

A COMPLETE GUIDE

Road to Operating Permit & 2027 Renewal Requirements



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CITY OF LOS ANGELES DEPARTMENT OF

**CANNABIS
REGULATION**

ROADMAP AT A GLANCE

Pre-submittal
LADBS research
phase

1

Submit plans
and research to
LADBS for Plan
Check

2

Review and address all
plan corrections and
[CSW](#) clearances

Concurrently begin your
[LACDPH permit process](#)

3

Apply for DCR
Operating Permit

5

Pass final DCR
inspection

4

What needs to be submitted during DCR's 2027 renewal period of September 1, 2026 through November 2, 2026:

LIC-4025-FORM including the name and license number for the California licensed architect or engineer listed on the [DCA website](#) you've retained **OR** a building permit application number if you've already initiated the process with LADBS.

Retail Building Permit / Health Permit Pathways for Cannabis Operators

If Your Situation Is...	What You Need To Do
Retail location has been determined by LADBS to have the proper permit / Certificate of Occupancy for retail activity. See list here .	1. Check the DCR link verifying eligible locations. 2. If your location appears on the list, submit plans directly to LACDPH Cannabis Compliance & Enforcement Program (CCEP) for review and approval and pay the Plan Review Fee. 3. Obtain your Health Permit and Emblem Placard, after CCEP verifies the facility conforms with CCEP approved plans.
Retail location is NOT on the verified list or determined by LADBS NOT to have the proper permit / Certificate of Occupancy for retail activity.	Submit plans to LADBS Plan Check and follow the instructions contained in INT-4001-FORM located in the Documents tab of your Accela license record.
Non-Retail location has not submitted Plans to LADBS for review and approval. (Note: All Non-Retail Locations are required to go through plan review through LADBS)	

Non-Retail - Plans were submitted to LADBS, prior to the current DCR referral process using INT-4001-FORM, - LADBS did not include LA County Public Health Department clearance during the plan check process. - Building permit has not been issued yet.	1. Download INF-4001-FORM from your Accela record. 2. Return to your LADBS Plan Checker. 3. Request a supplemental permit to capture additional required clearances for commercial cannabis activity, including LACDPH. 4. After clearances are added, submit plans to LACDPH for the Health Permit review.
Non-Retail - Building permit was issued prior to the current DCR referral process using INT-4001-FORM; - LADBS did not include LA County Public Health Department clearance during the plan check process; - Inspections are on-going (permit not finalized).	1. Download INF-4001-FORM from your Accela record. 2. Return to LADBS. 3. Request a supplemental permit to capture additional required clearances including LACDPH. 4. Once clearances are added, submit plans to LACDPH to begin the Health Permit process.
Non-Retail - Building permit was issued prior to the current DCR referral process using INT-4001-FORM; - LADBS did not include LA County Public Health Department clearance during the plan check process; - All inspections have passed and the permit has already been finalized / closed and received a Certificate of Occupancy (per DBS requirement)	<i>Because the permit is closed, LADBS cannot issue a supplemental permit.</i> 1. Contact DCRcompliance@lacity.org to schedule a review with the DCR Compliance and Enforcement Division (CED). 2. DCR will verify the LADBS-approved plans match the Business Premises Diagram and activity authorized by the DCR license. 3. If consistent, DCR will coordinate with LACDPH CCEP so plans can be accepted without LADBS referral.

Step-by-step Guide



LADBS PRE-SUBMITTAL RESEARCH PHASE

1. Hire a licensed engineer or architect to prepare your plans; this may or may not include structural, mechanical, electrical, and plumbing plans.
2. Obtain LADBS historical records, including building permits, plot plans, and the most recent Certificate of Occupancy for the building where the commercial cannabis activities will occur. Records may be obtained via the [LADBS online records system](#), or by submitting a [Records Research Request Form](#) to LADBS.
3. Download the [INT-4001-FORM](#) from the documents section of your Accela account.



