

The Office of Marijuana Ventures and  
Entrepreneurship

# Approval Process for Temporary Marijuana Events in Detroit

[www.HomeGrownDetroit.org](http://www.HomeGrownDetroit.org)



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# Learning Objectives

## **By the end of this learning module, you will be able to:**

- Understand the definition of a ‘marijuana event organizer’ and a ‘temporary marijuana event’ license;
- Understand the process for applying to be a marijuana event organizer in the State of Michigan as well as in the City of Detroit;
- Understand the process for applying for a temporary marijuana event license;
- Understand the relevant city and state submission timelines for receiving a temporary marijuana event license;
- Understand the role of the Marijuana License Review Committee (MLRC) in the temporary marijuana event application process; and
- Understand the licensing fees associated with submitting a temporary marijuana event application.

# Definitions

## Marijuana Event Organizer

Per City of Detroit Ordinance No. 2022-11, **“Marijuana Event Organizer”** means a state license holder authorized to apply for a temporary marijuana event license in accordance with the 2018 Michigan Regulation and Taxation of Marihuana Act (“MRTMA”).

## Temporary Marijuana Event License

Per City of Detroit Ordinance No. 2022-11, **“Temporary Marijuana Event”** means a license held by a Marijuana Event Organizer under this article and the MRTMA, which the state has approved, that authorizes an event where the onsite sale or consumption of marijuana products, or both, are authorized at the location and on the dates indicated on the state operating license.

# Michigan CRA Bulletin 10-27-2020

Michigan Cannabis Regulatory Agency (CRA) [Bulletin 10-27-2020 on Temporary Events](#) is an excellent resource for individuals applying for licensure. In part, this bulletin states:

- The application for the Temporary Marijuana Event must be received by the CRA at least 90 days before the first day of the event. This 90-day timeframe is to ensure the CRA has ample processing time to approve and issue a license for the event prior to it occurring.
- The steps for obtaining a Temporary Marijuana Event license from the State of Michigan – **which must be completed in this order** – are as follows:
  1. Obtain Prequalification status
  2. Obtain a Marijuana Event Organizer license
  3. Obtain a Temporary Marijuana Event license

# Why is becoming a Marijuana Event Organizer the first step to having a Temporary Marijuana Event?



Per State Law, **ONLY** a state-licensed Marijuana Event Organizer can apply for a Temporary Marijuana Event license! In order to host a temporary marijuana event, you **MUST** hire or be a state-licensed Marijuana Event Organizer and register that Event Organizer license with the City of Detroit. The Event Organizer represents the host of the Temporary Marijuana Event and is responsible for compliance with laws and regulations.

# How To Become a Marijuana Event Organizer

# Step 1 – Get Pre-qualified

## MRTMA Prequalification Application



The screenshot displays the Cannabis Regulatory Agency website. At the top left is the agency's logo, a teal square with a white outline of Michigan, followed by the text "Cannabis Regulatory Agency". A navigation bar below the logo contains the following items: "Sections" with a dropdown arrow, "Resources" with a dropdown arrow, "I Need To" with a dropdown arrow, "I Want To Learn About" with a dropdown arrow, "File a Complaint", and "Contact Us". Below the navigation bar is a large dark teal banner with the text "Online Application Resources" in white. Underneath the banner is a breadcrumb trail: a home icon, followed by "> Sections", "> Adult-Use Establishments", and "> Online Application Resources". Below the breadcrumb trail is the heading "Online Application Resources" in bold. Under this heading is a bulleted list of three links: "Registering and Creating an Accela User Account", "Step 1 - Prequalification Instructions", and "Step 2 - Establishment Licensing Instructions".

