open a retail marijuana store, cultivation facility, product manufacturing facility or testing facility, the city of Aurora has resources available to get a venture up and running as smoothly as possible.

When considering opening a retail marijuana establishment in Aurora, there are many issues to consider. Because retail marijuana is a highly regulated industry for the city and the entire state, it is critical to involve staff at the Aurora Marijuana Enforcement Division (AMED) from the start.

Aurora is focused on the promotion of business growth and offering a business-friendly environment. Proper planning is the key to turning a vision into the real thing, and this handout is intended to provide information and assistance for acquiring the necessary approvals, permits and licenses to get your retail marijuana establishment started.

Medical marijuana businesses, including medical marijuana centers or dispensaries, medical cultivation facilities and medical infused product manufacturers, are not permitted to operate within the city. Other regulations are in place for homegrow operations. Contact AMED for details.

INITIAL CONSIDERATIONS

Read this brochure to understand fully the requirements for opening a retail marijuana establishment before finalizing a lease or purchase of a property for a retail marijuana establishment. Doing so will save time, money and stress.

Retail stores are limited to 24 licenses; all other establishments are not limited.

Contact AMED at marijuana@auroragov.org or 303.739.7833 to discuss your proposed project and learn about the development process. If needed AMED also can provide rules and regulations related to marijuana product manufacturing facilities involving food preparation.

Make sure the property is zoned for retail marijuana establishments and meets all buffering requirements

Identify any necessary changes that you would like to make to the building and obtain estimates from reliable Aurora licensed contractors and architects. Contact the Building Division for assistance.

Make sure to evaluate the total construction costs if you are considering building a new structure or even thinking about converting an existing structure to house your retail marijuana establishment. Be advised that the reuse of an existing structure may trigger the need for a "change of occupancy" from the Building Division, which could require additional construction costs that may not have been considered initially.

STEP ONE: FACT FINDING

SCHEDULE A PRE-LICENSING MEETING

Anyone interested in applying for a retail marijuana establishment license must schedule a pre-licensing meeting. This is a chance for the applicant to share information regarding the size, scope and feasibility of the proposed establishment and for the city to provide a more complete understanding of the licensing process. All information discussed is confidential. To schedule a pre-licensing meeting, contact AMED at 303.739.7833 or marijuana@auroragov.org.

IDENTIFY THE EXISTING ZONING FOR YOUR PROPERTY

Confirm the zoning of the property under consideration prior to signing a lease or purchasing the property. Each address in the city is located in a particular zone district that carries with it certain allowed uses and some prohibited uses. To determine if the building in question has the proper zoning for retail marijuana establishments, contact AMED at 303.739.7833 or view the maps at AuroraGov.org/AMED.

DETERMINE THE CURRENT OCCUPANCY

Each building address has an approved occupancy issued by the city's Building Division that is described on a document called the Certificate of Occupancy, or C.O. The approved occupancy of a space is similar to

the zoning, but is more specific in nature and relates solely to the building and how it is used. The Building Division's retail marijuana establishment regulations also require a minimum one-hour fire resistance rating between a marijuana occupancy and any adjacent tenant and a one-hour separation between the different licensed marijuana occupancies within a space.

Sometimes the zoning may be approved but not the C.O., or vice versa, so it is critical to contact the city's Building Division at 303.739.7420 to ensure everything meets city requirements. If changes to the existing occupancy or any part of the building itself are necessary, a meeting with a plans examiner and your licensed contractor is highly recommended.

STEP TWO: THE APPLICATION PROCESS

Several different applications may need to be submitted to gain the necessary approvals to open a retail marijuana establishment in Aurora.

Aurora Marijuana Enforcement Division **303.739.7833 or marijuana@auroragov.org**

Anyone considering opening a marijuana retail store, cultivation, manufacturing or testing establishment in Aurora must submit an application through AMED. You also must submit an application with the State Marijuana Enforcement Division. Visit AuroraGov.org/AMED for an application checklist.

Office of Development Assistance (ODA) **303.739.7345 or oda@auroragov.org**

Contact ODA to discuss your proposed project and learn about the development process.

Planning & Development Services Department **303.739.7000**

If constructing a new building, contact the Planning & Development Services Department regarding site plan or site plan amendment. The department also reviews those projects moving into an existing structure. Furthermore, the department is able to provide the zoning designation for any address in Aurora and explain what types of uses are allowed.