

Mendocino County Cannabis Department

How to Modify Your Cannabis Application

1. Navigate to: <https://aca-prod.accela.com/MENDOCINO/Default.aspx>.

2. Enter the Username or E-Mail and your Password that you used when you created your account, and then click [Sign In](#).

3. You will be taken to your “Dashboard.” From this page you can locate Cannabis Cultivation Business License(s) (CCBL) and Applications related to your Accela Citizens Account (ACA).

4. Use your mouse to click [View All Records](#).

5. On the Records screen, you will be presented with a table of all CCBL(s) and Application(s) associated with your ACA.

6. Click [Make Changes](#) for any “Active” CCBL for which you would like to Modify.

Date	Record Number	Record Type	Description	Project Name	Action
01/31/2025	CAN-C-2025-0013-APP	Cannabis Cultivation Application	Holistic Non-GMO cannabis cultivation.	Yellow Bud Farms LLC	Make Changes

7. Select the “Cannabis Modification” option and click **Continue Application »**.

Home Cannabis

Create an Application Search Applications Request an Inspection

Select an Amendment Type

Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.

Search

☐ Cannabis Assignment
☒ Cannabis Modification
☐ Cannabis Notice of Application Stay
☐ Cannabis Tax Appeal
☐ Cannabis Withdrawal
☐ Contact Change

Continue Application »

8. Review the Business Legal Name and description associated with your CCMB and detailed description and ensure it is the correct license you wish to modify.

If necessary, the Business Legal Name and/or description of your business can be modified here.

Once reviewed and updates, if needed, are completed, click **Continue Application »**.

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Create an Application Search Applications Request an Inspection

Cannabis Modification

1 Business 2 Location and Contacts 3 General Information 4 Application Information 5 Additional Information 6 7 8 9

Step 1: Business > Business Details

For applications **ONLY**, you will be required to send the following documents to TTC. Once completed, you will be required to upload prior to submitting your application.

* Indicates a required field.

Detail Information

Business Legal Name:

Detailed Description:

spell check

Save and resume later

Continue Application »

9. Review the Address and Parcel information and ensure it is the correct location for which you wish modify your application. If it is, click **Continue Application »**.

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Step 2: Location and Contacts > Location

Know your zone before applying. If your site is located in one of the following zones, you **cannot** cultivate commercial cannabis:

- RL (Rangeland)
- FL (Forest Land)
- TP (Timber Production)

Please review your zone [here](#) before applying.

Show Map

* Indicates a required field.

Address

Please enter the "Street No." and click on "Search" button to look up an address.

* Street No.: * Street Name: Direction:

* City: * State: * Zip:

Search Clear

Parcel

* Parcel Number: Parcel Acreage GIS:

Search Clear

Parcel Information

PARCEL INFO

* Please enter the primary parcel acreage.:

Save and resume later

Continue Application »

10. Review the Location and Contacts List. Here you can add additional Contacts by clicking on “ADD NEW.”

If you would like to add new contacts, such as an Agent and/or Business Contact, proceed to Step 12, below.

11. If you do not want to add additional contacts, click **Continue Application »** and proceed to Step 17, below.

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Cannabis Modification

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Step 2: Location and Contacts > Contacts

* indicates a required field.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Example Example
example707email@proton.me
Primary phone: 7777777777
Secondary Phone:
Edit Remove

Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Mailing

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Mailing		21 W 4th St	Actions

Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from AccountAdd NewLook Up

Showing 0-0 of 0

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

Save and resume later

Continue Application »

12. Select the Contact Type you would like to add, then click **Continue**.

Select Contact Type

*Type:

--Select--

--Select--

Authorized Agent

Business Contact

Business Name

Employee

Property Owner

Tenant

13. Enter the First and Last name of the new contact as well as their E-Mail address.

Fields with * are required.
The other fields are optional.

14. Click **Add Additional Contact Address**.

Contact Information

* First:

Middle:

* Last:

Name of Business:

Primary Phone:

Secondary Phone:

* E-mail:

Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.
Required contact address type(s):Business

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			

Continue

Clear

Discard Changes

15. For Address Type, select either “Business” or “Mailing” from the drop down list. Provide the address for the new contact you are adding to your CCBL.

