

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 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 or applicable.

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		

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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Environmental Controls

List the file name(s) and page number(s) of the SOP(s) that cover(s) the areas below.

Rule Citation	Documentation Needed	File Name/Page #	Received-Not Received-N/A (DCR STAFF USE ONLY)
19 CSR 100-1.100(4)(L)3.A	In all areas of the facility where marijuana is or will be present, floors, walls, and ceilings made of smooth, hard surfaces that are easily cleaned		
19 CSR 100-1.100(4)(L)3.B	Temperature and humidity controls		
19 CSR 100-1.100(4)(L)3.C	A system for monitoring environmental conditions		
19 CSR 100-1.100(4)(L)3.D	A system for cleaning and sanitizing rooms and equipment		
19 CSR 100-1.100(4)(L)3.E	A system for maintaining any equipment used to control sanitary conditions		
19 CSR 100-1.100(4)(L)3.F	An air supply is filtered through high-efficiency particulate air filters under positive pressure		

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 there is a combination of plant count and square footage, please list ratio.	
19 CSR 100-1.160(2)(A)1-6	Cultivation practices		
19 CSR 100-1.160(2)(B)	Does the current odor control plan and associated certification remain sufficient to mitigate all odors after the proposed changes? ☐ Yes ☐ No If no, provide an updated odor control plan and certification.		

Manufacturing Facilities

This section is required for any changes to a manufacturing space.

List the file name and page number of the SOP(s) that covers the areas below

Rule Citation	Documentation Needed	File Name/Page #	Received-Not Received-N/A (DCR STAFF USE ONLY)
19 CSR 100-1.170(2)(A)	Does the current odor control plan and associated certification remain sufficient to mitigate all odors after the proposed changes? ☐ Yes ☐ No If no, provide an updated odor control plan and certification.		

19 CSR 100-1.170(2)(C)	Food and safety standards per 19 CSR 20 or any other relevant statutes		
19 CSR 100-1.170(2)(D)	SOPs for volatile solvents, including air handling systems and controls to minimize risk		
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.		
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