



2025 RENEWAL CYCLE STEP BY STEP INSTRUCTIONS

The instructions provided in this document guide applicants through a step by step process on how to navigate and complete the DCR 2025 renewal process.

Reminders

- You must renew each individual record you wish to keep active. If you have multiple records, you must complete the renewal process multiple times.
- There are 3 different types of renewals. Each type of renewal has a slightly different step by step process, so there are 3 separate sets of instructions provided in this guide. Quick links are provided below for each type of renewal:
 - 1) [Record Renewal](#)
 - 2) [Temporary Approval Renewal](#)
 - 3) [Annual License Renewal](#)

If you experience any issues as you navigate the renewal process, please reach out your assigned DCR Analyst. You may also email DCRLicensing@lacity.org if you are unable to reach your DCR Analyst.



2025 RENEWAL CYCLE STEP BY STEP INSTRUCTIONS

RECORD RENEWAL

- 1) These steps are for records with a suffix "-ANN" and an Operational Status of "Non-Operational"
- 2) Log into the [DCR Licensing Portal](#).
 - a) Click on the "My Records" tab.
 - b) A 2025 renewal application must be submitted for any records with the "-ANN" suffix with a Status of "Eligible for Renewal".
 - i) There will be a clickable text in the "Action" column on the far right hand side of the table.
 - c) Click on the "Action Required" text to begin your 2025 renewal process.
- 3) The first page will display all the Commercial Cannabis Activities associated with that record
 - a) Please verify this information is correct
 - b) If there appears to be an error, reach out to your assigned DCR Analyst.
 - c) Press the "Continue" button in the bottom right corner when you are ready to proceed.
- 4) The next page "Required Documents" will display a list of the documents you are required to submit. This includes four separate documents: an updated business premises diagram (that complies with LIC-4024-FORM), evidence of site control in 2025, an Indemnification Agreement (LIC-4005-FORM), and a Legal Business Entity Record Disclosure (LIC-4008-FORM).
 - a) To upload documents, click on the "Add" button. This will open your file explorer. Locate the appropriate document, click on it, then click "Open" to submit the document in the portal.
 - b) It may take a few seconds for the document to upload, then you will receive a confirmation message that the document has been successfully uploaded.
 - c) Once all documents have been uploaded, press the "Continue" button in the bottom right corner to proceed.
- 5) The next page "Review" summarizes the information provided from the previous two pages.
 - a) Verify all information is correct
 - b) Check the box at the bottom of the page to attest that all information provided is true, complete, correct, and that no material information has been omitted.
 - c) Press the "Continue" button in the bottom right corner to proceed.
- 6) The final page provides a confirmation message that your renewal has been successfully submitted. "Your application has been successfully submitted for review..."
 - a) It also provides the associated record number for your renewal which has a suffix of "-DOC".
 - b) If you do not receive a confirmation message, reach out to your assigned DCR Analyst.
- 7) Back on the "My Records" tab, the status of your "-ANN" record will be updated to "Deprecated" and there will no longer be an "Action Required" button for the record.
 - a) Instead, the related "-DOC" record will now appear with a status of "Submitted"
 - b) This will notify your assigned DCR Analyst to begin reviewing your 2025 renewal.
- 8) The next step is to pay your renewal fees
 - a) To access a copy of the renewal invoice, click on the "-ANN" record number, click on "Record Info", and finally click on "Attachments".
 - b) Look for the attachment titled "Fees_and_Payments_Custom_Invoice – 2025 Renewals..." This document is your 2025 Renewal Invoice.
 - i) Your invoice will include all of your outstanding fees with DCR on the associated record.
 - ii) All outstanding fees must be paid, not just the associated renewal process fees. Failure to pay all outstanding fees may result in the denial of your renewal.
 - c) Pay the renewal invoice by the "Void if not Paid by" date.
- 9) Your renewal application will NOT be deemed complete until the renewal application is submitted and all outstanding payments are made (LAMC Section 104.12).