16. Click **Save and Close**.

Contact Information

* First:

Middle:

* Last:

Agents

Name

Name of Business:

AgentsRUs

Primary Phone:

Secondary Phone:

Contact Address Information

* Address Type:

--Select--

* Address Line 1:

* City:

* State:

* ZIP Code:

Save and Close

Save and Add Another

Clear

Discard Changes

17. You will receive confirmation the contact has been successfully added. If no other contacts need to be added, click

Continue Application »

*If additional contacts need to be added, repeat Steps 10 – 16.

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Cannabis Modification

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4 Application Information

5 Additional Information

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7

8

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Step 2:Location and Contacts>Contacts

* indicates a required field.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Example Example

example707email@proton.me

Primary phone:7777777777

Secondary Phone:

Edit Remove

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.
Required contact address type(s):Mailing

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Mailing		21 W 4th St	Actions ▼

Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account

Add New

Look Up

✔ Contact added successfully.

Showing 1-1 of 1

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
Agents Name	AgentsRUs	Authorized Agent			example707email@proton.me	Edit Delete

Save and resume later

➡Continue Application »

18. Review the General Information, Notice of Violations, and Permit Type information and modify your previous answers as necessary.

19. You will need to answer the following new questions: “Has any Permit Type Information Changed?” and “Is this modification for a conversion of record type?”

20. If you select “Yes” to “Has any Permit Type Information Changed?” a new question will appear: “What modification(s) will occur?” Please fill out the response box describing your permit modifications as detailed as possible.

21. Click **Continue Application »**.

The screenshot shows the 'Cannabis Modification' form at Step 3: General Information. The form includes sections for 'General Information' and 'Permit Type'. In the 'General Information' section, there are five questions with radio button answers: 'Are you a Business?', 'Are you authorized to sign on behalf of the business?', 'Are you the owner of the property?', 'Do you have a State License?', and 'How many State Licenses do you hold in association with your commercial cannabis operation?'. The 'Permit Type' section has a question 'Has any Permit Type Information Changed?' with a red arrow pointing to it. Below this are input fields for 'Indoor SF', 'Outdoor SF', 'Mixed Light SF', and 'Total SF'. There is a dropdown for 'Permit Type' with '2 (outdoor)' selected. A note states: 'If this is a first-time application for the project property, please select NO to the following two questions. Do you wish to convert your operations from Cultivation to Nursery, or from Nursery to Cultivation?'. Below this is another question 'Is this modification for a conversion of record type? (e.g. Cultivation License to Nursery License)' with a red arrow pointing to it. At the bottom, there are buttons for 'Save and resume later' and 'Continue Application »' with a red arrow pointing to it.

22. Review the DCC License Information. Here you can add new or updated licenses by clicking on **Add New**.

23. If you would like to add DCC Licenses, proceed to Step 25, below.

24. If you do not want to add additional contacts, click **Continue Application »** and proceed to Step 29, below.

The screenshot shows the 'Cannabis Modification' form at Step 3: DCC License Information. The form includes a section for 'Department of Cannabis Control (DCC) License Number'. A note states: 'To add a new DCC License Number, click the Select from Account or Add New button. To edit a DCC License Number, click the Edit link. To find a DCC License Number, click the Look Up button.' Below this is a table with columns: 'License Number', 'License Type', 'Contact Name', 'Business Name', 'Business License #', 'Home Phone', and 'Fax'. The table shows one row with the license number '1365444', license type 'Cultivation - Medium Outdoor', and contact name 'Firstname Lastname'. There are buttons for 'Add New' (with a red arrow pointing to it), 'Save and resume later', and 'Continue Application »' (with a red arrow pointing to it).

25. Select the correct License Type, License Status, and enter the corresponding license number, the first and last name as it appears on your state license and the license expiration date.

26. Click **Save and Close**.

Department of Cannabis Control (DCC) License Number

Please fill in either the First Name and Last Name OR the Business Name.

