



CANNABIS FACILITY PLAN REVIEW CHECKLIST

Environmental Health Division
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Please utilize this checklist to assist you in determining whether your proposed plans contain all required information and are ready for an official review with the division. This checklist, however, does not replace the plan review process. Refer to the corresponding Los Angeles County DPH-EH *Cannabis Facility Construction Guidelines* for specific plan and construction requirements (<http://www.publichealth.lacounty.gov/eh/EP/CCE/>).

<input checked="" type="checkbox"/>	SUBMIT REQUIRED DOCUMENTS
<input type="checkbox"/>	Approval Letter from the City
<input type="checkbox"/>	One (1) Set of Complete Plans Drawn to Scale (eg. 1/4" = 1'). These plans will not be returned.
<input type="checkbox"/>	Plan Check Application Form and Fee (Acceptable Payment: exact cash, check, cashier's check, or money order)
<input checked="" type="checkbox"/>	GENERAL REQUIREMENTS TO BE INCLUDED FOR ALL PLANS (FOR NEW CONSTRUCTION)
<input type="checkbox"/>	Site Plan
<input type="checkbox"/>	Floor Plan – rooms including processing, storage; toilet, and dressing/locker area; sinks including utensil, janitorial, preparation, and hand wash; equipment used in storing, preparing, or packaging including refrigerators/freezers, tables, shelving, etc.; water heater; floor drains/sinks; grease traps/interceptors
<input type="checkbox"/>	Equipment Schedule and Layout – listing type, quantity, dimensions, make and model number, power, drainage, and maximum temperature
<input type="checkbox"/>	Manufacturer Specification Sheets - labeled and numbered to match the equipment schedule
<input type="checkbox"/>	Plumbing Plan – waste and vent; hot and cold water
<input type="checkbox"/>	Reflective Ceiling Plan – lighting, air ducts, water lines, sewer lines, soffits, and ceiling type
<input type="checkbox"/>	Ventilation Plan – make-up air and return air
<input type="checkbox"/>	Finish Schedule – type of material, color, and surface finish for floors, cove base, walls, and ceilings
<input type="checkbox"/>	Door (including door frame) and Window Schedule
<input type="checkbox"/>	Indicate location of secured cannabis and non-cannabis waste disposal areas
<input checked="" type="checkbox"/>	ADDITIONAL REQUIREMENTS FOR CULTIVATION FACILITIES
<input type="checkbox"/>	Operational Plans on company letterhead signed by the owner: Odor Management Plan and Waste Management Plan.
<input type="checkbox"/>	Floor Plan – processing rooms including 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.
<input type="checkbox"/>	Plumbing Plan Review By Cross Connection Program Submit separate application and plans to Cross Connection and Water Pollution Control Program. Additional fees will apply. For more information contact Cross Connection and Water Pollution Control Program at (626)430-5290.
<input checked="" type="checkbox"/>	ADDITIONAL REQUIREMENTS FOR MANUFACTURING FACILITIES
<input type="checkbox"/>	Operational Plans on company letterhead signed by the owner: Odor Management Plan; Standard Operating Procedures, Recall Protocol; and Waste Management Plan
<input type="checkbox"/>	Floor Plan – processing rooms including, extraction, infusion, packaging and labeling; volatile/non-volatile solvent chemical storage area, closed loop extraction system
<input type="checkbox"/>	Mechanical Plan – hood type and make-up air with micro activated switch, elevations, and hood details
<input type="checkbox"/>	Types of products that will be manufactured, packaged, or labeled at the facility, including a product list.
<input checked="" type="checkbox"/>	ADDITIONAL REQUIREMENTS FOR DISTRIBUTION FACILITIES
<input type="checkbox"/>	Floor Plan-processing rooms including pre-roll, packaging and labeling; batch sampling area
<input checked="" type="checkbox"/>	ADDITIONAL REQUIREMENTS FOR A REMODEL
<input type="checkbox"/>	Detailed Scope of Work on the Plan
<input type="checkbox"/>	Existing Floor Plan and Proposed Floor Plan
<input type="checkbox"/>	Operational Letter (see Attachment I)

OPERATIONAL LETTER REQUIREMENTS FOR REMODELING

A previously approved cannabis facility submitting plans as a remodel shall provide a letter on company letterhead signed by the owner of the facility with the following information:

1. Clearly indicate commencement and completion dates of each phase of the project.
2. Indicate whether the operation will be closed or open during the remodel or construction period. For those cannabis facility operators that intent to remain in operation during the remodel or construction period, a letter on company letterhead signed by the owner of the facility shall be provided with the following additional information:
 - Sanitation Standard Operating Procedures (SSOPs) to prevent construction debris contamination of cannabis goods and their components, equipment, packaging, utensils, and contact surfaces.
 - Indicate that hot (minimum 120°F) and cold running water under pressure will be provided and supplied to all required fixtures at all times through permanent plumbing.
 - Indicate that all required rooms (processing, storage, dressing, cannabis and non-cannabis, etc.), lighting, ventilation, required equipment (sinks and refrigerators or freezers), required toilet room(s), and plumbing, gas, and electrical are functional and available at all times.
 - Provide a statement acknowledging that, at any point during the remodel or construction, if an imminent health hazard is found and could not be corrected, the operation will cease immediately.
3. Provide a statement acknowledging that the remodeled or construction area(s) shall not be used until final approval is obtained.

NOTE: The operational letter must be submitted at the time of plan submission. Changes may be required on the operational letter prior to approval if the Department determines that the scope of proposed work interfere with applicable laws that protect public health. Any modifications made to the operational letter after plans have been approved shall be resubmitted for review and approval.