

How to apply for your  
Cannabis Permit through the  
City's Online Permit Center



CITY OF  
**OAKLAND**

ONLINE PERMIT CENTER

MS EDGE works best for this site

HOME

SEARCH

SERVICES

APPLY

REGISTER | LOGIN



APPLY FOR PERMIT



SCHEDULE  
INSPECTION



PAY FEE



CHECK PERMIT  
STATUS



FIRE INSPECTION  
REPORT



PLANNING AND  
BUILDING CODES



REGISTER PROPERTY/  
FILE COMPLAINT



TUTORIAL VIDEO



PLANNING & BUILDING DEPARTMENT

250 FRANK H. OGAWA PLAZA

OAKLAND, CA 94612

HOME

ACCESSIBILITY

CUSTOMER SATISFACTION SURVEY



After you have registered your user account, it's time to log in and begin an application.

Use [this link](#) to be taken to the Online Permit Center homepage and click on "APPLY FOR PERMIT".



 To apply for permits, please log in below or register for a new account. Review the options available to select the registration that's right for you.

[Need Permit Guidance?](#)

### EXISTING USER

- You have an activated account
- Received confirmation from City of Oakland

[Login](#)

### REGISTRATION

- Step 1: Create account for basic access
- Step 2: Submit documentation for full access
- Step 3: Apply for permits online

[Register](#)



Get Zoning Clearance

[Apply Now](#)



Get Letter of Determination

[Apply Now](#)



Watch Video Tutorials

[Watch Now](#)



You will then click on the "Login" button on the "Existing User" tile.

**The City of Oakland just launched a Cannabis Permit Application Under <Special Activity>!**  
**Mechanical, Plumbing, and Electrical Permits are available on the same day!**  
\*\*Starting June 3, 2024, all applicants for construction building permits are required to submit recycling plans per OMC 15.34. The city will send initial recycling plans and detailed instructions to the email address provided.\*\*

Global Search...

Home Building Planning Enforcement Fire Special Activity

Advanced Search

### Please Login

Welcome to the City of Oakland Online Permit Portal. By registering an account, you will be able to apply for many Planning, Building and Public Works Permits, pay the fees, check on the application status, upload documents, print your own permits, and do more. You can also view the Fire Inspection Report.

Many online services offered by the City of Oakland require login for security reasons. If you are an existing user, please log in by entering your user name and password on the right.

If you can not log in or your account is no longer active, most likely your contract license or business license expired. please email to [pbdaaccelregistration@oaklandca.gov](mailto:pbdaaccelregistration@oaklandca.gov). Staff will be able to help you reactivate your account.

### New Users

If you are a new user you may register for a free online account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of your applications, access to invoices and receipts, checking on the status of pending activities, print your own permit and more.

Register Now »

### Sign In

USER NAME OR E-MAIL:\*  
CannabisUser1

PASSWORD:\*

[Forgot Password?](#)

SIGN IN

Remember me on this device

[Not Registered?](#)

[CREATE AN ACCOUNT](#)

On the login page, enter your username or email and password, then click "Sign In".

The City of Oakland just launched a Cannabis Permit Under <Special Activity> December 2024  
Mechanical, Plumbing, and Electrical Permits are available on the same day!

\*\*Starting June 3, 2024, all applicants for construction building permits are required to submit recycling plans per OMC 15.34. The city will send initial recycling plans and detailed instructions to the email address provided.\*\*

Global Search...

Home Building Planning Enforcement Fire **Special Activity**

**Create an Application** Search Applications

### Records

Showing 0-0 of 0

Date	Record Number	Record Type	Description	Project Name	Status	Action
No records found.						

### Search for Records

Enter information below to search for records.

- Record Information
- Contact Information

Select the search type from the drop-down list.

### General Search

General Search

- Search my records only  
 Search All Records

Record Number:  Project Name:  Record Type:

Start Date:  End Date:

Search Clear

Click on the “Special Activity” tab to navigate to the Special Activity Records page. Here you will find a list of any exiting Special Activity Records that have been created on this profile along with their details.

To Start a New Application, click on the “Create an Application” button.



