



Application Checklist

This HTML document is not a form. Its purpose is to display the information as found on the form for viewing purposes only. The following checklist has been developed to assist in delivering a complete application.

Please ensure that all required information is included in your application.

SECTION 2

	CHECK
In Section 2(a), Applicant Information completed	
If a corporation - In Section 2(b), name of a corporation completed	
If a corporation - In Section 2(b), list of officers and directors provided	
If a corporation - In Section 2(b), certificate of incorporation provided	

SECTION 3

	CHECK
Section 3(a) completed with Senior Person in Charge Information	
Section 3(b) completed with Responsible Person in Charge Information	
Section 3(d) completed with Persons Authorized to Place Orders	

SECTION 4

	CHECK
If individual applicant, security clearance application attached	
If a corporation, security clearance application attached for all officers and directors	
Senior Person in Charge security clearance application attached	
Responsible person in Charge security clearance application attached	
Alternate Person (s) in Charge security clearance application attached	

SECTION 5

	CHECK
Activities and Substances - Information provided	
Equivalency factor and method- Information provided	

SECTION 6

	CHECK
Site information provided	
Aerial view of the proposed site within the radius of 500 meters	
The legal zoning of the proposed site and adjacent lots	
An up-to-date building locations survey prepared and certified by a qualified surveyor	

SECTION 7

	CHECK
Ownership of Property - Applicant and Site Owner - Signature in Section 7(a)	
Ownership of Property - Applicant NOT Site Owner - Appendix A attached and signed	

SECTION 8

	CHECK
Proposed Site and Physical Security - Description attached	
Proposed Site and Physical Security - Plan of the site attached	
Proposed Site and Physical Security - Floor plan for the building attached	
Proposed Site and Physical Security- Storage area floor plans attached	

SECTION 9

	CHECK
Notice to local government attached	
Notice to local police force attached	
Notice to local fire authority attached	
Declaration of notice provided signed by Senior Person in Charge	

SECTION 10

	CHECK
QA Pre-licensing Report - Detailed description of the QA person's qualification provided	
QA Pre-licensing Report - Building, equipment and sanitation program provided	
QA Pre-licensing Report - Document signed and dated by QA person	

SECTION 11

	CHECK
Record Keeping - Detailed description of the proposed methods	
Record Keeping - Detailed description of the information to be captured	

SECTION 12

	CHECK
Declaration and Attestations signed by the Senior Person in Charge	