

**CITY OF MOUNTAIN VIEW  
RULES AND REGULATIONS FOR CANNABIS BUSINESS PROCEDURES**

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**Introduction**

The police chief may, from time to time, promulgate such regulations and administrative guidelines consistent with the purpose, intent and terms of Chapter 9 of the MVCC, as he or she deems necessary to implement or clarify it or to aid in its enforcement. A copy of any such rules, regulations and administrative guidelines shall be on file and available for public examination in the police department and posted to the city’s website.

The police chief may take such administrative actions as needed to administer the requirements of Chapter 9, including, but not limited to:

1. Registration, review, investigation, priority order and disqualification process for the cannabis businesses and forms necessary thereto.
2. Internal or external security requirements for the operation of the cannabis businesses.
3. Storage or display of cannabis.

Regulations promulgated by the police chief shall have the same force and effect of law and become effective upon date of publication.

**Section 1 - Definitions**

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The definitions set forth in Mountain View City Code, Chapter 9, Section 9.91 and Chapter 43, Section 43.1, related to cannabis apply to these rules and regulations. In addition, the following definitions shall apply to these rules and regulations:

1. **“Business premises”** means the lot or parcel or portion of a lot or parcel that is used by a cannabis business, dispensary or distribution facility.

2. **“Cannabis accessory”** is any device intended to aid in the use of cannabis or cannabis products which does not itself consist in all or part of cannabis or cannabis products and includes “cannabis products” as defined in Health and Safety Code Sec. 11018.2 and by other state law.

3. **“Cannabis Goods”** means Cannabis, including dried flower, and products containing Cannabis, as currently defined in Section 5000 of Title 16, Div. 42 of the California Code of Regulations, or as may be amended.

4. **“Cannabis product”** means any product containing cannabis or its derivatives, including, but not limited to, flowers, buds, oils, tinctures, concentrates, extractions, edibles and products described in Sec. 11018.1 of the Health and Safety Code.

5. **“Dispensary”** means a place at which cannabis, cannabis products or accessories for the use of cannabis or cannabis products are offered, either individually or in any combination, for retail sale, including an establishment that engages in delivery.

6. **“Distributor”** means a person engaged in procuring cannabis and/or cannabis products for sale to a dispensary or other point of retail sale. “Distribution” means engaging in that conduct and a “distribution facility” is any real estate, whether or not improved, used in such conduct.

7. **“Electronic age verification device”** means a device capable of quickly and reliably confirming the age of the cardholder of a government-issued identification card using computer processes.

8. **“MVCC”** means the Mountain View City Code.

9. **“On-site designated representative”** means a manager that is designated by the cannabis business to be present, and who is present, at all times

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during the cannabis business's hours of operation.

10. "**Premises**" means each building or the portion of any building, on the location, where the cannabis business is located, including any site.

11. "**Processing**" means the harvesting, trimming, drying and/or curing of cannabis.

12. "**Rules and regulations**" mean detailed requirements meant to clarify and aid in the administration of this article, which are established by the police chief.

13. "**Track and Trace System**" means a system as described in Section 26067 of the California Business and Professions Code which reports the movement of cannabis products throughout the distribution chain, using a unique identifier.

14. "**Transport**" means all activity involved in the movement of cannabis from one (1) location to another, including, but not limited to, loading, shipping and receiving. Transport does not include delivery to a qualified patient, caregiver or individual cannabis user age twenty-one (21) or older.

15. "**Police chief**" means the police chief or a designated representative of the police chief.

## **Section 2 - Registration**

The registration available for cannabis businesses, business owners, managers and employees are the same as those listed in MVCC Section 9.93. Applicants shall follow the requirements of MVCC Section 9.93 when applying for registration.

The submitted information provided on an application will be final. Any changes to an application has been filed must have approval from the police chief.

## **Section 3 - Application Procedure**

### **A. Registration Application - General**

The police chief shall provide an application form for cannabis business registration to the public ("application" in these rules and regulations refer to this form, unless otherwise stated).

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Every applicant will be provided a date and time stamp of receipt of each application or the electronic equivalent. Complete applications that are in conflict with each other due to sensitive use requirements will be processed in the order received. The date and time stamp shall determine the processing order only between complete applications. Any application, pre-registration inspection, and any outstanding taxes or fees are due before further processing.

If the police chief determines that the application is incomplete, the police chief shall notify the applicant. The police chief may request additional information and documents from the applicant not listed in the application requirements to determine if an application is complete. If the applicant fails to correct the deficiencies within the time allowed by the police chief, the application shall be considered abandoned. An applicant may reapply at any time following an abandoned application and must pay all fees associated with the new application.

**B. Cannabis Business Registration Application**

No person shall establish, operate or maintain a cannabis business within city limits without first obtaining from the police chief, and maintaining in effect, a notice of completed registration.

The application must include:

1. The applicant shall provide the legal business name of the applicant. If applicable, the business trade name (“DBA”) of the applicant must be disclosed.
2. The date the applicant began operations.
3. A list of the license types and the license numbers issued from the State of California and all other out-of-state or local licensing authorities that the applicant holds, including the date the license was issued and the licensing authority that issued the license, permit or other authorization.
4. Whether the applicant has been denied the right to conduct commercial cannabis business by the city or any other cannabis licensing authority. The applicant shall provide the type of license applied for, the name of the licensing authority that denied the application, the date of denial and the basis of the denial.
5. Business premises and information.
  - a. The physical address of the business premises where the

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cannabis business will be conducted.

- b. The address of record for the applicant.
- c. The telephone number for the business premises.
- d. The website address of the applicant's cannabis business, if applicable.
- e. The email address for the applicant's cannabis business, if applicable.

6. Contact information for the applicant's designated primary contact person including the name, title, address, phone number, and email address of the individual.

7. Contact information for the designated agent for service of process including the name, title, address, phone number, and email address of this individual.

8. The applicant's organizational structure for the cannabis business, for example, partnership or corporation. The business-formation documents, which may include, but are not limited to, articles of incorporation, operating agreements, partnership agreements, and fictitious business name statements. The applicant shall also provide all documents filed with the State of California, which may include, but are not limited to articles of incorporation, certificates of stock, articles of organization, certificates of limited partnership, and statements of partnership authority.

9. A list of every fictitious business name the applicant is operating or has operated under, including the address where the business premises are located.

