



CITY OF LOS ANGELES DEPARTMENT OF

**CANNABIS  
REGULATION**

# Crash Course: Modification Request Part 3



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# Modifications

Modifications will not be made to any record without prior written consent by DCR.

An Applicant or Licensee must submit the appropriate modification request form through the DCR Licensing Portal as well as all requested documents/ information. The Applicant or Licensee must also pay the applicable fees within 30 days of date of invoice.

After payment, DCR will approve or deny the request. DCR's determination is final.



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## Modifications - New Record Types

From June 7 to June 16, 2023, DCR disabled the Modification Request function on the DCR Licensing Portal for maintenance.

This allows DCR to update records to implement the new Annual License Application process.



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# Modifications - Legal Business Entity Record

## Ownership Changes:

- Owner(s)
- Indirect Owner(s)
- Financial Interest Holders

## Primary Personnel Changes:

- Primary Personnel
- Authorized Agent

Legal Entity Name

Doing Business As/DBA

Unique Business Identifier(s):

- BTRC
- Secretary of State



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# Modifications - Application Records

- Business Premises Diagram
- Attestations
- Indemnification Agreement
- Environmental Review Documents



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# Modifications - Relocations

## Relocation:

- Application Abandoned
  - May relocate within the same Community Plan Area (CPA) or, under certain circumstances, to another CPA.
- Temporary Approval
  - Requires new State provisional or annual license. May relocate within the same CPA or, under certain circumstances, to another CPA.
- Annual Licenses
  - Requires new State license. May relocate within the same CPA or, under certain circumstances, to another CPA. Must obtain a new Operating Permit.



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# Modifications - Require one or more New Record Types

## Entity Substitution:

- Application Abandoned
  - May refile as a new entity under certain circumstances.

## License Transfer:

- Annual Licenses may be transferred to a new entity.
  - New entity must have an “Active” Legal Business Entity Record and meet license transfer requirements.
  - New entity must obtain an Operating Permit before using the Annual License.

Still have questions, or if think  
of more later, join us for  
Q&A Virtual Lunch

**RSVP link:**

<https://lacity.us4.list-manage.com/track/click?u=e9597916338dc914165b2d760&id=48afaae1ca&e=a4669f9ad5>

**Zoom link:**

<https://lacity.us4.list-manage.com/track/click?u=e9597916338dc914165b2d760&id=16bcb65096&e=a4669f9ad5>

**Livestream link:**

<https://cannabis.lacity.gov/events>

# DCR Virtual Lunch

## MENU

### QUESTIONS

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RSVP now to submit your own

### ANSWERS

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Assistant Executive Director  
Jason Killeen tells all

WEDNESDAY

JUNE 14 12:00PM



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**THANK YOU FOR YOUR ATTENDANCE!**  
**Crash Course: Modification Requests**