

*INT-4001-FORM*

Instructions: This referral form is required for Applicants that are submitting plans to the Los Angeles Department of Building and Safety (LADBS) to obtain a building permit and/or Certificate of Occupancy. The form must be completed by DCR to confirm that the proposed Business Premises is a cannabis-related establishment under Los Angeles Municipal Code (LAMC) Section 104.00, *et seq.*

Before submitting plans to LADBS, the Applicant must:

1. Obtain LADBS building permits records, plot plans, and Certificates of Occupancy for an existing building where all the commercial cannabis activities and ancillary uses occur. Records may be obtained via the [LADBS online records system](#), or by submitting a [Records Research Request Form](#).
2. Download this referral form from the DCR Licensing Portal. The Applicant does not fill out this form. The Applicant is responsible for making sure DCR completes this form on its behalf.
3. Submit the following to LADBS: (i) this form, completed and signed by DCR, (2) building plans, and (3) other supporting documents such as soils report, and structural calculations. Plans and documents may be submitted online to the [LADBS ePlanLA portal](#) for electronic plan check, or submitted in person [via an appointment](#). If submitting in person, please provide a completed [Application for Building Permit or Grading & Certificate of Occupancy](#).

Please note: This process may take some time, depending on LADBS's current workload and the complexity of the project. Most non-retail commercial cannabis businesses will be required to undergo Regular Plan Check, but some Tenant Improvements retail and delivery-only businesses may qualify for a faster review process through Counter Plan Check or Expanded Counter Plan Check. These streamlined options reduce the overall review time and may be applicable depending on the project's scope. For more details on the eligibility criteria for these expedited processes, please review [LADBS Document No. P/GI 2023-011](#). Additionally, Applicants who must undergo Regular Plan Check may choose to expedite the review by paying an additional 50% of the plan check fee, which can significantly reduce processing time.

Below are some relevant LADBS resources:

- [P/GI 2023-006](#): Document Submittal Requirements for Tenant Improvements, Additions, or Alterations to an Existing Commercial/Industrial Building
- [P/BC 2023-021](#): Requirements for Changing the Use of an Existing Building
- [Restaurant & Small Business Program](#) helps facilitate the approval process. For further details on building permits and the plan check process, visit the LADBS website: [LADBS Plan Review & Permitting](#)

In addition to LADBS, other City and County agencies must review and approve cannabis-related projects before the building can be issued by LADBS. When LADBS completes its review, it will provide a Clearance Summary Worksheet listing all required agency approvals. To avoid delays, Applicants should

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promptly submit this form along with plans to the listed agencies, as approvals cannot be granted without this worksheet. Addressing corrections early helps streamline the final permit process.

TO BE COMPLETED BY DCR STAFF ONLY		
Legal Entity Name: _____ DCR Core Record No. _____ Business Premises Address: _____ <i>(Include address ranges and/or unit numbers as applicable)</i>		
Proposed Cannabis Activities: [uses in parenthesis indicate corresponding LADBS use codes]		
<input type="checkbox"/> Retail (Type 10)	<input type="checkbox"/> Delivery only (Type 9) <i>[Storage, Parcel Delivery Service]</i>	<input type="checkbox"/> Testing <i>[Testing Laboratory]</i>
Manufacturing: <input type="checkbox"/> Type T6 ¹ <input type="checkbox"/> Type N - Infusion ² <input type="checkbox"/> Type P - Packaging <input type="checkbox"/> Type S - Shared-use Facility <input type="checkbox"/> Processor ³ <i>[Manufacturing for bakery goods, candy, cookie, cosmetics, doughnut, perfume, pie, tobacco, cigar, cigarette, drug, pharmaceuticals, candle, juice, soft drink, soap, alcohol, beverage, chemical, chewing tobacco, pill]</i>	Cultivation (canopy size- sf): <input type="checkbox"/> Nursery ⁴ <input type="checkbox"/> Specialty Indoor (501-5,000) <input type="checkbox"/> Small Indoor (5,001 - 10,000) <input type="checkbox"/> Medium Indoor (10,001 - 22,000) <input type="checkbox"/> Large Indoor (> 22,000) <i>[Indoor Gardening, Farming, Nursery, Hydroponic Agricultural Enterprise]</i>	Distribution: <input type="checkbox"/> Distribution <input type="checkbox"/> Warehouse <input type="checkbox"/> Transport only <i>[Parking, automobile, building, or garage accessory to warehouse or storage]</i>
The Department of Cannabis Regulation has reviewed the information on this form and verified the commercial cannabis activities listed on the Applicant's records with DCR.		
_____ <i>Name and Title</i>	_____ <i>Signature</i>	_____ <i>Date</i>

NOTES:

¹ Type 6 - conducts extractions using mechanical methods of nonvolatile solvents as defined by section 1500(uu), which includes carbon dioxide, ethanol and nonhydrocarbon based or other solvents such as water, vegetable glycerin, vegetable oil, animal fat and glycerin. Type 6 may also conduct infusion, packaging and labeling and may register and operate as a shared-use facility.

² Type N - conducts packaging and labeling and may register and operate as a shared-use facility.

³ Processor - conducts only trimming, drying, curing, grading, packaging, and labeling of cannabis and non-manufactured cannabis products.

⁴ Nursery - conducts only cultivation of clones, immature plants, seeds and other agricultural products used specifically for the propagation of cannabis cultivation.

****ATTENTION LADBS****

In addition to any clearances required for the project in compliance with [LADBS Building Permit Clearance Handbook](#), The following clearances from other agencies are required for all cannabis projects:

Additional Clearances Required for All Cannabis Projects		
Agency	Type of Clearance	Contact Info
<ul style="list-style-type: none"> LADBS/Department of City Planning (DCP) 	Land Use/Zoning Compliance	LADBS to determine if the project should be referred to DCP for zone compliance
<ul style="list-style-type: none"> Bureau of Engineering 	<ul style="list-style-type: none"> Verification of street address Sewer Fees 	https://eng.lacity.org/permits
<ul style="list-style-type: none"> LA Co. Dept. of Public Health Cannabis Compliance & Enforcement Program 	Plan Check & Permit (CCEP Public Health Permit)	Email: ccep@ph.lacounty.gov Tel: (626) 430-5635
<ul style="list-style-type: none"> Fire Department Fire Life Safety Plan Review 	Plan Check & Permit (Fire Marshal Life Safety Projects for grow operations and manufacturing, other than label and packaging uses)	Email: lafd.fdsapplication@lacity.org
<ul style="list-style-type: none"> Bureau of Sanitation (Industrial Waste Management Division) 	Submit the Industrial Wastewater Permit Application Local Industrial User (LIU)	Lenin Vega Email: lenin.vega@lacity.org Tel: (323) 342-6093