10. The applicant shall provide all financial information required by the State of California on its application form.

11. Evidence that the applicant has the legal right to occupy and use the business premises and complies with the requirements of the city.

12. If the applicant is not the landowner of the property upon which the business premises is located, the applicant shall provide an affidavit from the landowner or a duly-authorized agent of the landowner, on a form provided by

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the police chief, that conclusively establishes that the applicant has the right to occupy the property and acknowledging that the applicant may use the property for the cannabis business for which the applicant is seeking registration. It shall also state the landowner has not entered into any agreement or offered to lease the property to any other applicant or potential applicant.

13. An applicant shall also provide a copy of the lease agreement, if applicable.

14. If the applicant is the landowner of the property on which the business premises is located, the applicant shall provide to the police chief a copy of the title or deed to the property.

15. The applicant shall provide proof of an approved planning permit issued in compliance with Chapter 36 of the Mountain View city code.

16. Any applicant that is required under state law to apply for and maintain a Certified Uniform Program Agency (CUPA) permit issued by the Fire Department must do so prior to the issuance of a registration and prominently display the CUPA permit on the business premises where it can be viewed by state and local agencies.

17. The applicant shall submit copies of a complete and detailed diagram provided to the Planning Department of the proposed business premises, in the format required by the police chief. Business premises means the designated structures and land specified in the application that are in the possession of and used by the applicant. The business premises must be a contiguous area and may only be occupied by one registered cannabis business. The diagram must be to scale. If the proposed business premises consist of only a portion of a property, the diagram must be labeled indicating which part of the property is the proposed business premises and how the remaining property is used.

18. The applicant shall provide a valid seller's permit number issued by the California State Board of Equalization (if applicable) or the Department of Tax and Fee Administration, as required by the State of California. If the applicant has not yet received a seller's permit, the applicant shall attest that the applicant is currently applying for a seller's permit and will provide the seller's permit within five business days of being granted registration.

19. The applicant shall provide a Federal Employer Identification Number.

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20. The applicant shall attest to providing proof of a bond and/or insurance, including product liability insurance, as required by the State of California and the city, within 15 days of receiving a registration. An applicant shall indemnify the city from any liability on a form approved by the police chief.

21. An applicant shall provide a proposed retailer plan, which shall include how the applicant intends to meet all the operational requirements as described in Section 7.

22. The applicant shall include a description of the applicant's practices for allowing individuals access to the limited-access areas of the business premises.

23. The applicant must submit a security plan for review and approval by the police chief. The approved security plan will be maintained by the police chief and be made available to other city departments for purposes of verification and inspections. At a minimum, the security plan must meet the operational requirements detailed in Section 7 B, and will include:

- a. A description of the applicant's video surveillance system, including camera placement and practices for the maintenance of video surveillance equipment;
- b. How the applicant will ensure that all access points to the business premises will be secured, including the use of security personnel; a description of the applicant's security alarm system; and
- c. A description of the applicant's fire-proof safe.

24. The applicant shall include a detailed description of how the cannabis business will meet the State of California and the city's track-and-trace, inventory, returns, destruction of products, waste management, environmental sustainability, records retention, and operational requirements.

25. Applicants must submit a staffing plan and organizational chart that outlines the positions and responsibilities of each employee, as well as the reporting or supervisory structure for each employee.

26. The applicant will identify and assign an employee as the official neighborhood liaison for the business premises. Such employee will have a phone

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number and email to receive complaints 24 hours a day. Record shall be kept of all complaints received and made available to the City upon request.

27. The applicant shall attest that any owner who also is a licensed retailer of alcoholic beverages or tobacco products will not sell alcoholic beverages or tobacco at the cannabis business premises.

28. As a condition of receiving a registration, the applicant shall acknowledge that business premises shall comply with all applicable provisions of the MVCC, including without limitation, provisions of the Building and Zoning Codes, and any other provisions of the City Code deemed applicable.

29. Signatories to registration. The person authorized to sign on behalf of and legally bind the cannabis business shall print his or her name, sign and date the registration application under penalty of perjury certifying that all the information contained therein, and any attachments thereto, is true, complete and correct. Dishonesty by the applicant in the Cannabis Business Regulation Application or through communication with the Police Department may be considered cause for denial of the application.

**C. Requirements for Delivery for Cannabis Business.**

In addition to the applicable application requirements as described in Section 4 B, an Applicant shall provide a proposed retailer delivery plan as required by the police chief, which shall include how the applicant intends to meet all the operational requirements as described.

Contractors and vendors are allowed to apply for registration for Delivery for a registered cannabis business as third-party delivery services if allowed by the State of California.

Cannabis business licensed by the State of California and licensed, registered, or permitted to operate in another local jurisdiction may apply for registration to deliver cannabis within the city limits.

**D. Cannabis Business Owner, Manager , or Employee Registration Application**

No person shall participate in the ownership, management or operations of a cannabis business within the city limits, without first obtaining from the police chief, and maintaining in effect, a notice of completed registration. The police chief shall provide an application form for owners, managers, and employees of a cannabis



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business to register to the public (“application” in these Rules and Regulations refer to this form, unless otherwise stated).

The application must include:

1. Full name, including any nicknames or other names used presently or in the past.
2. Date of birth.
3. The applicant's driver's license number and social security number.
4. The applicant's residence addresses and phone numbers, and the dates of residence at each address in the five (5) years preceding the date of application.
5. The applicant's two (2) most recent employers, including their names, addresses and phone numbers, and the position held by the applicant.
6. Any criminal conviction on the part of the applicant for offenses other than traffic violations within the ten (10) years preceding the date of the application.
7. Any criminal charges pending against the applicant at the time of the application, other than traffic citations, the name and location of the court in which the criminal charges are pending and the applicable case numbers.
8. A detailed explanation of the person’s involvement with any other cannabis business, including, but not limited to: the name and address of the cannabis business; the capacity in which the person was involved with the cannabis business; whether the cannabis business is or was the subject of any criminal investigation or prosecution, civil investigation, administrative action or civil lawsuit; whether the person, the cannabis business with which the person is or was associated has ever been denied, or is in the process of being denied registration, a permit, a license or any other authorization required to operate a cannabis business in any other city, county or state; and whether the person, the cannabis business with which the person is or was associated has ever had a registration, license, permit or any other authorization required to operate a cannabis business in any other city, county or state suspended or revoked, and the reasons therefor.
9. A dated statement signed by the individual applicant certifying under

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penalty of perjury that the information provided in this section of the registration application and any attachment thereto is true, complete and correct. Dishonesty by the applicant in the Cannabis Business Regulation Application or through communication with the Police Department may be considered cause for denial of the application; and

10. Written consent by the individual applicant to provide the police chief with the information and authorization described in this section and for the inspection and copying of records and give authorization for the police chief to conduct a background investigation in accordance with this chapter.

