



# PUEBLO COUNTY

C O L O R A D O

Planning and Development Department  
Liquor and Marijuana Licensing

## PUEBLO COUNTY MARIJUANA LICENSING BULLETIN 22-01

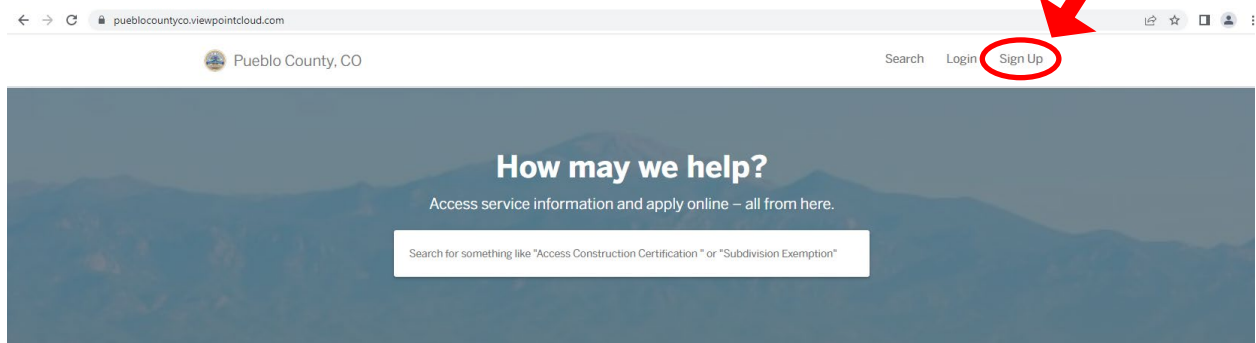
REFERENCE: Online portal for all marijuana license applications

DATE: December 28, 2022

The Pueblo County Liquor and Marijuana Licensing Division is pleased to announce the launch of our online portal for marijuana license applications. All marijuana licensees and potential licensees are now free to submit all types of Pueblo County Marijuana License Applications through the county's online portal at this link:

<https://pueblocountyco.viewpointcloud.com>

Upon your initial visit you will need to Sign Up to use the portal.