* License Type: --Select-- State License Status: --Select-- * License Number:

* First Name: * Last Name:

Name of Business:

* License Expiration Date: MM/DD/YYYY

Save and Close Clear Discard Changes

27. You will be returned to the DCC License Information page where you should see a green notification indicating the DCC State License was added successfully.

28. Click **Continue Application »**.

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Step 3: General Information > DCC License Information

Department of Cannabis Control (DCC) License Number

To add a new DCC License Number, click the Select from Account or Add New button. To edit a DCC License Number, click the Edit link. To find a DCC License Number, click the Look Up button.

Add New

✓ DCC State License added successfully.

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License Number	License Type	Contact Name	Business Name	Business License #	Home Phone	F
4441365	Cultivation - Medium Outdoor	Firstname Lastname	GreenBudsExample			
1365444	Cultivation - Medium Outdoor	Firstname Lastname				

Save and resume later Continue Application »

29. Review the Grading Details and Equipment sections. Here you can update your application to remove or include new equipment to be utilized on-site.

30. Scroll down to Irrigation System.

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Step 3: General Information > Grading & Equipment * Indicates a required field.

Grading Info

GRADING INFO

* Has grading occurred? : ☐ Yes ☒ No

Equipment

EQUIPMENT

Generators: ☒

Odor control devices: ☐

Drying equipment with exhaust stacks: ☐

Non-diesel engines – 250 horsepower or greater: ☐

Diesel engines – 50 horsepower or greater, or multiple engines that total 90 horsepower or greater: ☐

Gasoline fuel storage and/or dispensing equipment: ☐

Diesel fuel storage and/or dispensing equipment : ☐

Boiler or water heating equipment that individually or cumulatively produces more than 500,000 btu/hour: ☐

* Is CO2 used? : ☐ Yes ☒ No

Irrigation System

31. Update your Irrigation System(s) selections to accurately reflect any changes made to your irrigation system onsite.

32. Click **Continue Application »**.

Irrigation System

IRRIGATION SYSTEM(S)

* Do you have an irrigation system?: ☒ Yes ☐ No

Drip: ☒

Flood: ☐

Micro-spray: ☐

Hand Watering: ☐

Other:

* How is irrigation water monitored?:

Water meters.

spell check

* Are inputs and/or cleaning products applied through the irrigation system? : ☐ Yes ☒ No

Save and resume later  **Continue Application »**

33. Review the Water & Irrigation section. Here you can update water and irrigation information.

34. Click **Add a Row** to add new water sources or click on the box next to the water source you would like to edit or delete then click **Edit Selected** or **Delete Selected** as applicable.

35. Once all updates or modifications have been made, click **Continue Application »**.

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Step 3: General Information > Water & Irrigation * indicates a required field.

Water Rights

WATER RIGHTS

* Do you have a water source?: ☒ Yes ☐ No

* Is water stored on site?: ☒ Yes ☐ No

* Source/vessel on plan: ☒ Yes ☐ No

* What is the anticipated yearly water use?: 71400

* Do you have a Small Irrigation Use Registration (SIUR)?: ☒ Yes ☐ No

* Which type of notice will you be supplying: State Water Resource Control Board Notice of Applicability or a Notice of Exemption?: Notice of Applicability

* What date was the Notice of Applicability issued?: 01/01/2025

Water Source

WATER SOURCE

Showing 1-1 of 1

☐	Water Source Type	Permit No	Water Source Identifier	Diversión	Diversión Type	Cannabla Irrigation	Domestic	Fire	Supplemental	Agriculture	Other
☐	Stream/Creek/River	123456	POD	Yes	Surface from water stream	Yes	No	No	No	Yes	Cannabi

Add a Row **Edit Selected** **Delete Selected**

Save and resume later **Continue Application »**

36. Review and determine if power source information needs to be updated for your cultivation operation.

37. Click **Continue Application »**.

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Step 3: General Information > Power * indicates a required field.