**Section 4 - Registration**

1. Provisional approval of registration of managers and employees. The police chief may grant provisional approval for an individual member's registration following initial review of the applicant's criminal history and pending completion of any additional investigation. The provisional approval is only valid until the registration is granted or denied. An applicant with temporary approval shall follow all applicable rules and regulations as would be required if the applicant held a non-temporary registration of the same type. Temporary approval does not create a vested right in the holder to either an extension of the temporary approval or to the granting of a subsequent non-temporary registration. The police chief may revoke temporary approval without a hearing based upon written findings that an applicant violated this article or applicable rules and regulations.

**Section 5 - Inspections**

**B. Pre-Registration Inspections**

1. Applicants will submit to a pre-registration inspection of the business premises during regular business hours prior to the granting of registration. Pre-registration inspections may include, but are not limited to, staff from the police department, community development department, and/or other city departments responsible to review the project for compliance with the city's zoning code, building code, fire safety standards, and any other applicable city codes.. A pre-registration inspection consists of, but is not limited to, the following:

- a. Approval of the premises diagram;
- b. On-site inspection of all applicable building code and fire

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code requirements;

- c. Approval of the security plan;
- d. Fingerprinting of owners, managers, and employees; and
- e. Approval of the fire safety plan (if applicable).

An applicant shall satisfy all requirements of a pre-registration inspection prior to further application processing. An applicant shall upgrade all applicable electrical and water systems to Building and Fire Code standards prior to further application processing.

2. The Applicant shall allow the police chief or other duly authorized city official access to the proposed or authorized business premises for any of the following purposes:

- a. The on-site inspection of the business premises prior to issuing a renewal to determine accuracy and completeness of the application;
- b. To review or inspect the business premises or vehicles to determine compliance with requirements;
- c. To audit or inspect records;
- d. To conduct an inspection or investigation in response to a complaint received by the city regarding the applicant or business premises;
- e. To inspect: (1) incoming or outgoing shipments of cannabis and cannabis products, storage areas, production processes, labeling and packaging processes, and conveyances used in the manufacture, storage or transportation of cannabis products; (2) all pertinent equipment, raw material, finished and unfinished materials; and (3) containers, packaging, and labeling that has a bearing on whether the cannabis or cannabis product is compliant;
- f. For investigations concerning the adulteration, misbranding or unlicensed production of any cannabis product including the ability to enter and inspect any place where any cannabis product is suspected of being manufactured or held in violation of requirements; and
- g. To conduct an investigation of the applicant, business premises, the

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operations, and other activities associated with the cannabis business.

3. All inspections, investigations, and related fees shall be charged to the applicant at full cost recovery. Prior notice of inspection, investigation or audit is not required.

**C. Routine Inspections**

1. A registered cannabis business' premises shall be subject to inspection, investigation, or audit by the police chief or duly authorized city official to determine compliance. An inspection, investigation or audit is a review of any books, records, accounts, inventory, or on-site operations specific to the business premises.

2. The police chief may conduct an on-site inspection prior to issuing a renewal registration in accordance with the requirements of the State of California and the city.

3. The police chief may record the inspection, investigation, or audit.

4. The registered cannabis business shall allow the police chief access to the proposed or authorized business premises or vehicles for any of the purposes listed in these rules and regulations.

5. All inspections, investigations and audits of the business premises shall be conducted during regular business hours, during times of apparent or alleged activity, or as otherwise agreed to by the city and the cannabis business.

6. No cannabis business, its agent or employees shall interfere with, obstruct or impede the police chief's inspection, investigation or audit. This includes, but is not limited to the following actions: denying the police chief access to the business premises; providing false or misleading statements; providing false, falsified, fraudulent or misleading documents and records; and/or failing to provide records, reports, and other supporting documents.

7. The police chief may perform an audit of the physical inventory of any cannabis business at the police chief's discretion. Variances between the physical audit and the inventory reflected in the track-and-trace system at the time of the audit, which cannot be attributed to normal moisture variations in harvested cannabis, may be subject to enforcement action.

8. In construing and enforcing Chapter 9 of the MVCC and the rules and

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regulations, any act, omission, or failure of an agent, officer, or other person acting for or employed by a cannabis business, within the scope of his or her employment or office, shall in every case be deemed the act, omission, or failure of the cannabis business.

9. All inspections, investigations, or audits and related fees shall be charged to the applicant at full cost recovery. Prior notice of inspection, investigation or audit is not required.

**Section 6 - Operational Requirements**

In addition to the requirements set forth in Chapter 9 of the MVCC, all registrants must adhere to the requirements listed below. The provisions of this part shall constitute terms and conditions applicable to each registration.

**A. Business Premises**

1. A cannabis business shall not make a physical change, alteration, or modification of the business premises that materially or substantially alters the business premises or the use of the business premises from the business premises diagram originally filed with the application without the prior written approval of the city. A cannabis business whose premise is to be materially or substantially changed, modified, or altered is responsible for filing a business premises modification application with the city and paying the associated fees. Material or substantial changes, alterations, or modifications requiring approval include, but are not limited to, the removal, creation, or relocation of a common entryway, doorway, passage, or a means of public entry or exit, when such common entryway, doorway, or passage alters or changes limited-access areas within the business premises.

2. A cannabis business shall not sublet any portion of the business premises identified in the registration without written approval from the police chief.

