



State Compliance Checklist

The following checklist is organized by agency. Download a full Small Business Guide from BUSINESS.WA.GOV:
https://www.business.wa.gov/site/alias_business/927/Small-Business-Guide.aspx

Item/Agency	Action	Your Next Steps
State compliance review	<input type="checkbox"/> Visit business.wa.gov to find out about compliance requirements for your specific business.	
Legal review	<input type="checkbox"/> Review RCW 69.50 <input type="checkbox"/> Review WAC 314.55 <input type="checkbox"/> Decide how you'll stay informed about changes to the law	
The Washington State Liquor and Cannabis Board (LCB)	Before starting a business <ul style="list-style-type: none"> <input type="checkbox"/> Learn about the requirements for a Cannabis License. https://lcb.wa.gov/cannabis-license/cannabis-licensing <input type="checkbox"/> Are you eligible for a Social Equity License? Find out at https://lcb.wa.gov/se/cannabis-social-equity. <input type="checkbox"/> Make a list of costs that will impact your business, including application fees, license fees, renewals, and cannabis excise tax. <input type="checkbox"/> After you apply for a license, you'll work with a cannabis license investigator to verify application and provide specific information about your proposed business. You will need a business plan and an operations plan. After starting a business <ul style="list-style-type: none"> <input type="checkbox"/> File regular reports using the Cannabis Central Reporting System (CCRS). It's accessed through your SAW account. <input type="checkbox"/> Pay cannabis excise taxes to LCB https://lcb.wa.gov/taxreporting/cannabis-tax-reporting-guide <input type="checkbox"/> Renew your license annually through DOR. <input type="checkbox"/> Maintain records according to LCB requirements. 	
Office of the Secretary of State	Before starting a business <ul style="list-style-type: none"> <input type="checkbox"/> Understand the implications of "True Parties of Interest" <input type="checkbox"/> Review the pros and cons of each business entity <input type="checkbox"/> Review findings with business advisors <input type="checkbox"/> Draft appropriate documents <input type="checkbox"/> Register your business https://www.sos.wa.gov/corporations-charities <input type="checkbox"/> Get a UBI <input type="checkbox"/> Decide whether you will register your trademark with OSOS After starting a business <ul style="list-style-type: none"> <input type="checkbox"/> Mark your calendar for renewal dates 	



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Washington State Department of Revenue (DOR)	Before starting a business <ul style="list-style-type: none"> <input type="checkbox"/> Set up an account on Secure Access Washington (SAW). https://secureaccess.wa.gov/ <input type="checkbox"/> Register with DOR. <input type="checkbox"/> Apply for a state Business License. Your Cannabis business license is considered a "Liquor and Cannabis Board Cannabis Addendum" to your Business License. https://dor.wa.gov/open-business/apply-business-license <input type="checkbox"/> Learn about state sales (excise) tax. Take a workshop in business tax basics from DOR. <input type="checkbox"/> Learn about state Business & Opportunities (B&O) tax <input type="checkbox"/> Request a reseller's permit After starting a business <ul style="list-style-type: none"> <input type="checkbox"/> Use your SAW account to file taxes through the My DOR platform. <input type="checkbox"/> Pay your taxes on the schedule you received from DOR when you registered your business. <input type="checkbox"/> Maintain records for a minimum of five years. 	
Washington State Department of Labor & Industries (L&I)	Before starting a business <ul style="list-style-type: none"> <input type="checkbox"/> If you have employees, apply for Worker's Compensation insurance coverage and set up your Worker's Compensation account with L&I. https://lni.wa.gov After starting a business <ul style="list-style-type: none"> <input type="checkbox"/> Pay Worker's Compensation premiums according to L&I requirements. <input type="checkbox"/> Maintain records according to L&I requirements 	
Washington State Employment Security Department (ESD)	Before starting a business <ul style="list-style-type: none"> <input type="checkbox"/> If you have employees, apply for Unemployment Insurance coverage and set up your Unemployment Insurance account with ESD. https://esd.wa.gov After starting a business <ul style="list-style-type: none"> <input type="checkbox"/> Pay unemployment taxes according to ESD requirements. <input type="checkbox"/> Maintain records according to ESD requirements 	
Department of Social and Health Services	Ongoing <ul style="list-style-type: none"> <input type="checkbox"/> You must report all newly hired or rehired employees to the Washington State Department of Social and Health Services. https://www.dshs.wa.gov/esa/division-child-support/new-hire-reporting 	



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Washington State Department of Agriculture (WSDA)	<input type="checkbox"/> WSDA regulates cultivation and testing of cannabis plants in Washington State. You must ensure that products you sell are sourced from licensed producers and processors that comply with WSDA regulations. Record-keeping and documentation are important for compliance. https://agr.wa.gov/departments/cannabis <input type="checkbox"/> WSDA makes sure that scales and package labeling meet strict accuracy standards. The WSDA Weights and Measures Program conducts unannounced inspections to verify that scales meet accuracy and technical standards.	
Washington State Department of Health (DOH)	<input type="checkbox"/> DOH regulates the medical cannabis market in Washington state. https://doh.wa.gov/you-and-your-family/cannabis/medical-cannabis/laws-and-rules	
Washington State Department of Ecology (DOE)	<input type="checkbox"/> DOE regulates the management and disposal of cannabis waste. https://ecology.wa.gov/regulations-permits/guidance-technical-assistance/dangerous-waste-guidance/common-dangerous-waste/nicotine-and-cannabis-waste	
Washington Department of Commerce	<input type="checkbox"/> Commerce offers help and resources for small businesses including education (like this training), financing, and programs. https://www.commerce.wa.gov/growing-the-economy/business-services/	

What questions do you have regarding state compliance?