Power Sources

POWER SOURCES

* Are you utilizing any power sources as part of your cultivation operation?: ☒ Yes ☐ No

Save and resume later **Continue Application »**

38. If you selected “No” power source, or if you have not changed your power source, continue to Step 44, below.

39. If you selected “Yes” to having a power source and you have made changes to your power source, you will now be able to modify your list of power sources utilized for your cultivation operation.

40. To add a power source, click **Add a Row** or click on the box next to the power source you would like to edit or delete then click **Edit Selected** or **Delete Selected** as applicable

41. Provide the Type of Power and provide the permit number, amps, and any other identifying information. If this is the primary power type, check “Primary Power Type.”

Fields with * are required. The other fields are optional.

42. Click **Submit**.

43. If additional power source information needs to be added, repeat Steps 40- 42.

44. Click **Continue Application »**.

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Cannabis Modification

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Step 3: General Information > Power Source & Generator

* indicates a required field.

Power Sources

POWER SOURCE(S)

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☐	Type of Power	Amps	Primary Power Type	Permit No	Make	Model	Horsepower/kW	Uses	Types of Fuel	Contained	Containment Description	Manu Avail On-S
☐	Generator	12	Yes	1364lk	Honda	Whisper400	400	Drying Fans	Gasoline	Yes	Secondary containment generator room that is insulated to reduce noise travel.	Yes

Add a Row **Edit Selected** **Delete Selected**

Save and resume later **Continue Application »**

POWER SOURCE(S)

* Type of Power: --Select--

* Permit No:

Horsepower/kW:

Contained: ☐ Yes ☐ No

* Amps:

Make:

Model:

Uses:

Types of Fuel:

Containment Description:

Manual Available On-Site: ☐ Yes ☐ No

spell check

Submit **Cancel**

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Step 3: General Information > Power Source & Generator

* indicates a required field.

Power Sources

POWER SOURCE(S)

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☐	Type of Power	Amps	Primary Power Type	Permit No	Make	Model	Horsepower/kW	Uses	Types of Fuel	Contained	Containment Description	Manu Avail On-S
☐	Generator	12	Yes	1364lk	Honda	Whisper400	400	Drying Fans	Gasoline	Yes	Secondary containment generator room that is insulated to reduce noise travel.	Yes

Add a Row **Edit Selected** **Delete Selected**

Save and resume later **Continue Application »**

45. Update power information.
In this example, a generator is used so additional details are requested about the generator. You can update these details at this time.

Please note fields with * are required.

46. Click **Continue Application »**.

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Step 4: Application Information > Generator Information * indicates a required field.

Generator

GENERATOR INFO

* What measures are taken to suppress the sound?:

It is in an enclosed and insulated generator shed.

spell check

* If the generator is the PRIMARY source of power, has an alternative source been installed?:
☐ Yes ☒ No

* Do you store fuel on-site?:
☒ Yes ☐ No

* If yes, please describe the method and/or containment structure used to ensure that fuel cannot leak into the environment.:

Stored in gasoline approved storage containers with a secondary spill basin liner underneath.

spell check

* How are leaks and spills managed?:

There is a spill kit next to the fuel storage and in the generator shed.

spell check

* How are spent oil, used oil filters, exposed batteries, and other hazardous materials generated from the operation of the generator(s) managed and disposed of?:

Disposed of at an approved disposal facility off-site.

spell check

Save and resume later **Continue Application »**

47. Modify any security information that may have changed on-site since your original CCBL submittal.

Fields with * are required.
The other fields are optional.

48. Click **Continue Application »**.

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Step 4: Application Information > Security Plan * indicates a required field.

Security

SECURITY PLAN

* Do you have, or plan on having, security lighting? :
☐ Yes ☒ No

* Will buildings and structures where cannabis is propagated, cultivated, processed, and/or stored be locked when staff is not immediately present? :
☒ Yes ☐ No

Do you have a locked gate?:
☒ Yes ☐ No

Save and resume later **Continue Application »**

49. Modify any environmental details related to your cultivation operation and site.

Fields with * are required.
The other fields are optional.

50. Click **Continue Application »**.

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Step 4: Application Information > Sewage & Environment

* indicates a required field.

