



Commercial Cannabis Employee Permit Application Process

City of Oxnard

Billing and Licensing Department
214 South "C" Street, Oxnard, CA 93030
Phone: 805.385.7817
oxnard.org/cannabis

- Step 1. Once the live scan has been completed, the applicant shall complete the five (5) page CEP Application with a passport style photo and email it to:
cannabislivescan@oxnard.org
- Step 2. The Billing and Licensing Department performs the following tasks;
 - Reviews the application form.
 - Processes the application fee (\$125 new / \$80 renewal)
 - Issues receipt.
- Step 3. The live scan results will then be automatically sent to the Oxnard Police Department.
- Step 4. The Oxnard Police Department will then review the live scan results and inform the Billing and Licensing Department of the approval or denial.

The Oxnard Police Department shall retain related documents according to the City of Oxnard's retention schedule.
- Step 5. The Billing and Licensing Department issues the Cannabis Employee Permit(s).
The Billing and Licensing Department informs applicant, permit is ready for pick up.
- Step 6. Applicant collects Cannabis Employee Permit.