Logged in as: Nancy Marcus Collections (0) Reports (1) Account Management Logout

The City of Oakland just launched a Cannabis Permit Under <Special Activity> December 2024  
Mechanical, Plumbing, and Electrical Permits are available on the same day!  
\*\*Starting June 3, 2024, all applicants for construction building permits are required to submit recycling plans per OMC 15.34. The city will send initial recycling plans and detailed instructions to the email address provided.\*\*

Global Search...

Home Building Planning Enforcement Fire **Special Activity**

Create an Application Search Applications

### Online Application

Welcome to City of Oakland's Online Permitting System. Using this Citizen Access Portal will allow you to do all the following from anywhere 24/7: apply for a permit, submit and update information, pay fees, schedule inspections, track the status of your application, and print your final records.

Please "Allow Pop-ups" from your browser before proceeding. Accept the General Disclaimer below to proceed.

#### Communications via Web Site

Communications made through e-mail and messaging systems shall in no way be deemed to constitute legal notice to the Agency or any of its agencies, officers, employees, agents, or representatives, with respect to any existing or potential claim or cause of action against the Agency or any of its agencies, officers, employees, agents, or representatives, where notice to the Agency is required by any federal, state or local laws, rules or regulations.

I have read and accepted the above terms.

[Continue Application »](#)

Read and accept the terms, and then click "Continue Application".

The City of Oakland just launched a Cannabis Permit Under <Special Activity> December 2024  
Mechanical, Plumbing, and Electrical Permits are available on the same day!  
\*\*Starting June 3, 2024, all applicants for construction building permits are required to submit recycling plans per OMC 15.34. The city will send initial recycling plans and detailed instructions to the email address provided.\*\*

Global Search... 

Home Building Planning Enforcement Fire **Special Activity**

Create an Application Search Applications

Select A Permit Type.

Thank you for your interest in the Cannabis Program.

Before you begin your application, please visit our [website](#) to gather all required documents.

**Your application cannot be submitted until all necessary documents are uploaded.**

If you have any questions about the required documents or the permit process, please contact the Special Activity Permits Office at 510-238-3671.

Special Activity Division permits include Film, Special Events, Cannabis and Mobile Vending. Please select your permit type from the list by clicking below or enter permit type in the search box.

- ▼ Cannabis
  - Cannabis Initial Application
- ▶ Special Activity

[Continue Application »](#)

Here is where you will select the type of Special Activity Permit you would like to apply for.

Click the drop-down menu for “Cannabis”, then click “Cannabis Initial Application”. Once selected, click “Continue Application” to start the application.



The City of Oakland just launched a Cannabis Permit Under <Special Activity> December 2024  
Mechanical, Plumbing, and Electrical Permits are available on the same day!

\*\*Starting June 3, 2024, all applicants for construction building permits are required to submit recycling plans per OMC 15.34. The city will send initial recycling plans and detailed instructions to the email address provided.\*\*

Global Search...

Home Building Planning Enforcement Fire **Special Activity**

Create an Application Search Applications

Cannabis Initial Application

1 Address Information	2 Cannabis Information	3 Owner/Applica... Info	4 Documents	5 Review	6	7
-----------------------	------------------------	-------------------------	-------------	----------	---	---

Step 1: Address Information > Proposed Address

An address is required to submit this application. If you do not have an address at this time, there is no need to complete the application. Come back when you have secured a location.

\*Indicates a required field.

Address Info

ADDRESS

- \*Have you secured a location for your cannabis business?:  Yes  No
- \*Are you within 300' of a residential zone?:  Yes  No
- \*Did work/live or residential use exist on March 6, 2018 in the portion of the property where applicant proposes to conduct commercial cannabis activity?:  Yes  No

Save and resume later

Continue Application »

Answer the questions about your proposed location. If you have not yet secured a location, your application will be prevented from moving forward.

Click "Continue Application" once completed to move your application forward.

Create an Application Search Applications

## Cannabis Initial Application

1 Address Information	2 Cannabis Information	3 Owner/Applica... Info	4 Documents	5 Review	6	7
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## Step 1: Address Information &gt; Business Operation Address

Please enter the Street Number (1234) and Street Name (Oakland) into the required fields (\*) below and then click the "Search" button.

**\*\*If you're unable to find your address, please confirm your address is located within the City Limits and matches the address shown on your tax bill. You can also call us at (510)238-3891 or receive assistance through our [Permit Questions Portal](#) for additional assistance.**

\* Indicates a required field.

