



LIC-4021-FORM

Applicant Entity Name: \_\_\_\_\_

Business Premises Location: \_\_\_\_\_

DCR Record No. \_\_\_\_\_

Person in Charge / Manager \_\_\_\_\_ Phone No. \_\_\_\_\_

**Instructions:** Please review the following items to confirm that the Business Premises is ready for inspection. Any pre-existing deficiencies should be corrected before DCR conducts the Initial Inspection of the Business Premises. This form must be attached to the email requesting to schedule an Initial Inspection.

I hereby attest that the items identified below have been completed and are ready for the Business Premises Initial Inspection:

**A. Business Premises:**

1. All entry points to the Business Premises are accurately reflected on the Business Premises Diagram.
2. All interior doorways, rooms, and walkways are accurately reflected on the Business Premises Diagram.
3. Changes were made to the Business Premises Diagram initially submitted to DCR, and these changes received written approval from DCR.
4. The property and all associated parking under the control of the Licensee and any sidewalk/alley are well maintained and kept free of obstruction, trash, litter and debris.

**B. Security and Video Surveillance System:**

1. Licensee has hired/contracted security personnel, who are not employees of the Licensee, to provide security services.  
Name of Security Company: \_\_\_\_\_
2. Limited-access areas are securely locked utilizing commercial-grade, nonresidential door locks, including points of entry and exit to the Business Premises.
3. Licensee has a functioning alarm system which is permitted by LAPD, and alarm information is provided upon request if not displayed.  
LAPD Permit Alarm No.: \_\_\_\_\_

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

Initial Inspection Attestation

4. The Business Premises has a digital video surveillance system with a minimum camera resolution of 1280 × 720 pixels with each camera permanently mounted and in a fixed location.
5. Video surveillance cameras record 24 hours per day. The storage device for the recordings is secured in a manner to prevent tampering or theft. Surveillance recordings are kept for a minimum of 90 days.
6. All entrances and exits to the Business Premises are recorded by the video surveillance system from both the indoor and outdoor vantage points.
7. All limited access areas, including security rooms, areas of storage, etc., are recorded by the video surveillance system from both interior and exterior.
8. If applicable, point-of-sale areas and areas where cannabis goods are displayed for sale are recorded by the video surveillance system.

**C. Administrative**

1. There is an electronic age verification device to determine the age of any individual attempting to purchase Cannabis goods. (Businesses with on-site retail sales only.)
2. No portion of the Business Premises has been sublet without written approval from DCR.
3. A records retention system is in place.
4. A Track and Trace Inventory system is in place.
5. Procedures are in place to notify DCR within 24 hours of any of the following:
  - a. Inventory discrepancy
  - b. Suspicion of theft/loss
  - c. Suspicion of change or alteration of records
  - d. Suspicion of any breach in security
6. Management or person(s) in charge grant DCR inspectors unrestricted access to Business Premises to conduct the inspection. No Licensee, agent or employees shall interfere with, obstruct, or impede DCR's inspection.

---

<i>Name</i>	<i>Title/Role</i>	<i>Signature</i>	<i>Date</i>
-------------	-------------------	------------------	-------------

**Signature instructions:** This form requires a signature from the Authorized Agent designated on the Authorized Agent Acknowledgement (LIC-4009-FORM), an Owner, or a manager or person-in-charge employed at the Business Premises.