

CANNABIS FACILITY PLAN REVIEW CHECKLIST

Environmental Health Division

5050 Commerce Drive

Baldwin Park, CA 91706

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Use this checklist to determine whether your proposed plans include all required information and are ready for official review. This checklist does not replace the plan review process.

For specific plan and construction requirements, refer to the Commercial Cannabis Facility Construction Requirements: <http://publichealth.lacounty.gov/eh/business/cannabis.htm>, or contact the Cannabis Compliance and Enforcement Program at (626) 430-5635 or ccep@ph.lacounty.gov.

Section I. All Applicants Must Complete This Section

GENERAL REQUIREMENTS FOR ALL PLANS (NEW CONSTRUCTION/TENANT IMPROVEMENT)	
☐	Approval Letter from the City
☐	Referral Form from the Building & Safety (B&S) Department
☐	One (1) Set of complete plans drawn to scale (e.g. ¼" =1'). Plans will not be returned.
☐	Plan Check Application Form and fee (acceptable forms of payment include exact cash, check, cashier's check, or money order).
☐	Site Plan
☐	Floor Plan, including: • Processing and storage areas • Toilet and dressing/locker areas • Sinks (including utensil, janitorial, and handwashing sinks) • Equipment used for storing, preparing, or packaging products, including refrigerators/freezers, tables, shelving, etc. • Water heater • Floor drains/sinks • Grease traps/interceptors
☐	Equipment Schedule and Layout, listing the type, quantity, dimensions, make and model number, power requirements, drainage, and maximum temperature
☐	Manufacturer Specification Sheets, labeled and numbered to match the equipment schedule
☐	Plumbing Plan, including waste and vent systems and hot and cold water lines
☐	Reflective Ceiling Plan, including lighting, air ducts, water lines, sewer lines, soffits, and ceiling type
☐	Ventilation Plan, makeup air and return air
☐	Finish Schedule, listing all areas and indicating the type of material, color, and surface finish for floors, cove base, walls, and ceilings
☐	Door (including door frame) and Window Schedule
☐	Location of secured cannabis and non-cannabis waste disposal areas

Section II. Additional Requirements. Only mark the applicable section(s).

CULTIVATION FACILITIES	
☐	Operational Plans on company letterhead, signed by the owner: Odor Management Plan and Waste Management Plan
☐	Floor Plan, including processing rooms for dry, trim, pre-roll, packaging and labeling; seed production area; pesticide and agricultural chemical storage area; backflow devices, nutrient tanks; water storage tanks; industrial/domestic water lines; reverse osmosis system; and reclaimed water system

DISTRIBUTION FACILITIES

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| ☐ | Floor Plan, including processing rooms for pre-roll, packaging and labeling; and batch sampling area |
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MANUFACTURING FACILITIES

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| ☐ | Operational Plans on company letterhead, signed by the owner: Odor Management Plan, Standard Operating Procedures, Recall Protocol, and Waste Management Plan |
| ☐ | Floor Plan, including processing rooms for extraction, infusion, packaging, and labeling; volatile/non-volatile solvent chemical storage area; closed-loop extraction system |
| ☐ | Mechanical Plan, including hood type and make-up air with micro-activated switch, elevations, and hood details |
| ☐ | Types of products that will be manufactured, packaged, or labeled at the facility, including a product list |

REMODEL

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| ☐ | Detailed Scope of Work on the plan |
| ☐ | Existing Floor Plan and Proposed Floor Plan |
| ☐ | Operational Letter (See Attachment 1) |

OPERATIONAL LETTER REQUIREMENTS FOR REMODELING

A previously permitted cannabis facility submitting plans for a remodel must provide an **operational letter** (on company letterhead) signed by the owner of the facility that includes with the following information:

1. Clearly indicate the start and completion dates for each phase of the project.
2. Indicate whether the operation will be closed or remain open during the remodel or construction period. The letter must include the following information:
 - Sanitation Standard Operating Procedures (SSOPs) to prevent construction debris from contaminating cannabis goods and their components, equipment, packaging, utensils, and contact surfaces.
 - A statement indicating that hot (minimum 120°F) and cold running water under pressure will be supplied to all required fixtures at all times through permanent plumbing.
 - A statement indicating that all required rooms (processing, storage, cannabis and non-cannabis, etc.), lighting, ventilation, equipment (sinks and refrigerators or freezers), toilet rooms, plumbing, gas, and electrical systems are functional and available at all times.
 - A statement acknowledging that if, at any point during the remodel or construction, a health hazard is found and cannot be corrected, the operation must immediately stop.
3. A statement acknowledging that remodeled or construction areas will not be used until final approval is received.

Please Note:

- The operational letter must be submitted at the time plans are submitted.
- If the proposed work does not comply with the laws protecting public health, revisions to the operational letter may be required prior to approval.
- Any modifications made to the operational letter after plans have been approved must be resubmitted for review and approval.