**Cannabis Regulatory Agency**

Sections ▾ Resources ▾ I Need To ▾ I Want To Learn About ▾ File a Complaint Contact Us

## Online Application Resources

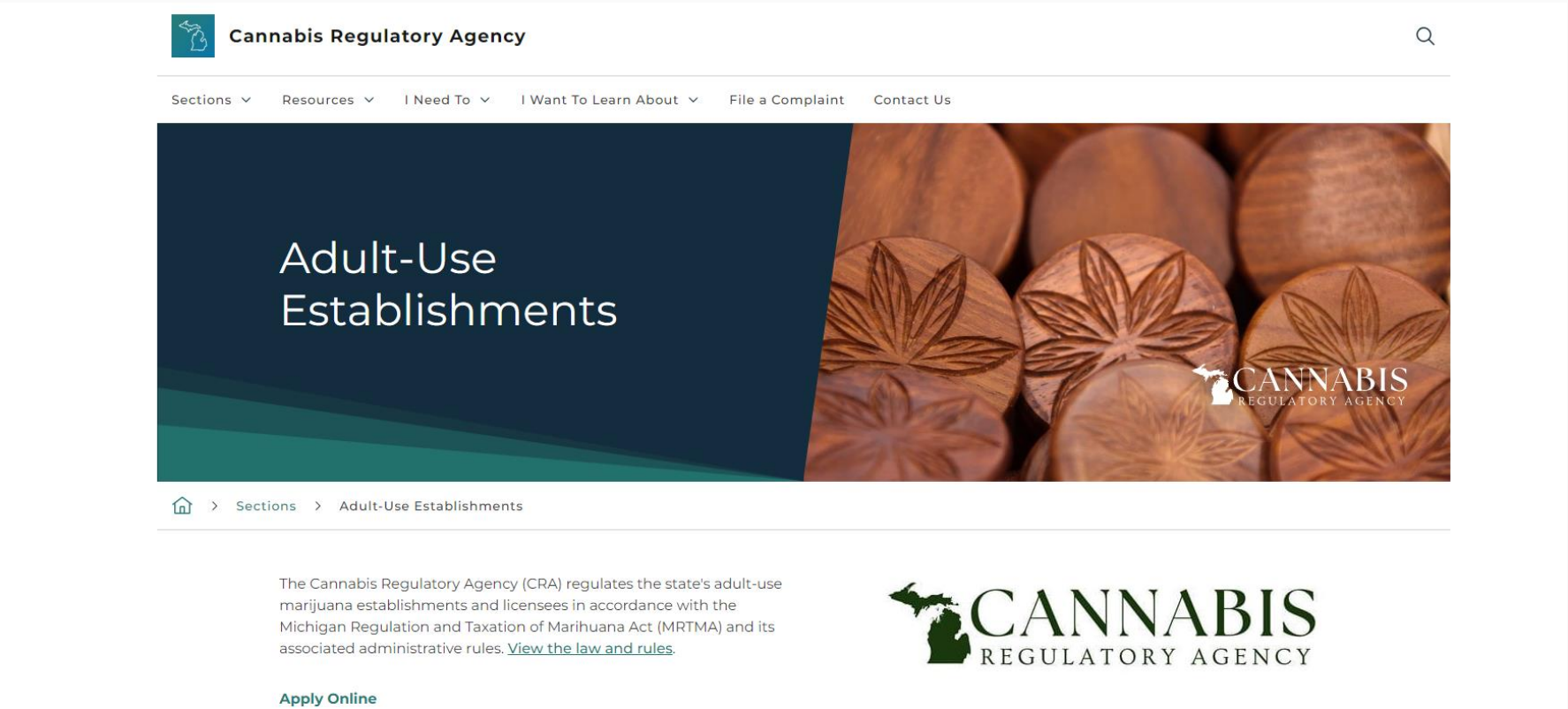
Home > Sections > Adult-Use Establishments > Online Application Resources

### Online Application Resources

- [Registering and Creating an Accela User Account](#)
- [Step 1 - Prequalification Instructions](#)
- [Step 2 - Establishment Licensing Instructions](#)