## Address

<b>Street No.:</b> 250	<b>Street Name:</b> FRANK H OGAWA	<b>Street Type:</b> PLZ	<b>Unit No.:</b> A
<b>City:</b> Oakland	<b>State:</b> CA	<b>Zip:</b> 94612	

**Search** **Clear**

A notice was added to this work location on 10/18/2019.  
Condition: Test Severity: Notice  
Total Conditions: 1 (Notice: 1, Met: 1)[View additional details](#)

## Parcel

<b>Parcel Number:</b> 003 006500902
--

**Search** **Clear**

## Owner

<b>Owner Name:</b> CITY OF OAKLAND		
<b>Address Line 1:</b> 250 FRANK H OGAWA PLZ		
<b>City:</b> OAKLAND	<b>State:</b> CA	<b>Zip:</b> 94612 201

**Search** **Clear**

**Save and resume later****Continue Application »**

Please enter the Street Number (1234) and Street Name (Broadway) into the required fields (\*) and then click the "Search" button.

**\*\*If you're unable to find your address, please confirm your address is located within the City Limits and matches the address shown on your tax bill. You can also call us at (510)238-3891 or receive assistance through our [Permit Questions Portal](#) for additional assistance.**

It should then populate the parcel number along with the property owner's information. **Please double check to make sure these are both correct.**

To continue – click continue application.

Cannabis Initial Application

1 Address Information	2 Cannabis Information	3 Owner/Applica... Info	4 Documents	5 Review	6	7
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Step 2: Cannabis Information > Proposed Cannabis Operation

\* Indicates a required field.

Details

TYPE OF LICENSE

Please check all activities you are interested in.

- Delivery Only-Dispensary:
- Indoor Cultivator:
- Outdoor Cultivator:
- Distributor:
- Testing Laboratory:
- Transporter:
- Onsite Consumption:
- Manufacturing with volatile solvents:
- Manufacturing with volatile solvents-Infusion:
- Manufacturing with volatile solvents-Extraction:
- Manufacturing with volatile solvents-Packaging:
- Manufacturing with non-volatile solvents:
- Manufacturing with non-volatile solvents-Shared Manufacturing Licensee:
- Manufacturing with non-volatile solvents-Extraction:
- Manufacturing with non-volatile solvents-Packaging:

APPLICATION INFORMATION

- \* Did work/live or residential use exist as of June 1, 2023 on the property where applicant proposes to conduct cultivation activity?:  Yes  No
- \* Are you proposing more than a cumulative total of 20,000 square feet of indoor cultivation?:  Yes  No
- \* Including your proposed indoor cultivation, will there be more than 20,000 square feet of indoor cultivation at the address or parcel of land where you are operating?:  Yes  No
- Right to Occupy Proposed Cannabis Location:

PROJECTED ANNUAL GROSS RECEIPT

- Cannabis sales <\$500,000:
- Cannabis sales between <\$500,001 - \$999,999:
- Cannabis sales >\$999,999:

Save and resume later

[Continue Application »](#)

On this next page, make sure to answer ALL the questions.

Depending on your answer to certain questions, you may be required to upload additional documentation in the "Documents" section of the application.

Once all questions have been answered, press the "Continue Application" button.

Create an Application Search Applications

Cannabis Initial Application

1 Address Information	2 Cannabis Information	3 Owner/Applica... Info	4 Documents	5 Review	6	7
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Step 2: Cannabis Information > Cannabis Operation Info

\* Indicates a required field.

Equity

SOCIAL EQUITY

\* Are you applying as a Equity Applicant:  Yes  No

EQUITY INCUBATOR

Are you interested in being part of the Equity Incubator Program?:  Yes  No

General Applicant: Would you like to be matched with an Equity Applicant?:  Yes  No

Name of Equity Applicant you will be incubating:

How did you meet your incubator/incubatee?:

Equity Applicant: Would you like to be matched with a General Applicant?:  Yes  No

I am an equity applicant and I am being incubated by:

Save and resume later

[Continue Application »](#)

Please complete all fields on this page. If a particular field does not apply to your application, then put "N/A" in the text box.

