How do I get in compliance with Cannabis Business License Monitoring and Reporting Requirements?

San Luis Obispo County is a member of the California Cannabis Authority (CCA). The CCA is the monitoring agency for cannabis businesses operating in the unincorporated areas of San Luis Obispo County. All cannabis businesses must take the following steps as a condition of maintaining their County Business License:

1. **Submit your State of California METRC API key to the County.**
   - This allows the County access to the same data your business is required to provide to the State.
   - This step only needs to be completed once.

2. **Complete the monthly pricing data spreadsheet (CSV format) and upload it to CCA at the same time you complete your monthly Cannabis Business Tax (CBT) return form (item 3, below).**

3. **Complete the monthly Cannabis Business Tax (CBT) return form and return to the Tax Collector's Office. These tax returns are due on or before the last day of the month following the reporting period. For example, taxable revenue for July must be reported on or before August 31st.**
   - Make any required tax payments to the Tax Collector.

Please contact the Tax Collector’s office at ttc@co.slo.ca.us or at (805) 781-5831 if you need assistance with CBT monitoring and reporting requirements. For technical questions about the METRC API key or the monthly spreadsheet uploads, please contact the CCA data platform at support@ncsanalytics.com or at (800) 462-0787.