



NOTICE TO CORRECT

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Case No.: ENF-R-24-SAMPLE-CSE

Notice No.: ENF-R-24-SAMPLE.01-NTC

Notice Date: November 13, 2024

Inspection Date: November 6, 2024

Compliance Date: December 13, 2024

Business Premises: 123 N Sample Blvd.

Legal Business Entity: Sample LLC

DBA: Sample

Authorized Activities: Retail

DCR Record No.: LA-R-24-SAMPLE-ANN

Compliance Analyst: John Doe (John.Doe@lacity.org)

On **October 15, 2024**, the Los Angeles Department of Cannabis Regulation (DCR) visited the Business Premises location identified above to conduct a Compliance Inspection and/or reviewed the Licensee's records to ensure adherence to the [Rules and Regulations for Cannabis Procedures \(Regulations\)](#), and to guarantee the health and safety of your employees, customers and the community your business serves. This Notice to Correct (NTC or Notice) lists items which need to be corrected on or before the Compliance Date specified above. If you need additional time to comply with these corrections, please contact the compliance analyst to request an extension of time by completing the ["Request for Time Extension" ENF-3005-FORM](#).

INSTRUCTIONS TO COMPLY WITH THIS NOTICE:

BY NO LATER THAN THE COMPLIANCE DATE LISTED ON THIS NOTICE: Licensee must email a written response that addresses all cited deficiencies to the compliance analyst noted above and cc: DCRCompliance@lacity.org. All emails must include the applicable Notice Number and Business Premises Location in the subject line. The written response must include any and all photographs, documents and/or forms that Licensee deems necessary to demonstrate their compliance with the Regulations cited below. In order to streamline the verification process, Licensee should submit all responses together, unless otherwise required by a specific corrective action. Please clearly label or reference all submitted documents, forms, or photographs with the corresponding item numbers from the Notice to expedite the review process.

To request an optional virtual appointment with the compliance analyst, please indicate so in the body of the email.

1. **Regulation 5(A)(2)(i) - Display of License.**

A Licensee shall prominently display any License, State license, BTRC, Emblem Placard (Storefront Retailers only), designated Neighborhood Liaison, including the phone number and email address to receive complaints, and emergency contact information on the licensed Business Premises where it can be viewed by state and local agencies. If the licensed Business Premises is open to the public, the aforementioned documents shall be displayed in an area that is within plain sight of the public.

Finding: The designated Neighborhood Liaison contact information on-site, is different from the contact information on file with DCR, and the email address of the Neighborhood Liaison is not provided.

Corrective Action: Submit an Application Modification Request against your location specific record LA-R-24-SAMPLE-ANN via the DCR Licensing Portal and upload the required [LIC-4001-MOD](#) Form to update the required Neighborhood Liaison contact information, including the liaison's email address.

2. **Regulation 5(A)(6)(iv) - Loitering.**

Loitering is prohibited on and around the Business Premises and the area under control of the Licensee. "No Loitering, Public Drinking, or Public Smoking/ Consumption of Cannabis" signs shall be clearly posted inside and outside of the Business Premises.

Finding: The "No Loitering, Public Drinking, or Public Smoking/Consumption of Cannabis" signs are missing the "No Public Drinking" sentence from the signs posted on the inside and outside of the building premises.

Corrective Action: Add the "No Public Drinking" stanza to both signs, and submit photographs of the signs themselves and photographs of the posted signs that show their location in the public area.

We appreciate your cooperation during the inspection and value your commitment to maintaining a safe and compliant business. If you have any questions or need clarification on any of the deficiencies identified in this Notice, please contact John Doe, Compliance Analyst at John.Doe@lacity.org

(Supervisor Signature)

Senior Management Analyst

***COMPLIANCE WITH THIS NOTICE:**

Any documents or evidence required to satisfy this NTC shall be submitted on or before the Compliance Date or within the specific time allotted within the cited violation. Please submit all documents, information or evidence, including, but not limited to, any requests or forms via the "Enforcement Tab" or by selecting "My Records" in the DCR Portal.

ADMINISTRATIVE APPEAL:

This NTC is final. It may not be administratively appealed under LAMC Section 104.14(a).

EXTENSION OF TIME:

Pursuant to Regulation No. 7(A)(2), Licensees may request an extension of time to correct violations prior to the Compliance Date by completing and submitting a [Request for Time Extension \(ENF-3005-FORM\)](#) via the "Enforcement Tab" or by selecting "My Records" in the DCR Portal.. DCR shall have the sole discretion to grant or deny any request for an extension. Licensees shall justify the request for the extension and provide a proposed timeline for compliance.

FAILURE TO COMPLY:

DCR may issue a Notice of Violation, including administrative penalties, if the Licensee does not comply with a Notice to Correct by the Compliance Date.