

APPLICATION INFORMATION CHECKLIST  
 PERMIT OPPORTUNITY: APPLY FOR SELF-CERTIFICATION (CANNABIS ONLY)

**IMPORTANT: READ THROUGH ALL INSTRUCTIONS TO ENSURE THAT YOU HAVE ALL DOCUMENTS AND REQUIRED MATERIAL BEFORE STARTING THE APPLICATION PROCESS.**

<p><i>Registering for a User Account in EPIMS</i></p>	<ul style="list-style-type: none"> <li>✓ Any individual can be a registered user. If the registered user is applying on behalf of an organization, that organization can be created/associated with the individual user account during the registration process.</li> <li>✓ Consultants can register for User Accounts and may be added to their client’s organization.</li> <li>✓ Register for only one user account.</li> </ul>
<p><i>Steps to Register</i></p>	<p><b>NOTE: Internet Explorer and Apple IOS are not fully compatible with EPIMS. CDFW recommends using Chrome web browser.</b></p> <ol style="list-style-type: none"> <li>1. Navigate to the EPIMS Log-In page at: <a href="https://EPIMS.wildlife.ca.gov">https://EPIMS.wildlife.ca.gov</a>.</li> <li>2. Click “Register Here.”</li> <li>3. On the Registration page:       <ol style="list-style-type: none"> <li>a. Fill in all required fields in the “Personal Information” section.           <ol style="list-style-type: none"> <li>i. Under “What Region are you interested in?” select the Region where the project will be located (If you intend on notifying in multiple regions, select the region most of your projects will be located).</li> </ol> </li> </ol> <p style="text-align: center;"><b>NOTE: Once your account is approved you will be able to identify a designated representative.</b></p> <ol style="list-style-type: none"> <li>b. Fill in all required fields in the “Organization Information” section if you are affiliated with an organization.</li> </ol> </li> <li>4. Click “Register” and you will receive a confirmation, as well as an email.</li> <li>5. Your user registration will be reviewed for completion and approved by CDFW.       <ol style="list-style-type: none"> <li>a. Once approved, you will receive two emails. One will contain your temporary password and the other will have your User ID.</li> </ol> </li> </ol>
<p><i>Logging into EPIMS</i></p>	<ol style="list-style-type: none"> <li>1. When you have received your username and temporary password, log in to <a href="https://EPIMS.wildlife.ca.gov">https://EPIMS.wildlife.ca.gov</a>.</li> <li>2. When logging in for the first time, you will be prompted to change your temporary password.</li> <li>3. Enter your new password, and confirm, then click Save in the toolbar.       <p style="text-align: center;"><b>IMPORTANT: Use the “Back” icon, in the toolbar, when navigating within EPIMS.</b></p> </li> <li>4. Once logged in, you will see the Main Menu.</li> <li>5. Click “Help” and review the Help Menu window for further details regarding:       <ul style="list-style-type: none"> <li>• Common Questions</li> <li>• Overview of EPIMS</li> <li>• Permitting Portal           <ul style="list-style-type: none"> <li>○ Instructions for Submitting</li> <li>○ Responding to CDFW Email Requests</li> </ul> </li> <li>• Document Repository           <ul style="list-style-type: none"> <li>○ Instructions for Electronic Submittal</li> </ul> </li> <li>• Laws and Regulations Resources – LSA Program</li> </ul> </li> </ol>

*This checklist contains a list of primary information needed to begin the notification application for EPIMS Permit Opportunity.  
This checklist is not comprehensive and does not list all information that may be necessary to submit the notification.*