3. A cannabis business shall comply with all planning permit requirements, including but not limited to provisions for rooftop equipment, exterior mounted devices, ventilation and exhaust systems, and a secure loading and unloading area. For purposes of these rules and regulations, "secure loading and unloading area" means is a loading zone designated for the loading and unloading of cannabis products. Examples of secure loading and unloading areas include a loading zone enclosed within a secured building, or a loading zone enclosed within a secured, fenced area. In cases where a secured loading and unloading area is not contained

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within the building or within a secured fenced area, the following measures shall be implemented to achieve a secure loading and unloading area: (1) A loading area must be designated to be used exclusively for the loading and unloading of cannabis products and shall not be counted as a required parking space for the site; (2) One building entry must be designated for the loading and unloading of cannabis goods. The entry point must be separately secured from the rest of the business and not allow access to any other part of the building without passing through a second secure entry point; (3) The designated loading area must be established in the parking stall(s) or loading zone closest to the building entry. The distance between the secured loading area and the secured building entry shall not exceed fifteen feet; and (4) Loading and unloading of cannabis products shall not occur adjacent to any public right of way.

4. The registration, State of California license, operating conditions, and emergency contact information shall be prominently displayed on the business premises where it can be viewed by state or local agencies.

**B. Security**

1. Security personnel employed by a cannabis business must comply with State law regarding requirements for all security personnel, California Code of Regulations (CCR) 5054. The police chief may require a cannabis business to have staff licensed security personnel to mitigate criminal disorder issues associated to the business premise, as they arise. Sufficient security personnel numbers and hours of operation will be determined by the police chief. The cannabis business shall employ security personnel subject to the following requirements:

- a. All security personnel shall be at least 21 years of age and shall be licensed by the State of California and shall comply with applicable state laws. At no time shall any security personnel be licensed with the state at any level that is less than that of a proprietary private security officer. Proof of application and licensing for all security personnel shall be maintained by the cannabis business and shall consist of copies of all relevant documentation, including: application forms, receipts for application fees and live scan fees, and actual proof of licensing.
- b. While on duty, all security personnel shall have a nameplate containing the security personnel's full name and the word "SECURITY" printed in bold, capital letters. The nameplate shall be exhibited prominently on the clothing, at chest level, and shall be visible and easily read at all times. The nameplate shall be a minimum of two inches (2") high and four inches (4")

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wide, with the required information printed in capital letters, at least three-fourths inch (3/4") high and in a contrasting color. As an alternative to a nameplate, the security personnel's name and the word "SECURITY" may be embroidered on the security personnel's outermost garment with the required information meeting the above specifications and located at chest level.

- c. The security uniform must be clearly distinguishable from uniforms worn by members of law enforcement agencies in Santa Clara County. Security uniforms cannot be dark blue or black as a primary color. Patches on the sleeves of the uniform shirt or jacket cannot be blue, yellow or gold in color and cannot be in the shape of a shield or star. Security badges cannot be star-shaped and the words "Security Officer" must be plainly visible on the badge. The police chief is authorized to approve or disapprove the security uniform for any cannabis business.

2. A cannabis business shall maintain an alarm system in accordance with the approved security plan as required by the State of California, CCR 5047, and the police chief. A cannabis business shall ensure a licensed alarm company operator or one or more of its registered alarm agents installs, maintains, monitors, and responds to the alarm system. Upon request, a cannabis business shall make available to the police chief all information related to the alarm system, monitoring, and alarm activity. A cannabis business must apply for, and maintain in good standing, an alarm permit issued pursuant to MVCC.

3. Exterior lighting on the premises and parking area lighting for the location shall comply with requirements of the Zoning Code.

4. Exterior doors to the premises shall remain locked from the outside to prevent unauthorized ingress to the premises. Ingress shall be allowed by means of a remote release operated from within the premises of the cannabis business. In all cases, doors shall remain openable from the inside to allow egress without the use of a key or special knowledge.

5. Windows and roof hatches of the premises shall be secured from the inside with effective means so as to prevent unauthorized entry, and shall be equipped with latches or a similar mechanism that may be released quickly from the inside to allow exit in the event of emergency in compliance with all applicable building provisions in the code.

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6. A cannabis business shall ensure that the limited-access areas can be securely locked using commercial-grade, nonresidential door locks in accordance with the approved security plan. A cannabis business shall also use commercial-grade, nonresidential locks on all points of entry and exit to the business premises in accordance with the approved security plan.

7. A cannabis business shall only permit authorized individuals to enter the limited-access areas of the business premises. Authorized individuals include individuals employed by the cannabis business as well as any outside vendors, contractors, labor representatives, or other individuals who have a bona fide business reason for entering the limited-access area. An individual who is not an authorized individual for purposes of entering the limited-access areas shall not enter the limited-access area at any time for any reason. An individual in the limited-access area who is not employed by the business shall be escorted by individuals employed by the cannabis business at all times within the limited-access area. The cannabis business shall maintain a log of all authorized individuals that enter the limited-access area and are not employees. The police chief may request that the cannabis business provide access to the logs. A cannabis business shall not receive consideration or compensation for permitting an individual to enter the limited-access area.

8. Cannabis shall be stored in buildings that are completely enclosed, and in a locked vault or safe, or other secured storage structure which is bolted to the floor or structure of the premises.

9. At any time the cannabis business is not open for retail sales, the cannabis business shall ensure the following:

(a) the business premises shall be securely locked with commercial-grade, non-residential door locks;

(b) the business premises shall be protected with an active alarm system;

(c) when closed for retail business, all cannabis goods shall be stored in a locked safe or vault on the business premises; and

(d) only authorized employees and contractors of the cannabis business shall be allowed to enter the business premises after hours.

**C. Video Surveillance**



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1. The cannabis business shall comply with video surveillance requirements listed in the State law, CCR 5044. At a minimum, the business premises shall have a digital video surveillance system with a minimum camera resolution of 1280 × 720 pixels. The video surveillance system shall at all times be able to effectively and clearly record images of the area under surveillance. Each camera shall be permanently mounted and in a fixed location. Each camera shall be placed in a location that allows the camera to clearly record activity occurring within 20-feet of all points of entry and exits on the business premises, and allows for the clear and certain identification of any person and activities in all areas required to be recorded. Areas that shall be recorded on the video surveillance system include, but are not limited to, the following:

- a. Areas where cannabis goods are weighed, packed, stored, loaded and unloaded for transportation, prepared, or moved within the business premises;
- b. Limited-access areas;
- c. Security rooms;
- d. Areas storing a surveillance system storage device with at least one camera recording the access points to the secured surveillance recording area; and
- e. Entrances and exits to the business premises, which shall be recorded from both indoor and outdoor vantage points.