If you indicate you will be applying as an Equity Applicant, the application will ask you additional questions, and you will be required to provide your Equity Verification documents in the "Documents" section of the application.

Once all questions have been answered and you are ready to move on, click "Continue Application".

Create an Application

Search Applications

### Cannabis Initial Application

1 Address Information	2 Cannabis Information	3 Owner/Applica... Info	4 Documents	5 Review	6	7
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Step 3: Owner/Applicant Info > Corporate Structure

\*Indicates a required field.

#### Business

##### CORPORATE STRUCTURE

\* Corporate Structure:

Limited Liability Compan

\* Legal Entity Name:

test LLD

DBA Name (if any):

N/A

Save and resume later

[Continue Application »](#)

This section asks for Corporate Structure Information. Depending on your answer, you will be required to provide State Registration documentation in the “Documents” section of the application.

Click “Continue Application” to move forward.

Global Search...

Home Building Planning Enforcement Fire **Special Activity**

Create an Application Search Applications

**Cannabis Initial Application**

1 Address Information 2 Cannabis Information **3 Owner/Applica... Info** 4 Documents 5 Review 6 7

Step 3: Owner/Applicant Info > Contacts \* indicates a required field.

**Applicant/Owner Contact Info**

Contact information is required for each business owner, an onsite contact or manager, a billing contact as well as the person completing this application.

Required Contact Type	Minimum
Billing Contact	1
Business Owner	1
On-Site Contact	1
Primary Contact	1

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
No records found.						

**Applicant/Owner Contact Info**

**CONTACT INFO**

\* Have any of the persons directly or indirectly interested in the permit sought ever had a Cannabis permit revoked?:  Yes  No

[Continue Application »](#)

In this section, you will be required to provide contact information for the Application.

At minimum, 4 contacts are required for every application- Business Owner, Billing Contact, On-site Contact, and Primary Contact. These four contacts could potentially all be the same person.

If there are multiple owners of your business, please make sure to input the information for ALL owners.

To begin, click "Select from Account". There should already be information for two contacts- the Applicant (inputted when you created your Accela account), and the Property Owner (pulled when the property information was submitted).

### Select Contact from Account

Select a contact to attach to this application.  
If the contact has multiple addresses, you can select which to use in the next step.  
Showing 1-2 of 2

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Applicant	Nancy Marcus
<input type="radio"/> Associated Owner		CITY OF OAKLAND

**Continue** Discard Changes

Select the "Applicant" contact, and click "Continue".

You will then select the correct Contact Type for the Applicant, and then click "Continue" to go to the page where you will fill in the contact information.

Here, you will fill out the contact information for the contact type you selected. The "Name of Business" field refers to the **Legal Entity Name** of the business that is applying for a permit.

Please note that the address information is for the **INDIVIDUAL CONTACT**, and **NOT THE BUSINESS**.

Once complete, click "Continue" to save the contact information, and add it to the Application.

### Select Contact from Account

Nancy Marcus

Type: --Select--

Con: --Select--

- Billing Contact
- Business Owner
- Individual
- Manager
- On-Site Contact
- Onsite Manager
- Owner
- Partner
- Prepared By
- Primary Contact
- Property Owner/Manager
- Security Company

### Contact Information

\*First Name: Nancy

\*Last Name: Marcus

Name of Business: City of Oakland

\*Address Line 1: 1 Frank H Ogawa Plaza

\*City: Oakland \*Zip: 94602 \*State: CA

\*Primary Phone: \*E-mail: cannabisapp@oaklandca.gov

**Continue** Discard Changes

Home Building Planning Enforcement Fire **Special Activity**

Global Search...

Create an Application Search Applications

### Cannabis Initial Application

1 Address Information	2 Cannabis Information	3 Owner/Applica... Info	4 Documents	5 Review	6	7
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Step 3: Owner/Applicant Info > Contacts \* Indicates a required field.

#### Applicant/Owner Contact Info

Contact information is required for each business owner, an onsite contact or manager, a billing contact as well as the person completing this application.

Required Contact Type	Minimum
Billing Contact	1
Business Owner	1
On-Site Contact	1
Primary Contact	1

Select from Account **Add New**

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
No records found.						