Environment

ENVIRONMENT
Please check all boxes that apply to activities as part of the cannabis cultivation

* Are any slopes greater than 30 percent within 15 feet of your cultivation area?:
☐ Yes ☒ No

Open-air outdoor storage and processing of cannabis:
☒

Open-air outdoor mixing of soil, medium, and/or amendments:
☐

Grading, large area soil disturbance (such as tillage), or road construction/maintenance:
☐

Processes that may generate fumes, dust, smoke, or strong odors (Includes: Manufacturing, processing, production, testing, dispensing facilities):
☐

Open outdoor burning:
☐

Aggregate and/or wood processing activities:
☐

Do you have any artificial lighting (for cultivation, security, etc.)?:
☐

* Provide narrative description and the approximate dates of all cultivation activities occurring on this parcel prior to May 4, 2017. If not applicable, please type N/A.:
N/A

spell check

Save and resume later **Continue Application »**

51. Modify your application to include new structures or to indicate that there are no structures on-site related to your cultivation operation.

Fields with * are required.
The other fields are optional.

52. Click **Continue Application »**.

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Step 4: Application Information > Structures

Pursuant to 10A.17.100 (D)(c), applications may be denied if cultivation of cannabis is occurring in illegal and/or non-compliant structures.

* indicates a required field.

Structures

STRUCTURE

* Do you have structures on the site plan?:
☒ Yes ☐ No

Save and resume later **Continue Application »**

53. Modify your structure/site plan ID list here. Click **Add a Row** to add new structures or click on the box next to the site plan identifier name you would like to edit or delete then click **Edit Selected** or **Delete Selected** as applicable.

54. Modify environmental details if you have obtained a LSAA, Timberland Permit, or SW Construction Type.

Fields with * are required. The other fields are optional.

55. Click **Continue Application »**.

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Step 4: Application Information > Structures / Environmental * Indicates a required field.

Structures

STRUCTURE/SITE PLAN ID LIST

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☐	Site Plan Identifier	Type of Structure	Size and SF	Permit No	Other	Gallons	Drying	Curing	Trimming	Grading	Rolling	Storage	Packaging
☐	Generator Shed	Other	20	123456	Generator Shed	No	No	No	No	No	No	No	No

Add a Row Edit Selected Delete Selected

Environmental

ENVIRONMENTAL

* LSAA: ☒ Yes ☐ No

* Timberland Permit: ☐ Yes ☒ No

* SW Construction Type: ☐ Yes ☒ No

SW 401: ☐

SW 404: ☐

Save and resume later **Continue Application »**

56. Review and modify as necessary the material inputs (soil, pesticides, herbicides, fungicides, and biocides) used for propagation and/or cultivation purposes.

Fields with * are required. The other fields are optional.

57. Click **Add a Row** to add new inputs or click on the box next to the name and formation you would like to edit or delete then click **Edit Selected** or **Delete Selected** as applicable.

58. Click **Continue Application »**.

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Step 4: Application Information > Materials and Inputs * Indicates a required field.

Materials

MATERIALS AND INPUTS

* Do you import soil and/or other types of growing medium(s) for propagation and/or cultivation purposes?: ☐ Yes ☒ No

* How are pesticides, including herbicides, fungicides, and biocides, stored on the property?:

Natural herbicides are used.

spell check

Inputs

INPUT(S)

Showing 0-0 of 0

Name and Formulation	Brand Name/Source	Reason for Use
No records found.		

Add a Row Edit Selected Delete Selected

Save and resume later **Continue Application »**

59. If your LEEP eligibility has changed, please modify that here.

60. Click **Continue Application »**.

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Step 5: Additional Information > Grant

* Indicates a required field.

Grant

GRANT

* Are you LEEP eligible?: ☐ Yes ☒ No

Please supply your Equity Eligibility No.:

Please supply your Equity Grant Award Date.:

Save and resume later **Continue Application »**

61. Modify or update any of the required documents listed on this page. It is important to ensure submitted Site Plans, Agent Consent Forms, and Lake and Streambed Alteration Agreements are up to date.