Cannabis businesses shall also record point-of-sale areas and areas where cannabis goods are displayed for sale on the video surveillance system. At each point of sale location, camera placement must allow for the recording of the facial features of any person purchasing or selling cannabis goods, or any person in the retail area, with sufficient clarity to determine identity. Cameras shall record continuously 24 hours per day and at a minimum of 15 frames per second (FPS). The physical media or storage device on which surveillance recordings are stored shall be secured in a manner to protect the recording from tampering or theft. Surveillance recordings shall be kept for a minimum of 90 days.

Surveillance recordings are subject to inspection by the police chief if the police chief or any law enforcement officer has probable cause to believe a crime or violation of the City Code has occurred. Such recordings shall be copied and sent to or otherwise provided to the police chief, if requested, and shall be kept in a manner that

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allows the police chief to view and obtain copies of the recordings at the business premises immediately upon request within the time specified by the police chief.

Recorded images shall clearly and accurately display the time and date. Time is to be measured in accordance with the United States National Institute Standards and Technology standards. The video surveillance system shall be equipped with a failure notification system that provides notification to the cannabis business of any interruption or failure of the video surveillance system or video surveillance-system storage device.

**D. Cannabis Business Operations.**

1. A cannabis business shall only use the “doing business as” name as identified on the registration for the submission of other permits, certificates, or documents issued by the city. The identified business name shall be the only name used for communications, advertising, and all documents required by the State of California.

2. All registered persons acting for or employed by a cannabis business shall display a laminated or plastic-coated identification badge issued by the cannabis business at all times while engaging in cannabis business activity. The identification badge shall, at a minimum, include the cannabis business’ “doing business as” name and license number, the employee’s first name, an employee number exclusively assigned to that employee for identification purposes, and a color photograph of the employee that clearly shows the full front of the employee’s face and that is at least 1 inch in width and 1.5 inches in height.

3. A cannabis business may only sell cannabis goods during the hours established by Chapter 9 of the MVCC, or as modified by the police chief. All patrons must exit the business premises 15 minutes after closing.

4. A cannabis business shall not allow the consumption of cannabis or the sale or consumption of alcohol on the business premises. No employee or agent of the cannabis business shall solicit or accept any cannabis or alcohol products from any customer or vendor while on the business premises.

5. Except as otherwise provided by state law, access to the business premises shall be limited to individuals who are at least 21 years old and have a bona fide business reason for entering the business premises, such as a first responder answering an emergency call for service.

**E. Property Maintenance**

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The owner and/or manager of a cannabis business shall keep the premises and location in a clean and safe condition by, at a minimum, performing all of the following tasks:

1. Properly remove and store all trash, litter, rubbish and debris on the premises and location at the end of each business day.
2. Properly dispose of all trash, litter, rubbish and debris from the premises and location.
3. Remove graffiti placed upon the premises and location within forty-eight (48) hours of its occurrence.
4. The property and all associated parking, including the adjacent area under the control of the cannabis business and any sidewalk or alley, shall be maintained in an attractive condition and shall be kept free of obstruction, trash, litter, and debris at all times.
5. Otherwise operate in a manner that does not create or result in any significant adverse impacts upon its premises and location or adjacent to the premises and location.

**F. Responsibilities - General**

1. The cannabis business shall designate a supervisor, manager or person in-charge at all times during the cannabis business's hours of operation.
2. The cannabis business shall be responsible for monitoring both patron and employee conduct on the business premises and within the parking areas under their control to assure behavior does not adversely affect or detract from the quality of life for adjoining residents, property owners, and businesses.
3. The cannabis business shall properly manage the business premises to discourage illegal, criminal, or nuisance activity on the business premises and any parking areas which have been made available or are commonly utilized for patron or employee parking. Loitering is prohibited on or around the business premises or the area under control of the business. "No Loitering, Public Drinking, or Public Smoking/ Consumption of Cannabis" signs shall be posted in and outside of the business premises.
4. An assigned neighborhood liaison shall be identified with a phone number and email address posted prominently for each business premises to receive

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and resolve complaints.

5. A cannabis business must obey all applicable labor laws of the State of California and the city.

6. A cannabis business shall notify the police department within 24 hours of discovery of any of the following situations:

(a) The cannabis business discovers a significant discrepancy in its inventory.

(b) The cannabis business becomes aware of or has reason to suspect diversion, theft, loss, or any other criminal activity pertaining to the operation of the cannabis business.

(c) The cannabis business becomes aware of or has reason to suspect diversion, theft, loss, or any other criminal activity by an owner, manager, or employee pertaining to the operation of the cannabis business.

(d) The cannabis business becomes aware of or has reason to suspect the loss or unauthorized alteration of records related to cannabis goods, registered medical cannabis patients or primary caregivers, or dispensary employees or agents.

(e) The cannabis business becomes aware of or has reason to suspect any other breach of security.

(f) A civil penalty or judgment is rendered against the cannabis business.

(g) A revocation of a cannabis business state license, permit, or other local authorization.

7. A cannabis establishment must maintain a current list of registered owners, managers, and employees who are authorized to participate in any cannabis business' operations, and provide that list to the police chief. The cannabis business owner is responsible for updating this list within seven (7) calendar days of a change to the list (such changes include, but are not limited to, hiring, commencement of services or termination of services). The owner of a cannabis business is responsible for verifying all members hold the appropriate registration as required by Chapter 9.

**G. Responsibilities - Owners, Managers, Employees**

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1. Carry on his or her person, at all times when, he or she is functioning as the on-site representative, a valid government-issued photo identification card or license.

2. Upon request by the police chief, any other city official charged with enforcing the provisions of this code or any state official charged with enforcing state law regarding cannabis businesses, produce such photo identification card or license for inspection.

3. Cooperate fully with the police chief, any other city official charged with enforcing the provisions of this code, or any state official charged with enforcing state law regarding cannabis businesses with any inquiry, inspection, request or investigation necessary or appropriate to implement the requirements of these rules and regulations, or to enforce any other state or local law.

4. Attend training and meetings pertaining to a cannabis business, as required by the police chief.

5. Within twenty-four (24) hours, report to the police department any violations of state or local law or conditions which the on-site designated representative knows, or reasonably should know, exist on the premises and at the location and could result or have resulted in harm or an imminent threat of harm to the health, safety or general welfare of any person or member of the public.