# Step 2 – Apply for an Event Organizer license with CRA

## MRTMA License Application



The screenshot shows the Cannabis Regulatory Agency website. At the top left is the CRA logo and name. A search icon is at the top right. A navigation bar contains links for Sections, Resources, I Need To, I Want To Learn About, File a Complaint, and Contact Us. The main content area features a large banner with the text "Adult-Use Establishments" on a dark blue background, set against a background image of cannabis leaves. Below the banner is a breadcrumb trail: Home > Sections > Adult-Use Establishments. The main text block explains that the CRA regulates adult-use marijuana establishments and licenses in accordance with the Michigan Regulation and Taxation of Marihuana Act (MRTMA) and its associated administrative rules, with a link to "View the law and rules." Below this text is a button labeled "Apply Online". To the right of the text is the CRA logo, which includes a map of Michigan and the text "CANNABIS REGULATORY AGENCY".

Cannabis Regulatory Agency

Sections Resources I Need To I Want To Learn About File a Complaint Contact Us

### Adult-Use Establishments

Home > Sections > Adult-Use Establishments

The Cannabis Regulatory Agency (CRA) regulates the state's adult-use marijuana establishments and licensees in accordance with the Michigan Regulation and Taxation of Marihuana Act (MRTMA) and its associated administrative rules. [View the law and rules.](#)

[Apply Online](#)

**CANNABIS**  
REGULATORY AGENCY



# Step 3 – Register the Event Organizer license with the City of Detroit

[www.HomeGrownDetroit.org](http://www.HomeGrownDetroit.org)

## Office of Marijuana Ventures & Entrepreneurship

 <b>APPLY FOR A LICENSE</b> Quick Steps to Obtain Adult-Use or Medical Marijuana Licenses	 <b>TECHNICAL ASSISTANCE &amp; WORKSHOPS</b> Get technical support	 <b>SOCIAL EQUITY RESOURCES</b> Learn more about programs and applications	 <b>ZONING APPROVAL &amp; BUILDING PERMITS</b> Permit Process for Marijuana Business Owners
 <b>DETROIT LEGACY PROGRAM</b> Learn more about the Detroit Legacy Program	 <b>ZONING MAP</b> Zoning for Retailers, Microbusiness, Consumption, and Safety Compliance	 <b>ZONING MAP</b> Zoning for Growers, Processors, and Secure Transporters	 <b>INFORMATION, LAWS &amp; RESOURCES</b> Ordinances, State Webpage, State Laws & Regulations
 <b>PROJECT CLEAN SLATE</b> Free program for residents to get their criminal records expunged	 <b>STATE OF MICHIGAN LICENSE CHECK</b> Check if a Business is Licensed Under the State	 <b>FAQS</b> Frequently Asked Questions	 <b>SIGN UP FOR UPDATES</b> Sign up for email and text updates from HomeGrown Detroit
 <b>OMVE OFFICE HOURS</b> To Schedule meeting with OMVE Staff	 <b>JOB LISTINGS</b> See the following businesses job openings	 <b>EVENT ORGANIZERS AND EVENTS</b> How to register as an Event Organizer and apply for an Event	

# Step 3 – Register the Event Organizer license with the City of Detroit

[www.HomeGrownDetroit.org](http://www.HomeGrownDetroit.org)



## Event Organizer and Temporary Event License

Welcome to all thing's marijuana event organizing and temporary events. You must hold a marijuana event organizer license before you can apply for a temporary marijuana event. Check out approved Detroit event organizers here: [Detroit Approved Marijuana Event Organizers](#)

### BEFORE FILLING OUT THIS FORM PLEASE BE ADVISED:

We strongly recommend that you review the documentation requirements for the

#### License Type \*

What type of license are you applying for?

- Marijuana Event Organizer
- Temporary Marijuana Event

**NOTE:** Both applications (marijuana event organizer AND temporary marijuana event) can be submitted via the same webpage. However, the marijuana event organizer application must be completed first.



