



## INFORMATION AND PROCEDURE BULLETIN

LIC-4004-IPB

September 17, 2020

### APPLICATION MODIFICATION PROCEDURE: BUSINESS PREMISES RELOCATION

Los Angeles Municipal Code (LAMC) Section 104.03(e) prohibits Applicants or Licensees from making modifications to an Application or License without obtaining prior written approval from the Department of Cannabis Regulation (DCR). Requests to modify Applications or Licenses must be submitted to DCR using the modification request forms provided by DCR. DCR will review the request to determine if the modification is eligible for further consideration before effectuating any changes to the Application record.

This bulletin, in conjunction with the Application Modification: Business Premises Relocation Workflow ([LIC-4004-WF](#)), provides the information, procedure and requirements for an Applicant or Licensee to request a modification to relocate the Business Premises associated with an Application or License<sup>1</sup>.

#### Overview of Responsibilities

##### Applicant Responsibilities:

- Complete and submit the “Application Modification Request Cover Page” and the “Application Modification Request: Business Premises Relocation Form”.
- Provide notarized signatures from the Individuals who are, or represent, the majority ownership.
- Verify that the proposed Business Premises location complies with zoning requirements and sensitive use restrictions.
- Pay the Modification Request Form Review Fee.
- Pay the Business Premises Relocation Fee after DCR determines that the request is eligible for further consideration.
- Submit documents as requested by DCR via Accela.
- [Follow the procedure in the Temporary Approval Information and Procedure Bulletin.]

##### DCR Actions:

- Issue invoice for the Modification Request Form Review Fee and any other fees associated with the application modification request(s).
- Review the modification request including all submitted materials and communicate to the Applicant whether the request can be processed.
- Verify that proposed Business Premises location complies with zoning requirements and sensitive use restrictions.
- Verify that the Applicant has site control.
- Update the Application record with the new Business Premises location as the primary Business Premises address.

<sup>1</sup> This document is intended to serve as an informational guide only. It does not replace or supersede the Los Angeles Municipal Code and does not constitute legal advice. This document is subject to change and may not constitute the most up-to-date or complete information. Applicants are encouraged to conduct their own due diligence and research to ensure that they are in compliance with all legal requirements.

### Forms Associated with the Relocation Request Review Process:

- Application Modification Request Cover Page ([LIC-4001-MOD](#))
- Application Modification Request Business Premises Relocation Form ("[Relocation Form](#)" [LIC-4002-FORM](#))
- Landowner Attestation ([LIC-4007-FORM](#))
- Radius Map Attestation ([LIC-4009-FORM](#))

### Documents Required:

- Business Premises Diagram
- Dated Radius Map
- Executed Lease Agreement or Property Deed
- Site Plan

### Instructions for the Application Modification Process for Business Premises Relocation:

1. **Complete the Application Modification Forms.** The Applicant completes the Application Modification Request Cover Page ([LIC-4001-MOD](#)) and the Application Modification Request Business Premises Relocation Form ("[Relocation Form](#)" [LIC-4002-FORM](#)). A majority Owner, or a sufficient number of Owners to constitute a majority ownership of the Applicant/Licensee, must submit a notarized signature(s). Please make copies of the notary acknowledgement page and provide the total number of pages on the lower right-hand corner of the page.
2. **Log Into Accela and Upload the Modification Forms:** The Applicant logs into his/her/its Accela account to upload the forms.
3. **Modification Request Review Fee Invoice:** DCR will prepare and issue an invoice for the Modification Request Review Fee that must be paid within 10 days of the date of issuance. When the invoice is generated, the Applicant will receive a notification from [dcrlicensing@lacity.org](mailto:dcrlicensing@lacity.org). The invoice will be located in the "Documents" section of the Accela record. Payments must be submitted to the Office of Finance. Please visit the Office of Finance [website](#) for information related to business hours, locations, and payment methods. If the invoice is not paid within 10 days of its issuance, the request will be deemed abandoned.
4. **Business Premises Relocation Invoice:** DCR reviews the relocation request to determine if it is eligible for further consideration. If DCR determines that the request cannot be processed, it will inform the Applicant. DCR's determination that a request cannot be processed is final and not appealable. If DCR determines that the request is eligible for further consideration, it will issue an invoice for the Business Premises Relocation Fee that must be paid within 10 days of the date of issuance. When the invoice is generated, the Applicant will receive a notification from [dcrlicensing@lacity.org](mailto:dcrlicensing@lacity.org). The invoice will be located in the "Documents" section of the Accela record. Payments must be submitted to the Office of Finance. Please visit the Office of Finance [website](#) for information related to business hours, locations, and payment methods. If the invoice is not paid within 10 days of its issuance, the request will be deemed abandoned. Please note that the Modification Request Review Fee is not refundable and cannot be applied to a subsequent modification request.

5. **Document Submittal:** The Applicant submits the following forms and documents via Accela:

Forms:

- Landowner Attestation ([LIC-4007-FORM](#))
- Radius Map Attestation ([LIC-4009-FORM](#))

Documents Required:

- Business Premises Diagram
- Dated Radius Map
- Executed Lease Agreement or Property Deed
- Site Plan

6. **State License:** The Applicant applies for licensure from the applicable state licensing authority for the new Business Premises location.

7. **DCR Review.** DCR reviews all submitted materials for completeness and communicates any deficiencies to the Applicant. If an Applicant uploads additional required information for review, a subsequent invoice for the additional review and/or modification fee will be issued by DCR.

a. **Certificate of Occupancy.** It is strongly recommended that the Applicant verify the occupancy/use of the Business Premises with the Department of Building and Safety (LADBS) early in the process. The process may take several months to complete if LADBS determines that a permit is required to change the existing use of the Business Premises.

b. **LAFD Permit.** Cultivation and Manufacturing Commercial Cannabis Activities may require a permit from the Los Angeles Fire Department. Please contact the Fire Development Services Unit <https://www.lafd.org/cannabis> to determine whether a permit is required.

8. **DCR Updates the Accela Record.** DCR adds the new Business Premises location as the primary location for the business and notifies the Owner(s) that the location has been changed in DCR's records.

9. **Next Steps:** Please refer to the Temporary Approval Information and Procedure Bulletin (LIC-4003-IPB) for information about the Temporary Approval process. Please note that some of the documents and forms required in this or in other processes may not need to be resubmitted in later processes.

Questions regarding these procedures may be referred to [dcrlicensing@licity.org](mailto:dcrlicensing@licity.org).