62. Click **Add** to open the file explorer and locate where your document is saved and select it then click open.

63. Once all documents have been submitted, click **Continue Application »**.

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An error has occurred.
The following documents are required based on the information you have provided:

1. Business Formation
2. Sensitive Species Habitat Review, Generator / Machinery Noise Management Plan
3. State Water Resource Control Board, Notice of Applicability
4. Small Irrigation Use Registration
5. EnviroStor / Cortese List
6. Lake and Streambed Alteration Agreement
7. Mendocino County Air Quality Management District Form
8. Sensitive Species Habitat Review, Questionnaire
9. Site Plan
10. Valid Seller's Permit
11. Agent Consent Form
12. Water Availability Analysis

Cannabis Modification

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Step 6: Documents > Documents

At the time of application submission, you may be required to upload documents provided by the Mendocino Cannabis Department. Please follow the link to find all MCD documents you may need. <https://www.mendocinocounty.gov/government/cannabis-cultivation/forms-and-resources>

* Indicates a required field.

Documents

The maximum file size allowed is 100 MB.
[adacdp:help@mendocino.com](https://www.mendocinocounty.gov/government/cannabis-cultivation/forms-and-resources) <https://www.mendocinocounty.gov/government/cannabis-cultivation/forms-and-resources>
are disallowed file types to upload.

* Required Documents

1. Agent Consent Form		Add
2. Business Formation		Add
3. EnviroStor / Cortese List		Add
4. Lake and Streambed Alteration Agreement		Add
5. Mendocino County Air Quality Management District Form		Add
6. Sensitive Species Habitat Review, Generator / Machinery Noise Management Plan		Add
7. Sensitive Species Habitat Review, Questionnaire		Add
8. Site Plan		Add
9. Small Irrigation Use Registration		Add
10. State Water Resource Control Board, Notice of Applicability		Add
11. Valid Seller's Permit		Add
12. Water Availability Analysis		Add

Save and resume later **Continue Application »**

64. Review your modified CCBL application.

65. Scroll down and review the Certification then click on the checkbox confirming you agree to the certification.

66. Click **Continue Application »**.

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.

☒ By checking this box, I agree to the above certification. Date: 02/03/2025

Save and resume later **Continue Application »**

67. You will now be shown a list of fees associated with your application (Modification Application Fee).

68. Click **Checkout »**.

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1 2 3 4 5 Additional Information 6 Documents 7 Review **8 Pay Fees** 9 Record Issuance

Step 8: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Modification Application Fee	1	\$806.00

TOTAL FEES: \$806.00
Note: This does not include additional inspection fees which may be assessed later.

Check Out »

69. Review the payment processing information on the screen and confirm the Cannabis Cultivation Application you selected in the previous step is listed under **PAY NOW**.

70. Click **Checkout »**.

Home Cannabis

Dashboard My Records My Account Advanced Search

Cart

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

Paying for items from different departments within the same transaction is not allowed.

Any unpaid fee items, in the cart, will be cleared out each evening at 11:00 PM.

Service Charges: Credit Card All Types - 2.35% with a \$2.00 minimum.
Debit Card All Types - \$3.50.
ACH or eChecks - 0.00

PAY NOW

501 LOW GAP, UKIAH CA 95482
1 Application(s) | \$806.00
Cannabis Modification 25TMP-000242 Total due: \$806.00

Total amount to be paid: \$806.00
Note: This does not include additional inspection fees which may be assessed later.

Checkout » **Edit Cart »** **Continue Shopping »**

71. Select one of the three payment options listed here: "Pay with credit/debit or PayPal", "Pay with Credit Card" or "Pay with Bank Account." Once you have selected your preferred payment method, click

Submit Payment »

Home Cannabis

Dashboard My Records My Account Advanced Search ▾

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 2: Payment information

Please select a payment method and then fill in all required information.
The available payment methods are:

- Credit Card
- Bank Account
- Trust Account

Use the dropdown menu to change the payment type.

* indicates a required field.

Payment Options

Paying for items from different departments within the same transaction is not allowed.