SUBMITTING PLANS FOR PLAN CHECK WITH LADBS

1. Submit plans, building records, and [INT-4001-FORM](#) to LADBS and pay the plan check fee.
 - a. Ensure that cannabis is not mentioned in any plans submitted to LADBS, as they are unable to approve plans containing such references. You must, however, specify in the work description that the project is for a cannabis-related business.
2. LADBS reviews plans, issues corrections, and provides a Clearance Summary Worksheet (CSW). LADBS will notify the business's contact provided in the application during plan submission. Please check your email often for responses!

Note: LADBS offers expedited plan review if you choose to pay an additional surcharge on the plan check fee.



REVIEWING CORRECTED PLANS & CLEARANCES WORKSHEET

1. Pick up or download, if submitted via [ePlanLA](#), corrected plans and LADBS Clearance Summary Worksheet; your consultant will review and address corrections issued by LADBS. Concurrently, you may now submit plans for review to the LA County Department of Public Health.
2. Also concurrently, proceed to contact the various agencies on the CSW and proceed to obtain the required clearances.

An example of a Clearance Summary Worksheet can be seen [here](#).

Please note that the number and types of clearances on any given permit may vary from project to project depending on the underlying zoning designation of the property, the use and size of the Business Premises (including any required or designated parking area), however, all activity types, except labs, require a clearance from the LA County Department of Public Health Permit (LACDPH). For detailed instructions on completing this process, see the section on obtaining your public health permit on page 6.

3. Once all the corrections are addressed and the clearances in the CSW obtained, contact the DBS plan checker to schedule a verification appointment. Verification may require multiple appointments depending on the extent of the corrections issued by DBS.
4. When the DBS plan checker has determined that the project is in compliance, a “Ready to Issue” (RTI) form will be issued. The RTI form will streamline paying for and obtaining the permit, therefore make sure you have this form along with the approved plans when you are ready to pay the permit fees. Please note that commercial projects require a licensed contractor to sign the permit. The contractor will need the RTI form in order to pay for and obtain the permit.
5. Your licensed contractor will sign the permit. You can now pay the building permit fee.
6. Prepare the Business Premises for inspections. You may have to perform physical modifications to conform to the approved set of plans. Inspectors of various disciplines and departments (mechanical, electrical, disabled access, sanitation, fire department, etc) will inspect different aspects of the building at different phases of construction.
7. When inspectors from each of the various City departments have confirmed final approval on the field inspection card, the permit is deemed “final” and a Certificate of Occupancy may be issued as determined by LADBS.



FINAL INSPECTION

1. To be eligible for a DCR final inspection, the Licensee must provide DCR with the Certificate of Occupancy and LACDPH Public Health Permit. DCR can now conduct the final inspection. If you pass, DCR will issue your business an Operating Permit.



OPERATING PERMIT

To obtain an Operating Permit, the Licensee must:

1. Schedule and pass the Final DCR Inspection (see below) in accordance with Regulation No. 4(C) (final Inspections are conducted by DCR’s Compliance and Enforcement Division); and
2. Possess a current LACDPH Health Department Permit
3. Possess an active State License for the same commercial cannabis activities.
4. Possess a Certificate of Occupancy or Finalized Permit by LADBS for the activities conducted on the Business Premises.

Obtaining the L.A. County Health Permit

Please read below or reference the LA County Department of Public Health [Commercial Cannabis Facility Construction Requirements](#) for instructions on obtaining a Public Health Permit.