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# Step 3 – Register the Event Organizer license with the City of Detroit

## Documents to Upload

- State Event Organizer License or Prequalification
- Government Issued ID for all owners
- Organizational documents for entity applicant with diagram of organizational structure and all ownership percentages indicated
- [Treasury clearance](#) for all owners and entity
- Contact information for all owners (first & last name, address, phone number, email, etc.)

Once you have submitted these documents, the Marijuana License Review Committee (“MLRC”) will recommend approval to register your Event Organizer license and you will receive a City of Detroit business license from the Business License Center. You are now ready to apply for a Temporary Marijuana Event!





# **Applying For A Temporary Marijuana Event License**

# Applying for a Temporary Marijuana Event in Detroit

[www.HomeGrownDetroit.org](http://www.HomeGrownDetroit.org)

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# Applying For A Temporary Marijuana Event in Detroit

[www.HomeGrownDetroit.org](http://www.HomeGrownDetroit.org)

Once you have registered your State Event Organizer license with the City of Detroit and received a business license, you can submit applications to host temporary marijuana events.



## Event Organizer and Temporary Event License

Welcome to all things marijuana event organizing and temporary events. You must hold a marijuana event organizer license before you can apply for a temporary marijuana event. Check out approved Detroit event organizers here: [Detroit Approved Marijuana Event Organizers](#)

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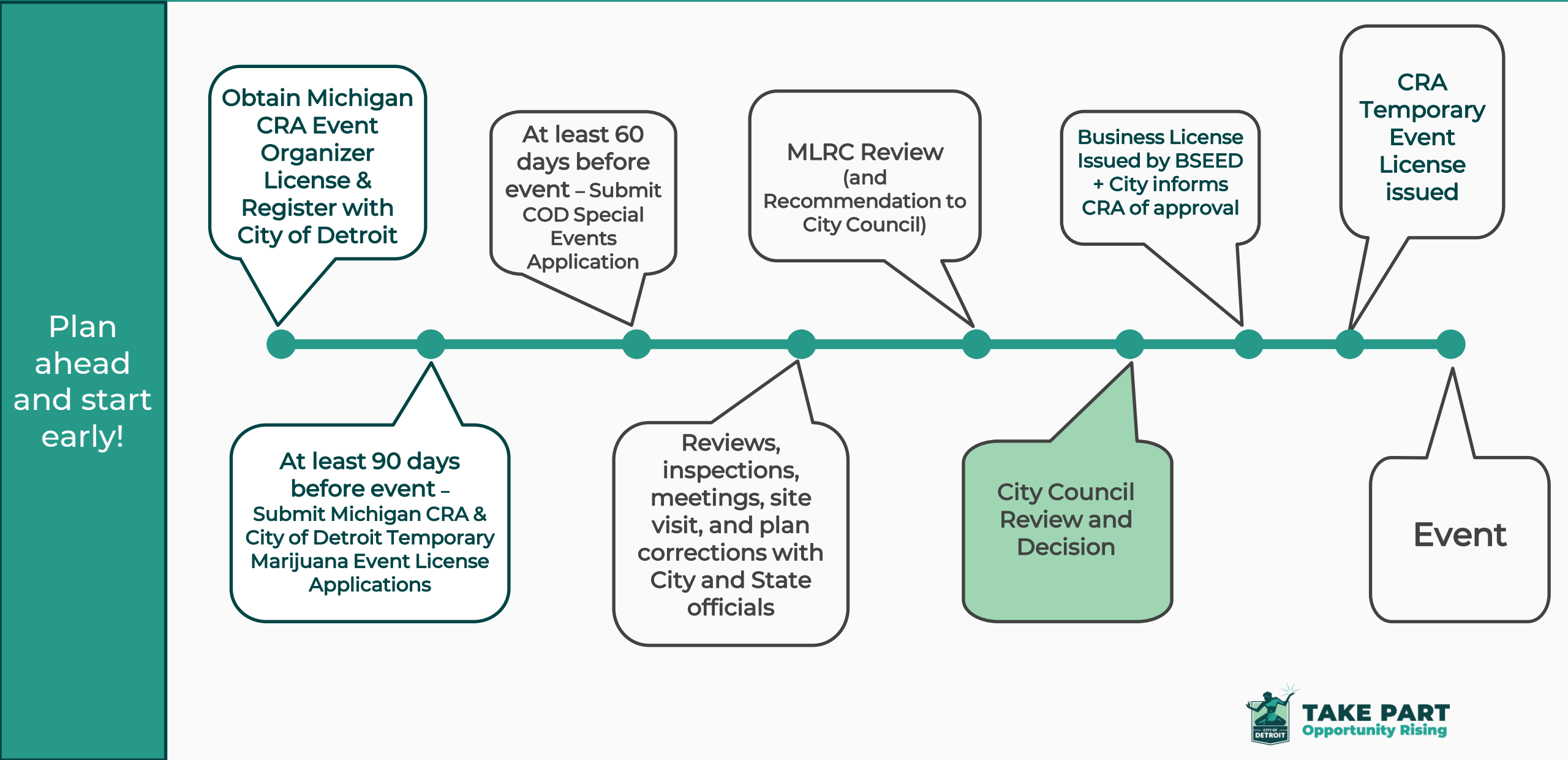
# Applying For A Temporary Marijuana Event License