6. Within twenty-four (24) hours, report to the police department, the county health department, any information indicating that any person experienced an adverse reaction to, or other difficulty related to, any cannabis procured from the cannabis business.

7. Within twenty-four (24) hours, report to the police chief any time the Bureau of Cannabis Control has been contacted for any required notification pursuant to state law.

8. No cannabis business owner, manager or individual member or person participating in the cannabis business shall fail to make a report to the police department, immediately upon discovery of any conduct which raises a reasonable suspicion that a cannabis related infraction, any misdemeanor or any felony crime under the laws of the state has been committed on the cannabis business's premises or location.

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9. No cannabis business owner, manager or individual member or person participating in the cannabis business shall fail to report any conduct which raises a reasonable suspicion of a violation of this chapter to the police department within twenty-four (24) hours of its discovery.

10. A registrant shall ensure that the police chief is notified in writing of a misdemeanor and felony criminal conviction rendered against the registrant, either by mail or electronic mail, within 24 hours of the conviction.

**H. Maintenance of Records**

All records required by this section shall be maintained by the cannabis business for a period of seven (7) years and shall be made available by the cannabis business to the police chief, any city official charged with enforcing the provisions of this code, or any state official charged with enforcing state law regarding cannabis businesses, all records required by this section shall be made available in standard electronic format which shall be compatible with the city's computer programs and which can be imported into any contemporary software program designated by the police chief.

In addition to all other formats that the cannabis business may maintain, all records required by this section shall be stored by the cannabis business at the location in a printed format in a fireproof safe or in an unalterable electronic format with a documented system for regular information backup that is satisfactory to the police chief.

Each cannabis business shall maintain all records and documents required by Chapter 9 and Chapter 43, and all the information and records listed below.

1. The name, address and telephone number(s) of the owner, landlord and/or lessee of the location, and any lease documents.
2. Permits, licenses, and other local or state authorizations to conduct any cannabis business.
3. Personnel records, including each employee's full name, social security, or individual tax payer identification number, date of beginning employment, and date of termination of employment if applicable.
4. Training records, including, but not limited to, the content of the training provided and the names of the employees that received the training; contracts with other cannabis businesses.

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5. Up-to-date information for all savings accounts, checking accounts, safe deposit boxes, investment accounts, credit or debit card processing accounts and trusts associated with the operation of the cannabis business.

6. Financial records including, but not limited to, bank statements, sales invoices, receipts, contributions, expenditures, tax records, and all records required by the California State Board of Equalization, other State of California agencies, or the city.

7. An up-to-date log documenting each and every sale or transfer of cannabis reflecting the amount sold or transferred, the form or product category in which the cannabis was sold or transferred, and the date and time sold or transferred.

8. An up-to-date log documenting the date, time, nature and response by the cannabis business to all complaints received by the cannabis business.

9. An up-to-date log documenting the date, time, nature and response by the cannabis business to any public nuisance activity on the premises and location or within three hundred feet (300') of the premises and location. The log shall include any information required by the police chief, including, but not limited to, the date and time of the occurrence; the type of activity; the circumstances surrounding the activity; the identity of any persons involved in the activity, if known; the corrective action taken by the cannabis business; and the police case number or police incident number if no case number is taken, if applicable.

10. An up-to-date log documenting all authorized individuals that enter the limited-access area and are not employees.

11. A copy of the annual audit reports required pursuant to this chapter.

12. Proof of completed registration with the police chief in conformance with this chapter.

**I. Storing, Packaging and Dispensing of Cannabis.**

1. All cannabis shall be packaged in a tamper-evident, child-resistant package in accordance with Business and Professions Code Section 26120 and any other applicable state law or regulation.

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2. The owner or registered employees shall be physically present in the retail area at all times when there are individuals who are not employees of the cannabis business in the retail area.

3. An electronic age verification device shall be purchased and retained on the premises to determine the age of any individual attempting to purchase cannabis goods and shall be installed on at each point-of-sales location. The device shall be maintained in operational condition and all employees shall be instructed in its use. Cannabis products shall not be sold to the public without a functioning electronic age verification device.

4. There shall be no sales through exterior openings, such as drive through or walk-up windows.

5. The display of cannabis goods shall comply with the following:

(a) Cannabis goods for inspection and sale shall only be displayed in the retail area.

(b) The retailer shall not display cannabis goods in a place where it is visible from outside the licensed premises.

(c) Cannabis goods may be removed from their packaging and placed in containers to allow for customer inspection. The containers shall not be readily accessible to customers without assistance of retailer personnel. A container must be provided to the customer by the retailer or its employees, who shall remain with the customer at all times that the container is being inspected by the customer.

(d) Cannabis goods removed from their packaging for display shall not be sold, shall not be consumed, and shall be destroyed pursuant to Regulation 5054 of Title 16, Div. 42 of the California Code of Regulations, as currently defined or as may be amended, when the cannabis goods are no longer used for display.

6. A cannabis business shall not make any cannabis goods available for sale or delivery unless the cannabis goods were received and delivered to the cannabis business, as required by the State of California in CCR 5406, and the cannabis business has verified that the cannabis goods have not exceeded their expiration or sell-by date, if one is provided.



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7. A cannabis business may accept returns of cannabis goods that were previously sold at the same business premises. A cannabis business shall not resell cannabis goods that have been returned. A cannabis business shall treat any cannabis goods abandoned on the business premises as a return. A cannabis business shall destroy all cannabis goods that have been returned to a cannabis business, as required by the State of California in CCR 5410 and the City.

8. A cannabis business shall not provide free samples of any type, including cannabis goods, to any person. A cannabis business shall not allow representatives of other companies or organizations to provide free samples of any type, including cannabis goods, to individuals on the business premises.

9. A cannabis business shall not accept cannabis goods unless they are packaged as they will be sold at final sale, in compliance with the requirements of the State of California in CCR 5406. A cannabis business shall not purchase dried flower that is not already packaged for final sale, in compliance with the requirements of the State of California. A cannabis business shall not package or label cannabis goods, unless otherwise allowed by the State of California.

10. Cannabis goods purchased by a customer shall not leave the business premises unless they are placed in an exit package, as required by the State of California in CCR 5413.