1. Fill out the [Cannabis Facility Plan Check application](#) form and make a payment for applicable fees.
 - **A plan check** is required to determine if construction plans meet local and State codes. For **plan check**, proceed to **Step 3**. If you're unsure which applies to your premises, review LA County's [Commercial Cannabis Facility Construction Requirements](#) or contact CCEP at (626) 430-5635.
2. Submit one set of detailed plans with your Plan Check application form and payment. **Please note these plans will not be returned** and plans are reviewed on a first-come, first-served basis. You can expect to be notified within 20 working days after receipt of payment if the plans have been approved. Plans should be easily readable, drawn to scale, and include:
 - A site plan including proposed cannabis and non-cannabis waste storage receptacle locations.
 - Floor plan of the entire cannabis facility, including but not limited to cannabis storage and packaging areas, janitorial areas, toilet rooms, breakrooms, locker rooms, cannabis and noncannabis waste areas, and exterior and interior doors.
 - Equipment schedule and equipment layout: listing type, quantity, dimensions, equipment make and model number, and if applicable, sanitation accreditation.
 - Manufacturer specification sheets assembled in numerical order, labeled, and numbered to match the equipment schedule.
 - Plumbing plan including details of hot and cold-water lines and waste and vent pipes.
 - Ventilation plan including make-up air and return air.
 - Finish schedule for the floors, cove base, walls, and ceilings that indicate the type of material and the surface finish. Samples may be required.
 - Reflective ceiling plan including lighting and soffits.
 - Door and window schedule including details of frame, type of material, and surface finish.

3. If plans are **approved**:
 - a. If no construction is needed, contact CCEP to request a final inspection.
 - b. For facilities undergoing construction, once it's completed, contact CCEP at least 3 working days in advance to request an inspection.
 - c. Once you pass the final inspection, proceed to Step 5.
4. If plans are **NOT approved**:
 - a. Correct plans and resubmit for review within six months. After six months, new plans and payment will be required.
5. Complete and submit the Public Health Permit [application](#), the supplemental [application](#) for cannabis businesses, and applicable fees. Once all of the above is completed and LACDPH verifies that the field conditions are met, you will be issued your Public Health Permit.

Helpful Tips

- Do not wait until your architect/consultant is hired to obtain building records for your premises. The historical information is needed to prepare your plans, so complete this process either before or while hiring a consultant.
- Hire a “permit runner” for greater efficiency and organization. This is a complex, time-consuming process that requires clearances from several agencies, each of which may have their own respective plan check processes and related fees.
- LADBS inspection appointments may be requested on the [LADBS website](#) or by phone (213) 473-3231. Note: You will need your building permit number to request an appointment.
- You cannot submit a set of plans to LACDPH until you receive the Clearance Summary Worksheet from LADBS. However, you can plan ahead by having your hired consultant prepare a separate set of plans for LACDPH, to be submitted immediately upon receiving your Worksheet from LADBS.
- Ensure that cannabis is not mentioned in any plans submitted to LADBS, as they are unable to approve plans containing such references. You must, however, specify in the work description that the project is for a cannabis-related business.

DCR Renewal Milestones Timeline

2027 Renewal Period

(9/1/2026-11/2/2026)

By the end of this renewal period either, retain an active California licensed Engineer or Architect listed on the [DCA website](#) and include their name and license # OR provide your building permit application # from LADBS in the LIC-4025-FORM.

2028 Renewal Period

(9/1/2027-10/31/2027)

By the end of this renewal period, provide a building permit application # AND in-progress [Clearance Summary Worksheet](#) required by the LA Department of Building and Safety (LADBS).

2029 Renewal Period

(9/1/2028-10/31/2028)

By the end of this renewal period, provide an active [LA County Public Health Permit](#) AND a building permit from LADBS.

2030 Renewal Period

(9/1/2029-10/31/2029)

By the end of this renewal period either, obtain an LADBS Certificate of Occupancy OR complete a final inspection with LADBS if they determine a Certificate of Occupancy is not required.

By January 1, 2031

Obtain DCR's Operating Permit by passing a final inspection and submitting an LADBS Certificate of Occupancy to DCR.*

*Businesses will require an Operating Permit after 1/1/2031 to operate. No exceptions.

This guide is for informational purposes only and does not guarantee renewal. Applicants are responsible for ensuring compliance with the Los Angeles Municipal Code, DCR's Rules and Regulations and the Rules and Regulations of any other applicable agency.