Any unpaid fee items, in the cart, will be cleared out each evening at 11:00 PM.

Service Charges: Credit Card All Types - 2.35% with a \$2.00 minimum.

Debit Card All Types - \$3.50.

ACH or eChecks - 0.00

Amount to be charged: \$806.00

- ☒ Pay with credit/debit or PayPal
☐ Pay with Credit Card
☐ Pay with Bank Account

Submit Payment »

72. You will be taken to a payment processing screen that should look like the one to the right.

73. Ensure that the Cannabis Permit Application is listed under "My Bills."

74. Enter your billing address registered with your Credit or Debit Card under "Cardholder Information."

75. Select the Payment Option and enter the information on your Credit or Debit Card including Card Number, Expiration Date, and the CVV (often a three-digit number found on the back of your card).

76. Click **Continue**.

Step 1: Select Payments Step 2: Review and Submit Step 3: Confirmation and Receipt

Step 1: Select Payments

Please complete the form below. When finished, click the Continue button and you will be asked to review the information for accuracy before your payment is processed.

If your balance is less than a dollar, minus the convenience fee please contact the Mendocino County Cannabis Department at 707-234-6680 to make a payment.

Note: * indicates a required field.

My Bills

Description
+ Cannabis Permit and Renewal payment of \$806.00

Cardholder Information

First Name: * Last Name: *

First Name: Last Name:

Address Line 1: * Address Line 2:

City: * State: * Zip Code: *

California 95482

Phone Number: * Email Address: *

example707email@tutaimail

Payment Information

Payment Method: *

Credit Card

Card Number: *  

Expiration Date: * (in mm/yy format)

CVV: *

Where is this number?

Cancel Continue

77. Please review the information you have provided then click on “I Agree to Terms and Conditions” then click on **Submit Payment**.

Step 1: Select Payments Step 2: Review and Submit Step 3: Confirmation and Receipt

Step 2: Review and Submit

Please review the details of the items you have selected to pay, along with the fees associated with using this service. When you are ready to submit your payment, please review and accept the Terms and Conditions, and click Submit to send your payment for authorization.

My Bills	
Description	Amount
Cannabis Permit and Renewal payment of \$806.00	
Subtotal:	\$806.00
Convenience Fee:	\$18.94
Total Payment:	\$824.94

Customer Information

First Name: Firstname
Last Name: Lastname
Address Line 1: 501 Low Gap Road
Address Line 2:
City: Ukiah
State: California
Zip Code: 95482
Phone Number: 7777777777
Email Address: example707email@tutaimail.com

Payment Information

Payment Date: 02/03/2025
Card Type: Visa
Card Number: *****1111

Terms and Conditions

YOUR USE OF THIS SERVICE IS AT YOUR OWN RISK. THIS SERVICE IS PROVIDED AS-IS AND AS AVAILABLE WITHOUT ANY EXPRESS OR IMPLIED WARRANTIES. The service provider shall not be liable for any direct, indirect, incidental, special, punitive, or consequential damages that result in any way from your use of or inability to use this service or that result from mistakes, omissions, interruptions, deletion of files, errors, defects, delays in operation or transmission or any failure of performance.

ACCEPTANCE

By clicking the "I agree to the Terms And conditions" check box, you agree to these terms and to pay the non-refundable convenience fee (if APPLICABLE) charged by the service provider for this service.

☒ I Agree to Terms and Conditions

[Back](#) [Cancel](#) [Submit Payment](#)

78. You have now paid the fees associated with your Cannabis Cultivation Application Modification!

Home Cannabis

[Dashboard](#) [My Records](#) [My Account](#) [Advanced Search](#)

1 Select item to pay 2 Payment information 3 **Receipt/Record issuance**

Step 3: Receipt/Record issuance

Receipt

 Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

501 LOW GAP, UKIAH CA 95482

CAN-C-2025-0013-MOD-001

79. A receipt of this transaction will appear in your email (the email address associated with your ACA portal account and Cannabis Application).
80. Your modified application has now been submitted for review by the Mendocino County Planning Department.