11. A cannabis business shall store cannabis goods in a building designed to permit control of temperature and humidity and shall prevent the entry of environmental contaminants such as smoke and dust. The area in which cannabis goods are stored shall not be exposed to direct sunlight. A cannabis business may not store cannabis goods outdoors. Employee break rooms, changing facilities, and bathrooms shall be completely separated from the storage areas.

12. A cannabis business shall maintain an accurate record of its inventory as required by the State of California. Upon request, a cannabis business shall provide the police chief with a record of its current inventory, when requested.

13. A cannabis business shall maintain an accurate record of every sale, as required by the State of California in CCR 5423.

**J. Track and Trace System**

The police chief shall utilize the State of California Track and Trace System for unique identifiers of cannabis and cannabis products, which all cannabis businesses shall use. Cannabis businesses shall meet all Track and Trace System

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requirements of the State of California at all times, and are required to utilize electronic track and trace systems and point of sale terminals (if applicable). The equipment must be capable of recording and monitoring business activities, inventories, transportation, sales transactions, and generating reports on demand.

Track and trace equipment must be fully integrated to process and maintain data that includes information about any business from whom the goods were received, the type and amount of goods received, the party who holds title to the goods, and the unique identifiers or lot number of the goods. Electronic equipment may include, but is not limited to:

- (a) Radio-Frequency Identification Devices;
- (b) Bar code identifiers;
- (c) Scanning equipment and software;
- (d) Cash registers;
- (e) Desktop computers;
- (f) Mobile devices; and
- (g) Cloud-based technologies that can manage all aspects of the cannabis life cycle from "seed to sale."

Data storage and reporting features must incorporate all aspects of revenue transactions inclusive of accurate inventory levels, transactional history, sales receipts and entry of all point of sales data inclusive of wholesale and retail sales. The data must also allow for the police chief to clearly distinguish the activities of medical cannabis from non-medical cannabis.

Information required to be tracked includes the sale of the cannabis goods, such as the date of sale, type of goods purchased and quantity of each good, and related sale prices.

**K. Medicinal Cannabis**

1. No recommendations or approvals by a physician to use medical cannabis or medical cannabis products shall be issued at any cannabis business premises.
2. The following information concerning each medical cannabis patient

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served by the cannabis business:

(a) Name and a confidential member, patient or primary caregiver number unique to that individual which is used solely for the log identified below;

(b) A copy of a valid government issued photo identification card or license;

(c) A copy of the member's, patient's or primary caregiver's identification card or the physician's recommendation for the member, patient or primary caregiver;

(d) The date the member, patient or primary caregiver joined and started being served by the medical cannabis business;

(e) The name and telephone number of each primary caregiver, along with a copy of every written designation for every qualified patient that designated the person as his or her primary caregiver;

(f) The name, business address and telephone number of each attending physician who provided a physician's recommendation for any patient or primary caregiver;

(g) The records of all qualified patients with a valid identification card and primary caregivers with a valid identification card may be maintained by the medical cannabis business using only the identification card number issued by the state pursuant to California Health and Safety Code Section 11362.7 et seq., in lieu of the information required by paragraphs a. through f.; and

(h) An up-to-date log documenting each and every transfer of medical cannabis reflecting the amount provided, the form or product category in which the medical cannabis was provided, the date provided, the time provided and the member, patient or primary caregiver number to whom it was provided.

3. In addition to storing, dispensing and packaging of cannabis requirements specified in these rules and regulations, medical cannabis shall contain a label that clearly states, the following information:

4. The name, address and on-site landline telephone number of the cannabis business;

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5. The container contains medical cannabis;
6. The amount of medical cannabis in the container;
7. The complete legal name of the qualified patient who will be using the medical cannabis;
8. If the person obtaining the medical cannabis is a primary caregiver obtaining medical cannabis on behalf of a qualified patient, the complete legal name of the primary caregiver and the name of the qualified patient for whom he or she serves as a primary caregiver;
9. The name of the attending physician recommending the use of medical cannabis for the qualified patient; and
10. The date the medical cannabis was provided.
11. A cannabis business shall not sell more than the maximum daily limit established for medical cannabis goods, including edibles, or adult use cannabis goods including edibles per individual, as required by the State of California in CCR 5409.
12. Individuals shall only be granted access to the area to purchase medical cannabis goods after the cannabis business has identified the individual as a medical cannabis patient or a primary caregiver. Prior to identifying an individual as a medical cannabis patient or a primary caregiver, a cannabis business shall verify that the individual has valid proof of identification as required by the State of California in CCR 5404. In the case of a primary caregiver, valid written documentation containing the signature and the printed name of the medical cannabis patient designating the individual as a primary caregiver for a medical cannabis patient is required. A cannabis business shall only sell medical cannabis goods to medical cannabis patients or the primary caregivers of medical cannabis patients once identification is verified.

**L. Performance Standards**

a. The owner, manager and/or operator of a cannabis business shall not conduct the operations of the cannabis business in a manner that creates or results in a public nuisance on the premises and location or within three hundred feet (300') of the premises and location, including, but not limited to:

1. Disturbance of the peace;

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2. Illegal drug activity;
3. Public intoxication of alcohol, drugs and/or a controlled substance;
4. Drinking in public;
5. Gambling;
6. Prostitution;
7. Sale of stolen goods;
8. Public urination;
9. Theft;
10. Assaults;
11. Batteries;
12. Smoking in public; or
13. Acts of vandalism.

b. The cannabis business shall maintain a log of any public nuisance activity on the premises and location or within three hundred feet (300') of the premises and location as required in Section 7 H.

**Section 7 - Cannabis Delivery**

1. No person shall conduct any deliveries within the boundaries of the city without first obtaining registration from the police chief, or for a cannabis business that is not located in the city limits, unless the business is (1) licensed with the state of California and (2) permitted, registered or otherwise authorized to deliver from another municipal or county jurisdiction, and (3) obtains a business license with the city. . Furthermore, no cannabis business is authorized to provide delivery services outside of the city, unless authorized by the jurisdiction where the delivery is to be made.