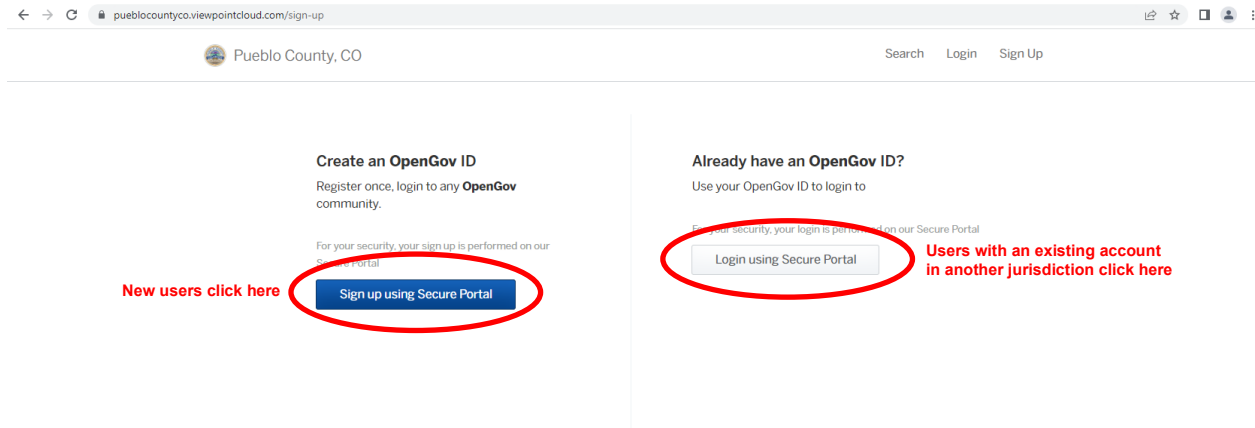


### Discover Online Services

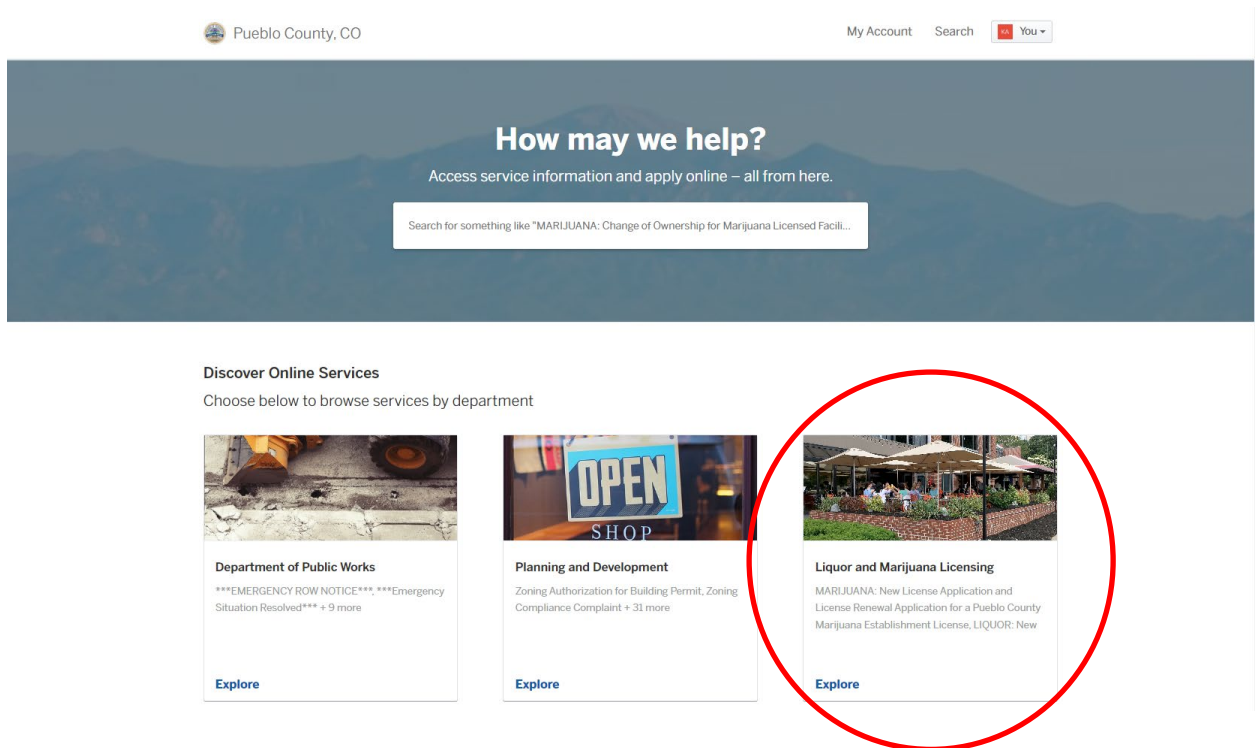
Choose below to browse services by department



After clicking on Sign Up you will have the option to Sign up using Secure Portal or Login using Secure Portal. All new users will need to Sign up. Users with an existing OpenGov account in another jurisdiction may choose the Login option.



Once you have signed up you may begin using the online portal. To complete and submit a marijuana license application click on the Liquor and Marijuana Licensing section.



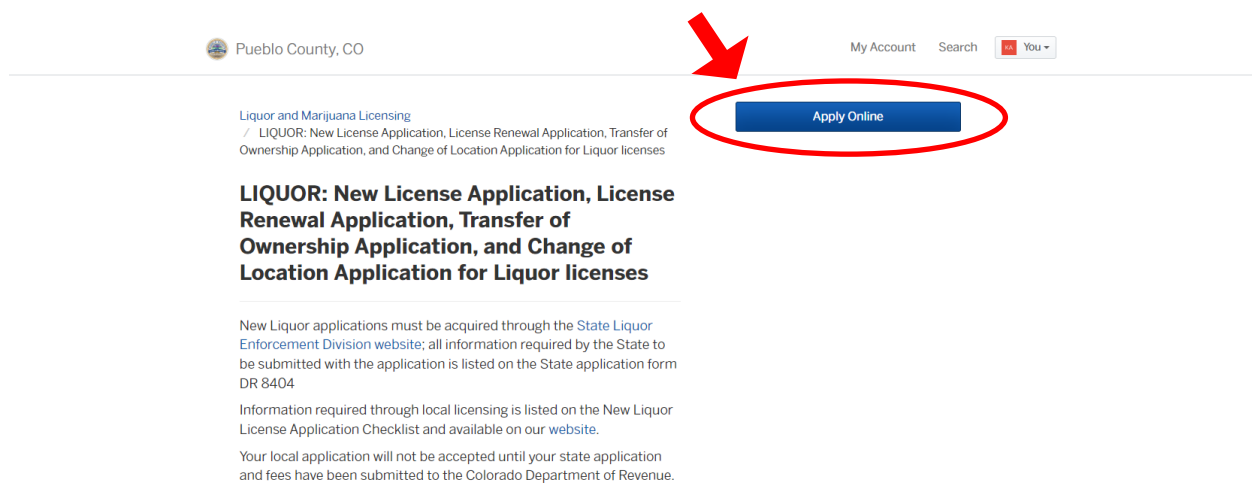
Marijuana licensees have five options:

