

May 1, 2025

City of San Diego Cannabis Operators

SUBJECT: Annual Cannabis Operating Permit Fee Notice

Dear Cannabis Operator,

The City of San Diego requires each operational cannabis business to pay an annual operating fee in the amount of \$14,834.83. The fee's purpose is to help the Development Services Department (DSD) meet established service levels, provide full-cost recoverability and provide sufficient resources to continue improving the quality of the mandated regulatory review process for the City's [Cannabis Program](#).

The attached invoice for the Cannabis Operating Fee in the amount of \$14,834.83 is due by August 1, 2025, and payment shall be made to the City Treasurer. This fee applies to every Conditional Use Permit (CUP) with a cannabis business in operation. Failure to submit payment by August 1, 2025, will result in the business not receiving their annual operating permit which is a requirement of the conditional use permit. Previously, the City sent delinquent accounts for collection. This will no longer be the practice. If the fee is not paid in full by August 1, 2025, the City's revocation process will place the CUP in jeopardy.

To pay your Operating Permit Fee go to DSD's on-line portal at <https://aca-prod.accela.com/sandiego/Default.aspx>. Either login to the Portal with your existing account or "Register for an Account". Once Logged in Select Search application under the Cannabis Tab and enter your permit number. Select the Pay Fee link and follow the instructions. Once payment is made you will be able to print your receipt.

For questions, please submit inquiries to Lara Gates, Project Management Division Deputy Director, at lgates@sanidiego.gov or call 619-446-5107.

Respectfully,

Lara Gates
Deputy Director