

Change Use/New Space/Shared Space Checklist

Per 19 CSR 100-1.030(3)(A), licensees must request and pass a commencement inspection before they may do any of the following:

- Begin operations under a new license or certification or new location.
- Occupy or utilize new space for which the licensee has not previously received approval to operate, including vehicles.
- Share space with another licensee.
- Change the use of spaces.
- In the case of microbusiness wholesale facilities, begin cultivating or manufacturing where that activity was not already approved after inspection

This checklist is for the purpose of submitting a commencement inspection request to occupy new space, share space with another licensee, or change use of a space. The checklist must be completed in its entirety to be accepted by the Division of Cannabis Regulation (DCR). If an area is not applicable to the licensee, please denote not applicable in the file name/page section. All documentation referenced in this checklist must be submitted with the request.

Submit this checklist along with the Commencement Inspection Request and blueprints of the facility to:
CannabisCompliance@health.mo.gov. Subject: [Licensee Number] Commencement Inspection Request.

If the file size of documents does not allow for email sharing, request a file share link from the licensee's facility specialist.

LICENSEE/APPLICANT INFORMATION

LICENSEE ENTITY LEGAL NAME	LICENSE NUMBER
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Facilities Generally

This section is required for any change involving construction.

Rule Citation	Documentation	File Name/Page #	Received-Not Received-N/A (DCR STAFF USE ONLY)
19 CSR 100-1.100(4)(C)	Certificate of Occupancy		
19 CSR 100-1.100(4)(C)	Construction/Building Permit		
19 CSR 100-1.100(4)(C)	Fire Alarm Inspection		
19 CSR 100-1.100(4)(C)	Fire Suppression System Inspection		
19 CSR 100-1.100(4)(C)	Backflow Inspection		
19 CSR 100-1.100(4)(C)	Storm Water Permit		
19 CSR 100-1.100(4)(J)	Odor Mitigation Plan		

Facility Security

This section is required for any changes to security measures. For example, camera coverage, controlled access, and/or manual silent alarms.

Rule Citation	Documentation	File Name/Page #	Received-Not Received-N/A (DCR STAFF USE ONLY)
19 CSR 100-1.090(1)	Security of marijuana product and the facility		
19 CSR 100-1.090(1)(C)3.A-G	Camera names and locations within the facility		

Facility Employee Training

This section is required for any new SOPs/training related to the commencement inspection.

19 CSR 100-1.080(1)(F)	SOP and training materials/records for any new processes related to the request		
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Cultivation Facilities

This section is required for any changes to cultivation practices.

19 CSR 100-1.160(2)(A)	Select all that apply: ☐ Indoor cultivation ☐ Outdoor cultivation ☐ Greenhouse cultivation	If combination of plant count and square footage, please list ratio.	
19 CSR 100-1.160(2)(A)1-6	Cultivation practices		

Transportation

This section is required for requests to occupy or utilize a new vehicle.

Rule Citation	Documentation Needed	File Name/Page #	Received-Not Received-N/A (DCR STAFF USE ONLY)
19 CSR 100-1.140(4)	Make/Model/Year/VIN		
19 CSR 100-1.140(4)	Proof of insurance/registration		
19 CSR 100-1.140(4)(F)3	Documentation showing data storage capabilities		

Shared Space

This section is required if the license will be sharing this space with other licensees.

19 CSR 100-1.030(3)(A)3.B	Written explanation of operations for each shared space for each licensee using the space		
19 CSR 100-1.030(3)(A)3.D	Copies of agreements between licensees concerning respective roles and acknowledgment that all licensees sharing spaces are responsible for compliance. If applicable, provide documentation that previous agreements are no longer effective		

DCR STAFF USE ONLY – Virtual Inspection

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