<b>Form Name</b>	<b>Checklist Item</b>	<b>Description</b>
<i>Contact Information</i>	<input type="checkbox"/> Applicant Proposing Project	Name and contact information of the applicant proposing the project. The applicant is responsible for complying with the terms and conditions of the agreement.
	<input type="checkbox"/> Contact Person	Name and contact information of the person CDFW should contact regarding the proposed project, if different from the applicant proposing the project. Is this person an authorized agent to represent you as your Designated Representative?
	<input type="checkbox"/> Property Owner	Name and contact information of the owner of the property where the project activities will take place, if different from the applicant proposing the project.
<i>Property Location</i>	<input type="checkbox"/> Address/GPS Coordinates	Project address, if an address is not available a description will be required. Project GPS Coordinates are required for all projects.
	<input type="checkbox"/> Project County & Project APN	County and proper APN format is required for each project activity.
<i>Self-Certification Information</i>	<input type="checkbox"/> You will need to know if the cannabis cultivation includes any of the list items.	<ul style="list-style-type: none"> <li>• Is the operation indoor or outdoor?</li> <li>• Will the operation include any water diversions?</li> <li>• Cultivation water sources?</li> <li>• Any dam, weir, or other water impoundment structure?</li> <li>• Any river or stream crossings?</li> <li>• Number of roads that have been or will be constructed to access the cultivation site?</li> <li>• Any grading or ground disturbance associated with the cultivation?</li> <li>• Any vegetation removal from within or adjacent to the bed, channel, or bank of a river, stream, or lake.</li> <li>• Any physical changes within or adjacent to the bed, channel, or bank of a river, stream, or lake associated to the cannabis cultivation or any associated activity?</li> </ul>
<i>Cultivation Operation</i>	<input type="checkbox"/> Type of Operation	Type of Operation for each APN identified.
	<input type="checkbox"/> Premises APN	The Premises is the designated structure(s) and land specified in the Department of Cannabis Control (DCC) application that are in possession of and used by the applicant or licensee to conduct the commercial cannabis activity. There may be multiple APNs associated with the premises. Include ALL APNs associated with your DCC application in this section.
	<input type="checkbox"/> DCC Annual License # <input type="checkbox"/> DCC Temporary License # <input type="checkbox"/> WDID #	If Available

<i>Project Description and Details</i>	<input type="checkbox"/> Existing Condition	<ul style="list-style-type: none"> <li>• All structures, facilities, and/or features (e.g., greenhouses, hoop houses, warehouses, culverts or other types of stream crossings, rip-rap fields, water diversions, wells, outhouses, storage facilities, residences, water storage/reservoir(s), rainwater catchment, etc.) that are currently on the property.</li> <li>• Describe when the structures, facilities, and/or features were constructed or installed.</li> <li>• Describe any grading, driveway/road, and/or vegetation removal that has been complete at the property and when that activity was completed.</li> </ul>
	<input type="checkbox"/> Proposed Project Details	<ul style="list-style-type: none"> <li>• How the proposed structures, facilities, and/or features (e.g., culverts, rip-rap fields, water diversions, wells, water storage/reservoir, rainwater catchment, etc.) will be constructed, installed, maintained, operated, or modified at the project site.</li> <li>• The volume and dimensions of all materials and features (e.g., rip-rap fields) that will be used or installed.</li> <li>• Any permanent and temporary impacts to a river or stream bed, bank, or channel and/or any riparian habitat.</li> <li>• Specify how water will be used at the property and how it is allocated (e.g., well supplies the cultivation site only; well supplies the residence and cultivation site, stream diversion supplies the water storage facility, etc.)</li> <li>• Any remediation work or clean-up activities that will be conducted at the project site.</li> </ul>
	<input type="checkbox"/> Equipment and Machinery Details	<p>List all equipment and machinery used to complete the project. List any lubricants, solvents, chemicals, or other materials not normally found on construction sites that will be present in the project area in addition to the equipment and machinery used to complete the project.</p>
	<input type="checkbox"/> Water Supply	<p>Identify how all water is being supplied to the cannabis cultivation site(s).</p> <ul style="list-style-type: none"> <li>• Provide geographical coordinates for each diversion, spring, or private well utilized for the project.</li> <li>• Provide a copy of the well log/well completion report filed with the Department of Water Resources (DWR).</li> <li>• If no well log is available, provide evidence from DWR indicating that DWR does not have a record of the well log.</li> </ul>

<p><i>Documents and Maps</i></p>	<p><input type="checkbox"/> Documents and Maps</p>	<ul style="list-style-type: none"> <li>• Include map(s) that mark the location of the project(s) with a reference to the nearest city or town and provide driving directions from a major road or highway.</li> <li>• Attach any photographs or other materials that would assist CDFW in determining impacts to a river, stream, lake, or springs.</li> <li>• Attach the cultivation Property Diagram that has been, or will be, submitted to the Department of Cannabis Control (DCC) (California Code of Regulations, title 3, section 8105). For Property Diagram requirements, refer to <a href="https://cannabis.ca.gov">https://cannabis.ca.gov</a>, or DCC’s Reference Guide for the Cultivation Plan.</li> <li>• If a spring is being utilized, provide a map(s) that marks the location of the spring in comparison to the project.</li> <li>• If a private well is being utilized, attach a copy of the report filed with the Department of Water Resources (DWR) pursuant to Section 13751 of the Water Code.</li> <li>• A copy of your well log may be available at DWR’s Well Completion Report Map Application. If no well log is available, provide evidence from DWR indicating that DWR does not have a record of the well log.</li> </ul> <p>If a Public Water System is being utilized, attach the most recent copy of water services bill.</p>
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