



## COMMERCIAL CANNABIS INSPECTION CHECKLIST

Initial Inspection     Annual Inspection     Re-Inspection

Business Type:     Cultivation     Manufacturing     Distribution     Retail     Testing Lab

<input type="checkbox"/> <b>Class A</b> Up to 5,000 sq. ft. at canopy	<input type="checkbox"/> <b>Class B</b> Up to 10,000 sq. ft. at canopy	<input type="checkbox"/> <b>Class C</b> Up to 22,000 sq. ft. at canopy	<input type="checkbox"/> <b>Nursery</b> For seeds, clones, and immature plants only
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Storefront     Delivery     Packaging/labeling     Infusions/Extractions     MicroBusiness (must be at least 3 types)

Applicants may use this checklist in preparation for inspections conducted by the City of Richmond Code Enforcement division. Items that do not pass inspection may require Code Enforcement to conduct an additional inspection for which an additional inspection fee will be charged pursuant to the Richmond Municipal Code’s Master Fee schedule.

**Management or person(s) in charge shall grant City inspectors unrestricted access to business premises to conduct the inspection. No permittee, agent, employee, or licensee shall interfere with, obstruct, or impede City inspections.**

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

Entity Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_

### A. Business Premises:

- All entry points to the business premises are accurately reflected on the Business Premises Diagram.
- All interior doorways, rooms, and walkways are accurately reflected on the Business Premises Diagram.
- The business premises is properly ventilated, and the exhaust air is filtered to neutralize the odor from the business premises so that the odor cannot be smelled from the exterior.
- The property and all associated parking under the control of the permittee and any sidewalk/alley are maintained and kept free of obstruction, trash, litter, and debris.
- All exterior portions of the business premises are adequately illuminated in the evening.

Additional Notes: \_\_\_\_\_  
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\_\_\_\_\_

### B. Security and Video Surveillance System:

- Secure Storage: All cannabis and cannabis products shall be stored on-site in structures that are completely enclosed, in a locked vault or safe that is not bolted to the floor, or in any other secured storage structure. No off-site storage is allowed.
- Permittee has hired/contracted security personnel, who are not employees of the permittee, to provide security services.
- All security personnel are in compliance with State requirements and the permittee has provided documents with the number, location, and hours of security guards.
- Limited-access areas are securely locked utilizing commercial-grade, nonresidential door locks, including points of entry and exit to the business premises.
- Permittee has a functioning alarm system which is permitted by the Richmond Police Department, and alarm information is provided upon request if not displayed.
- The business premises has a digital video surveillance system with a minimum camera resolution of 1280 x 720 pixels with each camera permanently mounted and in a fixed location and must be always monitored.
- Video surveillance cameras record 24 hours per day with a minimum of 15 frames per second. The storage device for the recordings is stored in a manner to prevent tampering or theft. Surveillance recordings are kept for a minimum of 90 days.
- All entrances and exits to the business premises are recorded by the video surveillance system from both the indoor and outdoor vantage points.



- \_\_\_ All limited access areas, including security rooms, areas of storage, etc., are recorded by video surveillance system from both interior and exterior.
- \_\_\_ If applicable, point-of-sale areas and areas where cannabis goods are displayed for sale are recorded by the video surveillance system.
- \_\_\_ All security operations comply with the security plan submitted to Zoning Administrator and Code Enforcement. Permittee must include in the security plan a theft prevention plan including a detailed description of all surveillance and video equipment location and coverage of cameras and how law enforcement or their representatives will be given real time and stored access.

Additional Notes: \_\_\_\_\_  
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\_\_\_\_\_

**C. Administrative:**

- \_\_\_ The commercial cannabis activities onsite are consistent with the Commercial Cannabis activity on the application.
- \_\_\_ There are no alcohol or tobacco products on the business premises, outdoor speakers, pool/billiard tables, dart games, video games, etc.
- \_\_\_ All licenses, permits, and certificates (City, County, and State, etc.) are prominently displayed onsite where they can be viewed by State and local agency staff.
- \_\_\_ All agents, officers, or other persons acting for or employed by the permittee have a laminated or plastic-coated identification badge displayed on their person which identifies the business name and the employee's name and identification number, and a color photograph of the employee.
- \_\_\_ Age restrictions – Employees or persons retained by the permittee to work within or on a permitted premises or to handle cannabis goods shall at least be 21 years of age, no customers allowed.
- \_\_\_ No customer under the age of 21 shall be allowed at an adult-use cannabis business and no person under the age of 18 shall be allowed at a medicinal cannabis business.
- \_\_\_ No portion of the business premises has been sublet without written approval from Zoning Administrator.
- \_\_\_ A record's retention system is in place.
- \_\_\_ A Track and Trace Inventory system is in place.
- \_\_\_ Management or person(s) in charge grant City inspectors unrestricted access to business premises to conduct the inspection. No permittee, agent, employee, or licensee shall interfere with, obstruct, or impede City inspections.

Additional Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR CITY OF RICHMOND OFFICE USE ONLY**

**Code Enforcement Officer:** \_\_\_\_\_

**PASS** \_\_\_ **FAIL** \_\_\_ **OTHER** \_\_\_ **RE-INSPECTION REQUIRED** \_\_\_

**Final Notes:** \_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

Disclosure Statement for Limited Liability Companies

Whenever the owner of a property or the applicant for a City permit or license is a limited liability company (“LLC”), the LLC shall provide the City with the names and business addresses of any and all shareholders, directors, officers, members, managers, other authorized persons, partners, and “Beneficial Owners” of the applying LLC. A Beneficial Owner is any person or entity who: (1) exercises substantial control over the applying LLC; (2) owns 25% or more of the interest in the applying LLC; or (3) receives substantial economic benefits from the assets of the applying LLC. If any LLC shareholder, director, officer, member, manager, other authorized person, partner, or Beneficial Owner is itself an LLC or other business entity, the names and business addresses must also be provided for any and all shareholders, directors, officers, members, managers, other authorized persons, partners, and Beneficial Owners of that LLC or other business entity all the way up through each entity in the organizational chart until ultimate ownership by individual people is disclosed.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Check this box if additional ownership information is attached to this Disclosure Statement.

In signing this Disclosure Statement, I represent that the information submitted in this Disclosure Statement, and any attachments, is true and correct.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_