- New License and Renewal Application
- Modification of Premises Application
- Transfer of Ownership Application

- Change of Ownership Application
- Change of Location Application

<b>MARIJUANA: New License Application and License Renewal Application for a Pueblo County Marijuana Establishment License</b> Click here to apply for any type of new marijuana License or to renew any type of marijuana license	Select
<b>MARIJUANA: Modification of Premises for Marijuana Licensed Facility</b> Click here to apply to make modifications to a the existing premises of a Marijuana Licensed Business.	Select
<b>MARIJUANA: Transfer of Ownership for a Marijuana Licensed Facility</b> Click here to apply to transfer ownership of a licensed marijuana establishment to another individual or entity. (If the entity or individual listed on the license as the owner is not changing but the structure of the ownership of the licensed business is changing you will need to file a change of ownership not a transfer of ownership)	Select
<b>MARIJUANA: Change of Ownership for Marijuana Licensed Facility</b> Click here to report changes made to the ownership shares of a marijuana licensed establishment. (If the entity or individual listed as the owner on the marijuana license will be changing you must apply for a Transfer of Ownership for a Marijuana Licensed Facility)	Select
<b>MARIJUANA: Change of Location for Marijuana Licensed Facility</b> Click here to apply to change the physical location of a licensed marijuana establishment.	Select

No matter which option you choose the next screen will give you the option to Apply Online.



Pueblo County, CO

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Liquor and Marijuana Licensing  
/ LIQUOR: New License Application, License Renewal Application, Transfer of Ownership Application, and Change of Location Application for Liquor licenses

**LIQUOR: New License Application, License Renewal Application, Transfer of Ownership Application, and Change of Location Application for Liquor licenses**

New Liquor applications must be acquired through the State Liquor Enforcement Division website; all information required by the State to be submitted with the application is listed on the State application form DR 8404

Information required through local licensing is listed on the New Liquor License Application Checklist and available on our website.

Your local application will not be accepted until your state application and fees have been submitted to the Colorado Department of Revenue.

Once you have selected [Apply Online](#) you will begin the application process. The OpenGov Portal will direct you through the process for filling out your particular application.

Applicants will no longer need to provide a completed routing sheet for the Health Department or the Regional Building Department.

**A Fire Department Routing Sheet will still be required from your local fire authority. A link to this form can be found on the county website as well as in the OpenGov Portal.**

Once the application is filled out completely you will need to upload related documentation, site plans, security plans, certificate of good standing, etc. Please upload all required files as PDFs.

Once your application is submitted you will receive notice of the necessary fees. Fees may now be submitted online using credit card or e-check through the OpenGov Portal. Fees may also be paid in office with a cashier's check or money order. Please note that the county still cannot accept cash or personal/business checks (except e-check).

Once the Application is submitted and the fees paid staff will review for completeness. Once the application is approved as complete you will receive an acceptance letter as usual.

The process from here will be similar to the current process. Depending on the type of application you may receive further notice from OpenGov regarding the status of your application and/or requiring further action on your part.

**IMPORTANT:** During this transition to the online portal County staff will be entering paper applications into the OpenGov system. Even if you submit a paper application you will receive notices about the status of your application and/or actions you need to

take from OpenGov in your email. If you have any questions about these communications or you are unsure of what to do next, please contact our office.

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This is an entirely new process for everyone involved and we do anticipate some minor issues along the way. The Liquor and Marijuana Licensing Division appreciates our licensee's patience. We do request that you reach out to our office directly with any issues you have using the online portal.

Please contact Tawnya Stringer or Kyle Aber with any questions, comments, or concerns.

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