#### Applicant/Owner Contact Info

##### CONTACT INFO

\*Have any of the persons directly or indirectly interested in the permit sought ever had a Cannabis permit revoked?:  Yes  No

Follow the previous instructions to add contact information for the 4 Contact Types (Billing Contact, Business Owner, On-site Contact, and Primary Contact).

If any of the mandatory Contact Types are not the original applicant, select "Add New" on this screen to input the information for the new individual.

**ALL OWNERS/PARTNERS/MANAGERS OF THE BUSINESS MUST BE LISTED.**

Once all the Contacts have been added in this section, answer the last question, then click "Continue Application".

Global Search... 

Home Building Planning Enforcement Fire **Special Activity**

Create an Application Search Applications

### Cannabis Initial Application

1 Address Information	2 Cannabis Information	3 Owner/Applica... Info	4 Documents	5 Review	6	7
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### Step 3: Owner/Applicant Info > Demographic Data

\* indicates a required field.

### Demographic Information

**DEMOGRAPHICS**  
This section helps the City of Oakland understand who we are serving but it is optional and you can skip this section or select "decline to state" on any question if you prefer.

- \* Please select applicants age:
- \* Please select all race and ethnicity options that represent the applicant.:
- \* Please select the gender option that best represents the applicant.:
- \* Please select your level of education.:
- \* Owner Disability:

Save and resume later

[Continue Application](#)

Answer the demographic information questions then click "Continue Application".

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Global Search...

Home Building Planning Enforcement Fire **Special Activity**

Create an Application Search Applications



**An error has occurred.**

Please upload all applicable documents required before submission.

1. CEQA Questionnaire
2. Community Beautification Plan
3. Confirmation of enrollment in East Bay Community Energy Renewable 100
4. Copy of State Registration
5. Floor Plan
6. Lease or other contract providing free real estate or rent for a minimum of three years indicating square footage available to the Equity Applicant
7. Live Scan
8. Odor Mitigation Plan
9. PG&E Load Study
10. Proof of Vehicle Insurance OR Letter of intent/will serve letter
11. Proof of property ownership/lease agreement
12. Proof of providing required security measures, including camera systems, safes, and alarm systems for the space utilized by the Equity Applicant
13. Security Plan

**Cannabis Initial Application**

1	2 Cannabis Information	3 Owner/Applica... Info	4 Documents	5 Review	6 Pay Fees	7
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**Step 4: Documents > Documents**

Please provide the required documents from the message above.  
For more details about the required documents, please [click here](#).

\* indicates a required field.

**Attachment**

The maximum file size allowed is **300 MB**.  
Please upload any required documents.

Name	Type	Size	Description	Action
No records found.				

Add

Save and resume later

Continue Application >

Don't Panic – an error has not occurred!

This numbered list of documents in the red box are documents you will need to upload to your application before moving on. This list will look different depending on multiple factors such as Equity status, type of activity(s) being applied for, and right to occupy information.

To begin adding documents, click the "Add" button at the bottom. A window will pop-up, and from there you will be able to select the documents you wish to upload from the device you are using.

Once you have selected your documents, click the "Continue" button to upload them to the application.

**File Upload**

The maximum file size allowed is **300 MB**.

Please upload any required documents.

Test Upload Doc.docx 100%

Continue

Add

Remove All

Once your documents have been uploaded, you will need to identify which documents are which using the drop-down menu. Continue uploading and identifying documents until all the required documents have been uploaded.

### Attachment

The maximum file size allowed is **300 MB**. Please upload any required documents.

Name	Type	Size
No records found.		

\*Type: --Select--

File: Test Upload Doc.docx 100%

\*Type: --Select--

File: Test Upload Doc.docx 100%

\*Type: --Select--

File: Test Upload Doc.docx 100%

**Save** **Add** **Remove All**

Save and resume later

Once all the documents have been uploaded, make sure to save them to the Application by clicking the "Save" button on the bottom.

### Attachment

The maximum file size allowed is **300 MB**. Please upload any required documents.

Name	Type	Size	Description
Test Upload Doc.docx	CEQA Questionnaire	12.81 KB	
Test Upload Doc.docx	Live Scan	12.81 KB	
Test Upload Doc.docx	Copy of State Registration	12.81 KB	

\*Type: Proof of property ownership/lease agr

File: Test Upload Doc.docx 100%

**Save** **Add** **Remove All**

Save and resume later

Global Search... 