## Documents to Upload

- Event Organizer License from City and State of Michigan
- [Certificate of Compliance](#) for the property to be used for the event.
- Lease, license, or other documentation showing that the applicant has permission to use the property
- [Blight Clearance](#) dated within 90 days prior to application.
- [Property tax clearance](#) for the site that will be used for the event.
- Site diagram for the event indicating internal and external components including placement of vendor booths, tents, restroom facilities, trash, and parking and traffic management.
- Operations plan including dates, hours of operations, number of vendors, and number of expected attendees.
- Security plan, including cash and product handling, and transport.
- [CITY OF DETROIT SPECIAL EVENTS APPLICATION](#) must also be submitted before your event will be considered by the Detroit City Council!



# Timeline of Approval Process for a Temporary Marijuana Event License





## Marijuana License Review Committee (MLRC)

For Temporary Marijuana Events, the MLRC makes a recommendation to the Detroit City Council, which must approve the event before a license is issued by the City and the CRA.

Detroit City Council will approve or deny the event application as part of the Special Events approval process, at a hearing conducted once the MLRC review is complete. During this meeting, public comment is welcome and community impact is considered. Be prepared to discuss how any negative impacts from the event would be mitigated!



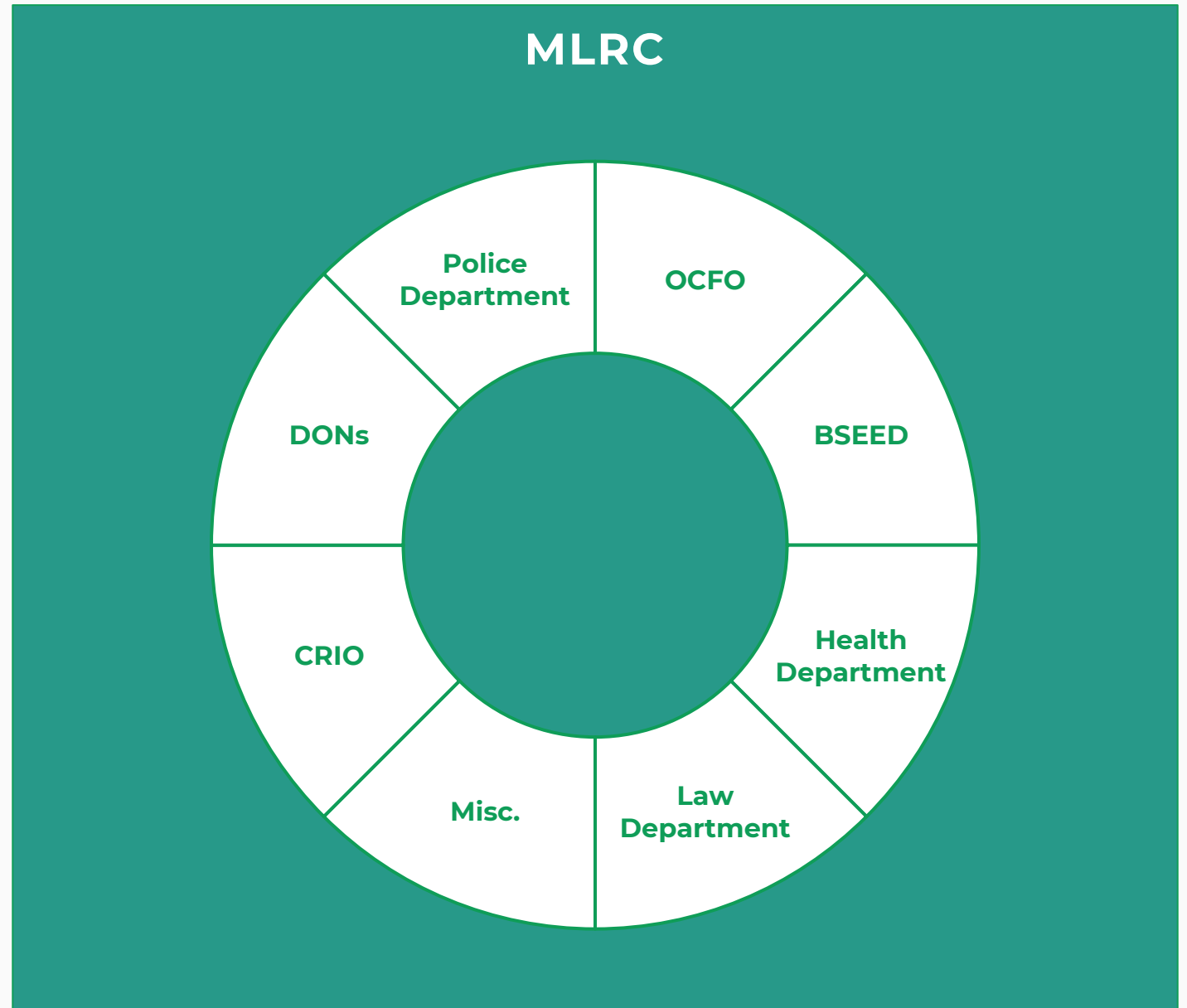
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# What is the Marijuana License Review Committee (“MLRC”)?

Per City of Detroit Ordinance No. 2022-11, “the MLRC shall consist of a staff member of each of the departments and agencies that are identified in this section. The respective departments and agencies that must appoint representatives to the MLRC are as follows:

- 1) Office of the Chief Financial Officer
- 2) Buildings, Safety Engineering, and Environmental Department
- 3) Health Department
- 4) Law Department
- 5) Police Department
- 6) Civil Rights, Inclusion, and Opportunity Department
- 7) Department of Neighborhoods
- 8) Such other departments, agencies, or individuals as deemed appropriate by the chairperson, on a case-by-case basis”



# Licensing Fees

## State of Michigan:

- Prequalification fee: \$3,000
- Marijuana Event Organizer fee: \$1,000
- Temporary Marijuana Event fee:
  - Events that do not include the sale of marijuana products: \$500 per day
  - Events that include the sale of marijuana products: \$1000 per day
- Temporary Event Marijuana Vendor Fee: \$500 per licensed vendor

## City of Detroit:

- Marijuana Event Organizer registration: Free
- Temporary Marijuana Event License:  
Application fee \$1000 – License fee \$5,000
- Special Events Application: Free





**Questions?**

# Contact



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[www.homegrowndetroit.org](http://www.homegrowndetroit.org)



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