2. A cannabis business conducting deliveries shall meet all applicable operational requirements for a cannabis business.

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3. All deliveries of cannabis goods must be performed by a registered delivery employee of a cannabis business. Each delivery employee of a cannabis business shall be at least 21 years of age. Only authorized and registered employees of the cannabis business can be in the delivery vehicle during the time of delivery. A cannabis business may use the services of an independent contractor or courier service to deliver cannabis goods if the State of California permits this type of delivery method, and the driver is registered with the city.

4. All deliveries of cannabis goods shall be made in person, pre-ordered, packaged for sale, labeled, and placed in exit packaging prior to being dispatched for delivery. A delivery of cannabis goods shall not be made through the use of an unmanned vehicle.

5. A cannabis business shall not deliver cannabis goods to an address located on publicly owned land or any address on land or in a building leased by a public agency.

6. Electronic age verification shall be utilized to determine the age of any individual attempting to purchase cannabis goods for delivery and shall be required at each point-of-sales location. Cannabis products shall not be sold to the public without electronic age verification.

7. A delivery employee begins the process of delivering when the delivery employee leaves the business premises with the cannabis goods for delivery. The process of delivering ends when the delivery employee returns to the business premises after delivering the cannabis goods.

8. A delivery employee of a cannabis business shall, during deliveries, carry a copy of the cannabis business registration, the employee's government-issued identification, and an employer provided badge containing a picture and the name of the delivery employee. A cannabis business shall maintain an accurate list of its delivery employees, and provide the list to the police chief in accordance with these rules and regulations.

9. A delivery employee of a cannabis business, carrying cannabis goods for delivery, shall only travel in an enclosed motor vehicle operated by the delivery employee or another delivery employee of the cannabis business. While carrying cannabis goods for delivery, a delivery employee of a cannabis business shall ensure the cannabis goods are not visible to the public. A delivery employee of a cannabis business shall not leave cannabis goods in an unattended motor vehicle unless the

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cannabis goods are in a locked container that is affixed to the motor vehicle and the motor vehicle is equipped with an active vehicle alarm system.

10. A cannabis business shall only deliver cannabis goods during the hours approved by the State of California in CCR 5422.

11. While making deliveries, a delivery employee of a cannabis business shall not carry cannabis goods in excess of \$5,000 at any time. This value shall be determined using the retail price of all cannabis goods carried by the delivery employee.

12. Delivery employees of a cannabis business shall not consume cannabis goods or be under the influence of any substance that impairs the ability of the employee while delivering cannabis goods.

13. A cannabis business shall prepare a delivery request receipt for each delivery of cannabis goods, as required by the State of California in CCR 5420.

14. While making deliveries of cannabis goods, a delivery employee of a cannabis business shall only travel from the business premises to the delivery address; from one delivery address to another delivery address; or from a delivery address back to the business premises. A delivery employee of a cannabis business shall not deviate from the delivery path, except for necessary rest, fuel, or vehicle repair stops, or because road conditions make continued use of the route unsafe, impossible, or impracticable.

15. Vehicles used for cannabis delivery shall meet the following requirements:

- a. Each delivery vehicle shall not have any identification or markings relating to cannabis or the cannabis business;
- b. Each delivery vehicle shall be equipped with a secure container;
- c. The delivery vehicle shall not carry or transport at any one (1) time more than a total of three thousand dollars (\$5,000) worth of cannabis, in any combination;
- d. Each delivery vehicle shall carry or transport cannabis for only one (1) registered collective at a time;
- e. Each delivery vehicle shall be equipped, with a functioning dual-

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facing video camera and recording system affixed to the vehicle and positioned in such a way so as to capture the driver/interior of the vehicle, as well as the front outside of the vehicle;

- f. Video recordings from each delivery vehicle recording system shall be retained for thirty (30) days;
- g. The delivery vehicle video and recording system must be of adequate quality, color rendition, with a minimum camera resolution of 1280 × 720 pixels, and position to allow the ready identification of any individual driving the delivery vehicle, approaching the delivery vehicle, or occupying the passenger compartment of the delivery vehicle;
- h. Delivery vehicle video recordings shall be made available and accessible to the police chief and any other city official charged with enforcing the provisions of this code immediately upon request for review and copying;
- i. All delivery vehicles shall be subject to inspection by the police chief or any law enforcement officer;
- j. The delivery vehicle shall be equipped with a global positioning system (GPS) tracking system provided by the cannabis business for identifying the geographic location of the delivery vehicle. A dedicated GPS device does not include a phone or tablet. The device shall be either permanently or temporarily affixed to the delivery vehicle and shall remain active and inside of the delivery vehicle at all times during delivery. At all times, the cannabis business shall be able to identify the geographic location of all delivery vehicles that are making deliveries for the cannabis business and shall provide the police chief with live remote monitoring of the delivery vehicle from when it leaves the collective to when it returns to the collective and is no longer in service as a delivery vehicle, from an Internet-based portal; and historical driving data for at least thirty (30) days.
- k. The cannabis business shall obtain and maintain for each delivery vehicle and driver all of the insurance requirements as may be presently or in the future required by any financial responsibility laws of the State of California;



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1. All vehicles transporting cannabis goods for delivery shall carry a California Motor Carrier Permit as required under Section 34620 of Chapter 2, Division 14.85 of the California Vehicle Code.

16. A cannabis business shall provide the police chief with information regarding any motor vehicles used for the delivery of cannabis goods, including the vehicle's make, model, color, Vehicle Identification Number, and license plate number. Any motor vehicle used by the cannabis business to deliver cannabis goods may be inspected by the police chief at a business premises or during delivery.

**Section 9 - Registration Renewals**

The police chief shall develop a registration renewal form which shall contain, at a minimum, the following:

- a. The first and last name of the individual(s) seeking renewal;
- b. The registration number and expiration date;
- c. The cannabis business address of record and business premises address;
- d. An attestation that all information provided to the police chief in the original application is accurate and current, or a detailed explanation of any changes or discrepancies.

The police chief or duly authorized official may conduct an on-site inspection prior to issuing a renewal registration in accordance with the requirements of the police chief.

**Section 10 - Administrative Violations, Penalties and Appeals.**

The police department shall be the lead agency for any enforcement investigations and actions with respect to these rules and regulations.

Appeals to the police chief are handled in accordance with the appeals process for a suspension and revocation of registration as outline in Chapter 9, Section 9.105 of the MVCC.

The police will provide a master appeal application form for use in processing all administrative violation appeals.

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