Create an Application Search Applications

 **The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

**Cannabis Initial Application**

1	2 Cannabis Information	3 Owner/Applica... Info	4 Documents	5 Review	6 Pay Fees	7
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**Step 4: Documents > Documents**

Please provide the required documents from the message above.  
For more details about the required documents, please [click here](#).

\*indicates a required field.

**Attachment**

The maximum file size allowed is **300 MB**.  
Please upload any required documents.

Name	Type	Size	Description	Action
Test Upload Doc.docx	CEQA Questionnaire	12.81 KB		Actions ▾
Test Upload Doc.docx	Live Scan	12.81 KB		Actions ▾
Test Upload Doc.docx	Copy of State Registration	12.81 KB		Actions ▾
Test Upload Doc.docx	Proof of property ownership/lease agreement	12.81 KB		Actions ▾
Test Upload Doc.docx	Community Beautification Plan	12.81 KB		Actions ▾

< Prev 1 2 Next >

Add

Save and resume later

**Continue Application »**

Once all the required documents have been saved to the Application, click the "Continue Application" button on the bottom of the page.

If all the required documents have not been saved, an error message will appear, notifying you of the missing documents. You will not be able to move forward until all the required documents have been saved to the Application.

Create an Application Search Applications

Cannabis Initial Application

1	2	3 Owner/Applica... Info	4 Documents	5 Review	6 Pay Fees	7 Record Issuance
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Step 5: Review

Save and resume later

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Cannabis Initial Application

Address Info

ADDRESS

Have you secured a location for your cannabis business?: Yes

Are you within 300' of a residential zone?: No

Did work/live or residential use exist on March 6, 2018 in the portion of the property where applicant proposes to conduct commercial cannabis activity?: No

Address

250 FRANK H OGAWA PZ  
A  
Oakland CA 94612

Parcel

Parcel Number: 003 006500902

Owner

Now is the time to review your application for completeness and accuracy.

You can edit any information needed by clicking the "Edit" button on the right side.

Once all information has been verified, scroll to the bottom of the page and click "By checking this box, I agree to the above certification."

Then click Continue Application.

Attachment

The maximum file size allowed is 300 MB. Please upload any required documents.

Name	Type	Size	Description	Action
TEST UPLOAD DOC.docx	Copy of State Registration	12.81 KB		Actions ▾
TEST UPLOAD DOC.docx	CEQA Questionnaire	12.81 KB		Actions ▾
TEST UPLOAD DOC.docx	Proof of property ownership/lease agreement	12.81 KB		Actions ▾
TEST UPLOAD DOC.docx	Odor Mitigation Plan	12.81 KB		Actions ▾
TEST UPLOAD DOC.docx	Floor Plan	12.81 KB		Actions ▾

< Prev 1 2 Next >

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

You can submit your fee electronically by logging into your account and paying your fees on your application.

Alternatively, you can submit your fee in person to the Special Activity Permits Division Office located at Oakland City Hall, 1<sup>st</sup> Floor, Suite 123 from 9am-noon or 1-3pm Mondays, Wednesdays, and Fridays.

By checking this box, I agree to the above certification.

Date:

Save and resume later

Continue Application »

[Create an Application](#) [Search Applications](#)

### Cannabis Initial Application

1	2	3	4	5 Review	6 Record Issuance
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Your application has been successfully submitted.

Thank you for using our online services.

**Your Record Number is CAN26-00004.**



A notice was added to this record on 10/18/2019.  
Condition: Test Severity: Notice  
Total Conditions: 2 (Notice: 2, Met: 1)

[View additional details](#)

You will need this number to check the status of your application or to schedule/check results of inspections.

You will be receiving an email with your estimated application fees as well as instructions on how to pay for your application shortly.

Should you have any questions or concerns, feel free to reach out to our office by emailing us at [cannabisapp@oaklandca.gov](mailto:cannabisapp@oaklandca.gov) or giving us a call at (510) 238-3671. Please make sure to reference your Record Number when reaching out to us.

[View Record Details »](#)

Congratulations! You have just submitted your City of Oakland Cannabis Application!

You should receive an email to the provided email address with payment instructions and next steps.

