



LIC-4024-FORM

Licensee (Legal Entity Name): _____

Business Premises Location: _____

DCR Record Core No. (DCRN): _____ (example: LA-S-24-**300975**-ANN, DCRN: 300975)

Instructions: The Department of Cannabis Regulations (DCR) requires that a Business Premises Diagram be submitted with an Annual Application, renewal, or following a Notice to Correct or Notice of Violation.

Section 1 - General Instructions

Please ensure that the Business Premises Diagram meets the following requirements:

- **Clarity:** The diagram must be clearly drawn with numbers and letters in a font size large enough for dimensions, measurements, labels, street names, and notes to be legible when printed.
- **Pagination:** If submitting multiple pages, please indicate the total number of pages and their sequence (e.g., Page 1 of 3, Page 2 of 3, etc.).
- **Submittal Reference & Date:** Specify reason for submittal and submittal date. For example, *Annual License Application (May 1, 2024), License Renewal (September 15, 2024)*. If the submittal is related to an enforcement action, include the enforcement case information, such as *“Submitted per ENF-S-24-300975.01-NOV (October 1, 2024)”*

Section 2 – Application/License Information

Include the following information in the **upper right-hand corner** of the Business Premises Diagram:

- The name of the Applicant/Licensee (i.e. Legal Business Entity Name)
- The full and complete address of the Business Premises location, which may include a range of addresses and/or unit numbers. The address on the Business Premises Diagram must match the address shown on the lease. The Business Premises Diagram must reflect all address range(s) and/or units.
- DBA (if applicable)
- The six-digit DCR Core Record number
- The licensed or requested commercial cannabis activity(ies)
- The total floor area of the retail tenant space (including storage rooms, bathrooms, etc.)
- If the retail space is part of a vertically integrated operation AND the non-retail activity or activities occur in the same building, provide the floor area breakdown for each of the activities (gross floor area).

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability, and upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities

Section 3 - Business Premises Diagram Information

- Show the boundaries of the property/parcel and where the proposed premises to be licensed will be located relative to the property boundaries. If there are multiple tenants on the property, identify the portion of the parcel that is under the control of the Applicant or Licensee, including all parking and loading/unloading zones.
- Provide a reference north arrow and show streets, parking areas and identify the front entrance and exit(s) from the building.
- Provide the overall exterior dimensions of the tenant space and dimensions/measurements of all interior rooms/areas.
- Identify the areas where each commercial cannabis activity will take place and include the following, if applicable, to the business operations: storage, batch sampling, loading or unloading of shipments, packaging and labeling, customer sales, loading for deliveries, extraction, infusion, cultivation, and processing.
- Show all entrances and exits, interior partitions, walls, rooms, windows, doors, and identify limited-access areas.
- Label each room or area, including rooms or areas that serve an ancillary or secondary purpose as part of larger use on the floor plan. Ancillary refers to subordinate functional areas, such as offices, break rooms, storage, and supply closets.
- Show the location of, and assign a number to, each security camera.
- If the proposed premises consists of only a portion of a property, the diagram must label which part of the property is the proposed premises and for what purpose(s) the remaining property is used.
- If there are two or more commercial cannabis businesses within the same building, the diagram must clearly show the designated entrances and walls under the exclusive control of this Applicant or Licensee.
- Show all proposed common or shared areas of the property, including lobbies, bathrooms, hallways, and break rooms.
- Provide a legend, if necessary, to clarify symbols or uses on the diagram.