

# HOW TO REQUEST REGULATORY RELIEF

## MANUFACTURED CANNABIS SAFETY BRANCH



The cannabis regulations allow a licensee to submit a written request for temporary relief from a specific regulatory requirement when they cannot comply due to a disaster ([§40182](#)). Qualifying disasters include those for which the Governor declares a state of emergency or a local governing body proclaims a local emergency. COVID-19 qualifies one such disaster, because the Governor declared a state of emergency on March 4, 2020.

If you are affected by the pandemic and are unable to comply with a regulatory requirement, follow the steps below to submit your request for regulatory relief.

## HOW TO REQUEST REGULATORY RELIEF DURING COVID-19

### 1 Gather Your Information.

You can use this optional [Request for Regulatory Relief form](#), which will assist you with providing the information required for review and allow us to quickly process your request.

If you prefer not to use the form, you can type the information requested in the form directly into an email. Make sure to specify the section of regulations for which you are requesting relief, explain why this relief is needed and how the need is related to the pandemic.

*If you are requesting a licensing fee deferral (§40128(a)(2)) or late fee waiver (§40180(d)):*

- **Confirm You Qualify.** Late fee waivers may be requested if the license has expired within the last 30 days. License fee deferrals may be requested by renewing licensees whose license expires between May 14 and June 30, 2020.
- **Complete Your License Renewal Application.** Before you submit your request, you must complete your renewal application through attestation (signature) page. DO NOT select a payment option if you are requesting a license fee deferral.

### 2 Submit Your Request.

If you are requesting a fee deferral or late fee waiver, email your completed form or information to our [licensing team](mailto:MCLS@cdph.ca.gov) (MCLS@cdph.ca.gov). For all other Requests for Regulatory Relief, email your request to our [Support Desk](mailto:MCSB@cdph.ca.gov) (MCSB@cdph.ca.gov). The request must be submitted by an owner of the business who is disclosed on the license application.

### 3 Wait for a Determination.

We will review and respond to each request received. Please note: if your request is approved, there may be conditions imposed on the approval, such as a specific timeframe for which the relief is granted.

If you have any questions about this process, please email our [Support Desk](mailto:MCSB@cdph.ca.gov) (MCSB@cdph.ca.gov). For more information about COVID-19 for cannabis manufacturers, visit [our website](http://www.cdph.ca.gov/mcsb/covid19) (www.cdph.ca.gov/mcsb/covid19).