Please note that before any work can begin on your Application, the application fees must be paid.

Adding additional documentation /  
checking the status of records

Global Search...

Home Building Planning Enforcement Fire **Special Activity**

Dashboard My Records My Account Advanced Search

Hello, Nancy Marcus

My Collection (0) View Collections

You do not have any collections right now.

Work In progress View All Records

Record Name	Record ID	Module	Creation Date	Action
No records found				

To check on the status of your application or to add additional documents that may have been requested, you can also use the Accela Portal.

Once you are logged in (Slides 2-4), click on the "Special Activity" tab to be taken to the list of your Special Activity Records.

Global Search... 

Home Building Planning Enforcement Fire **Special Activity**

Create an Application Search Applications

## Records

Showing 1-2 of 2 | Download results | Add to collection

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Status	Action
<input type="checkbox"/>	08/15/2025	<b>CAN25-00005</b>	Cannabis Initial Application			<b>Pending-Document Uploaded</b>	
<input type="checkbox"/>	01/16/2025	<b>CAN25-00002</b>	Cannabis Initial Application		City of Oakland	Pending-Document Uploaded	Pay Fees Due

## Search for Records

Enter information below to search for records.

- Record Information
- Contact Information

Select the search type from the drop-down list.

## General Search

General Search 

Search my records only

Search All Records

Record Number:  Project Name:  Record Type:

Start Date:   End Date:  

Search Clear

Here, you can see the Status of your Record, as well as any other Special Activity Records you may have applied for.

If you would like to update a Record, select the Record you would like to check on/update

Using the drop-down menu, you will be able to select multiple options for your Record including “Record Details”, “Processing Status”, “Related Records”, and “Attachments”.

To add additional documentation to your application, click on “Attachments”.

The screenshot displays a web application interface with a navigation bar at the top containing links for Home, Building, Planning, Enforcement, Fire, and Special Activity. Below the navigation bar is a dark blue header with 'Create an Application' and 'Search Applications' buttons. The main content area features a record titled 'Record CAN25-00005: Cannabis Initial Application' with a status of 'Record Status: Pending-Document Uploaded'. On the right side, there are buttons for 'Add to collection', 'Like 0', and 'Post'. A dropdown menu is open under 'Record Info', listing options: Record Details, Processing Status, Related Records, and Attachments. The 'Attachments' option is highlighted in blue. Below the dropdown, there is a green banner with a 'View Condition' button and some text about a condition added on 10/18/2019. At the bottom left, there is a 'More Details' link.

Create an Application Search Applications

**Record CAN25-00005:**  
**Cannabis Initial Application**  
**Record Status: Pending-Document Uploaded**

Add to collection

Like 0

Post

Record Info

Payments

Conditions **1**



A notice was added to this record on 10/18/2019.  
 Condition: Test Severity: Notice  
 Total Conditions: 1 (Notice: 1, Met: 1)

**View Condition**

**Attachments**

The maximum file size allowed is **300 MB**.  
 Please upload any required documents.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
TEST UPLOAD DOC.docx	CAN25-00005	Cannabis Initial Application	Record	Copy of State Registration	12.81 KB	08/15/2025	Actions	Cannabis Initial Application - CAN25-00005
TEST UPLOAD DOC.docx	CAN25-00005	Cannabis Initial Application	Record	CEQA Questionnaire	12.81 KB	08/15/2025	Actions	Cannabis Initial Application - CAN25-00005
TEST UPLOAD DOC.docx	CAN25-00005	Cannabis Initial Application	Record	Proof of property ownership/lease agreement	12.81 KB	08/15/2025	Actions	Cannabis Initial Application - CAN25-00005
TEST UPLOAD DOC.docx	CAN25-00005	Cannabis Initial Application	Record	Odor Mitigation Plan	12.81 KB	08/15/2025	Actions	Cannabis Initial Application - CAN25-00005
TEST UPLOAD DOC.docx	CAN25-00005	Cannabis Initial Application	Record	Floor Plan	12.81 KB	08/15/2025	Actions	Cannabis Initial Application - CAN25-00005

< Prev **1** **2** Next >

**Add**

You will then be brought to a page where you can add any additional attachments to your Application using the same attachment process as before (see slides 17-19 for more detailed instructions).