2025 RENEWAL CYCLE STEP BY STEP INSTRUCTIONS

TEMPORARY APPROVAL RENEWAL

- 1) These steps are for records with a suffix “-ANN” and an Operational Status of “Temporary Approval”
- 2) Log into the [DCR Licensing Portal](#).
 - a) Click on the “My Records” tab.
 - b) A 2025 renewal application must be submitted for any records with the “-ANN” suffix with a Status of “Eligible for Renewal”.
 - i) There will be a clickable text in the “Action” column on the far right hand side of the table.
 - c) Click on the “Action Required” text to begin your 2025 renewal process.
- 3) The first page will display all the Commercial Cannabis Activities associated with that record
 - a) Please verify this information is correct
 - b) If there appears to be an error, reach out to your assigned DCR Analyst.
 - c) Press the “Continue” button in the bottom right corner when you are ready to proceed.
- 4) The next page “Required Documents” will display a list of the documents you are required to submit. This includes four separate documents: an updated business premises diagram (that complies with LIC-4024-FORM), evidence of site control in 2025, an Indemnification Agreement (LIC-4005-FORM), and a Legal Business Entity Record Disclosure (LIC-4008-FORM).
 - a) To upload documents, click on the “Add” button. This will open your file explorer. Locate the appropriate document, click on it, then click “Open” to submit the document in the portal.
 - b) It may take a few seconds for the document to upload, then you will receive a confirmation message that the document has been successfully uploaded.
 - c) Once all documents have been uploaded, press the “Continue” button in the bottom right corner to proceed.
- 5) The next page “Review” summarizes the information provided from the previous two pages.
 - a) Verify all information is correct
 - b) Check the box at the bottom of the page to attest that all information provided is true, complete, correct, and that no material information has been omitted.
 - c) Press the “Continue” button in the bottom right corner to proceed.
- 6) The final page provides a confirmation message that your renewal has been successfully submitted. “Your application has been successfully submitted for review...”
 - a) It also provides the associated record number for your renewal which has a suffix of “-DOC”.
 - b) If you do not receive a confirmation message, reach out to your assigned DCR Analyst.
- 7) Back on the “My Records” tab, the status of your “-ANN” record will be updated to “Deprecated” and there will no longer be an “Action Required” button for the record.
 - a) Instead, the related “-DOC” record will now appear with a status of “Submitted”
 - b) This will notify your assigned DCR Analyst to begin reviewing your 2025 renewal.
- 8) The next step is to pay your renewal fees
 - a) To access a copy of the renewal invoice, click on the “-ANN” record number, click on “Record Info”, and finally click on “Attachments”.
 - b) Look for the attachment titled “Fees_and_Payments_Custom_Invoice – 2025 Renewals...” This document is your 2025 Renewal Invoice.
 - i) Your invoice will include all of your outstanding fees with DCR on the associated record.
 - ii) All outstanding fees must be paid, not just the associated renewal process fees. Failure to pay all outstanding fees may result in the denial of your renewal.
 - c) Pay the renewal invoice by the “Void if not Paid by” date.
- 9) Your renewal application will NOT be deemed complete until the renewal application is submitted and all outstanding payments are made (LAMC Section 104.12).



2025 RENEWAL CYCLE STEP BY STEP INSTRUCTIONS

ANNUAL LICENSE RENEWAL

- 1) These steps are for records with a suffix "-LIC"
- 2) Log into the [DCR Licensing Portal](#).
 - a) Click on the "My Records" tab.
 - b) A 2025 renewal application must be submitted for any records with the "-LIC" suffix
 - i) There will be a clickable text in the "Action" column on the far right hand side of the table.
 - c) Click on the "Renew License" text to begin your 2025 renewal process.
- 3) The first page will display all the Commercial Cannabis Activities associated with that record
 - a) Please verify this information is correct
 - b) If there appears to be an error, reach out to your assigned DCR Analyst.
 - c) Press the "Continue" button in the bottom right corner when you are ready to proceed.
- 4) The next page "Renewal Documents" will display a list of the documents you are required to submit. This includes four separate documents: an updated business premises diagram (that complies with LIC-4024-FORM), evidence of site control in 2025, an Indemnification Agreement (LIC-4005-FORM), and a Legal Business Entity Record Disclosure (LIC-4008-FORM).
 - a) To upload documents, click on the "Add" button. This will open your file explorer. Locate the appropriate document, click on it, then click "Open" to submit the document in the portal.
 - b) It may take a few seconds for the document to upload, then you will receive a confirmation message that the document has been successfully uploaded.
 - c) Once all documents have been uploaded, press the "Continue" button in the bottom right corner to proceed.
- 5) The next page "Review" summarizes the information provided from the previous two pages.
 - a) Verify all information is correct
 - b) Check the box at the bottom of the page to attest that all information provided is true, complete, correct, and that no material information has been omitted.
 - c) Press the "Continue" button in the bottom right corner to proceed.
- 6) The final page provides a confirmation message that your renewal has been successfully submitted. "Your application has been successfully submitted for review..."
 - a) It also provides the associated record number for your renewal which has a suffix of "-REN".
 - b) If you do not receive a confirmation message, reach out to your assigned DCR Analyst.
- 7) Back on the "My Records" tab, the status of your "-LIC" record will be updated to "[Operational Status] Renewal" and there will no longer be a "Renew License" button for the record.
 - a) This will notify your assigned DCR Analyst to begin reviewing your 2025 renewal.
- 8) The next step is to pay your renewal fees
 - a) To access a copy of the renewal invoice, click on the "-ANN" record number, click on "Record Info", and finally click on "Attachments".
 - b) Look for the attachment titled "Fees_and_Payments_Custom_Invoice – 2025 Renewals..." This document is your 2025 Renewal Invoice.
 - i) Your invoice will include all of your outstanding fees with DCR on the associated record.
 - ii) All outstanding fees must be paid, not just the associated renewal process fees. Failure to pay all outstanding fees may result in the denial of your renewal.
 - c) Pay the renewal invoice by the "Void if not Paid by" date.
- 9) Your renewal application will NOT be deemed complete until the renewal application is submitted and all outstanding payments are made (LAMC Section 104.12).