

Laboratory Premises Plan Checklist

A complete premises plan must include all the following:

Overview Map

A map which shows the property from an aerial perspective. This can be completed using a satellite view from an online mapping tool. [Click here to view a sample overview map.](#)
333-333-4000

- Ensure that this map captures nearby roads and neighboring structures
- Identify unlicensed buildings that exist on the same tax lot
- Highlight or outline the area that will become your licensed premises. If it is located within a larger building, do your best to accurately capture its shape and location

Licensed Premises Floorplan

Create a scaled floorplan of the premises you are applying to have licensed. Identify all walls, doors, and windows. [Click here to view a sample overview map.](#)
333-333-4000

- Identification of camera locations (please show the direction the cameras are pointed)

A licensed premises must have camera coverage for: [333-333-4630](tel:333-333-4630)

- All points of ingress and egress into the building. Windows located on the first floor are considered points of ingress and egress.
 - All points of ingress and egress to rooms where psilocybin is stored, produced, or disposed of.
 - All areas where psilocybin products are stored.
 - All areas containing psilocybin waste.
- Define the boundaries of the portion of your premises you would like to be licensed
- Identify any areas within your premises or adjacent to the premises that will remain unlicensed

- Identify any limited access areas [333-333-1010 \(43\)](#)

- Identify where psilocybin products will be stored within the limited access area. Label the safe or locked refrigerator and indicate if the door to the limited access area will be steel [333-333-4510](#)

- Identify where psilocybin products will be disposed of and rendered unusable [333-333-8000](#)

These following items are not required, but would improve review efficiency:

- Label every room in your plan

- Identify the location of the motion sensors

- If working with solvents; show the location of eye-wash station and shower [333-333-2070 \(](#)

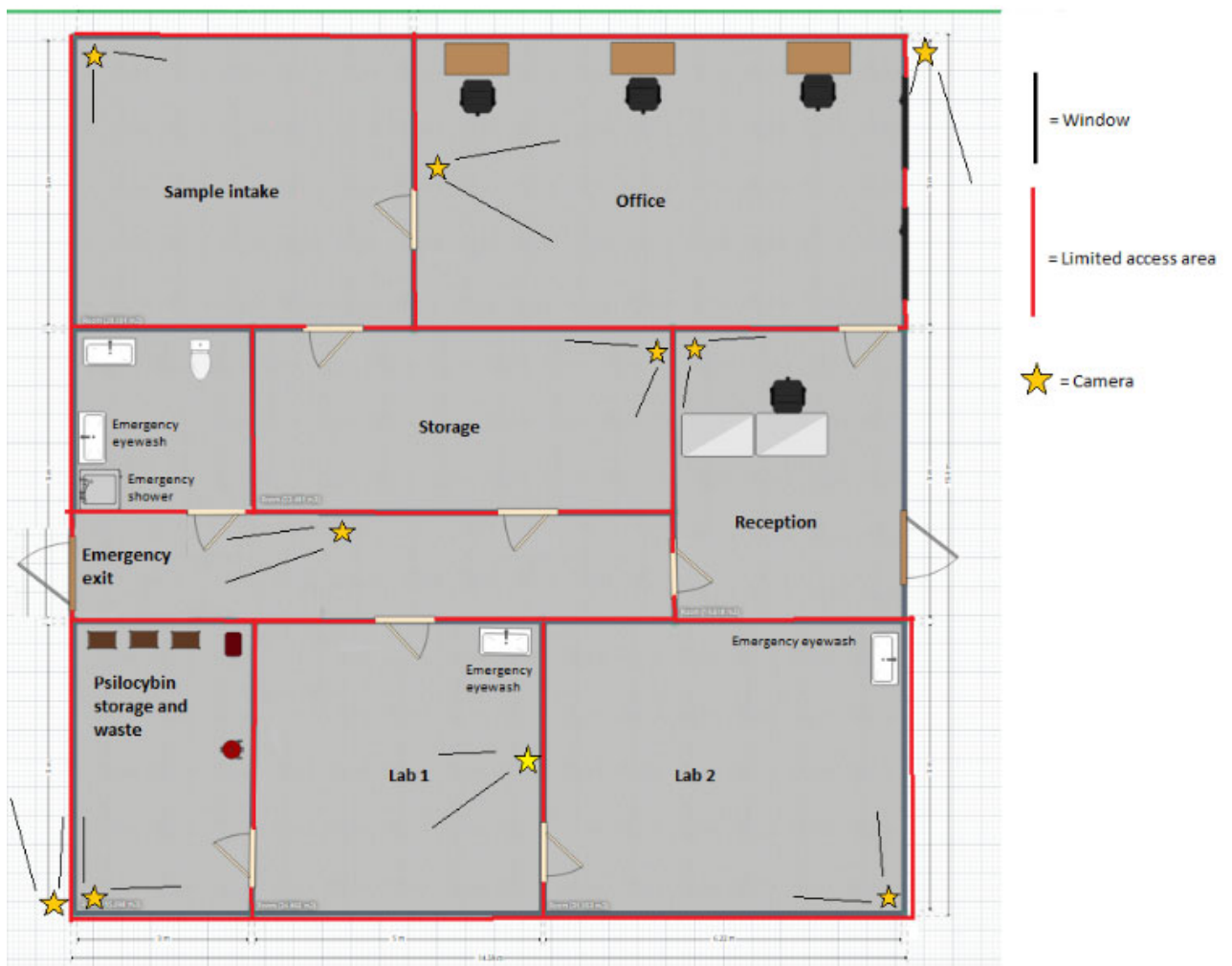
- Label the location of your potable water source [333-333-2070](#)

Please try to avoid crowding your premises plan with additional items that are not suggested in this document. Please remove labels and markings that are unrelated to the required items above.

Sample Testing Laboratory Site Plan

Below is a reference of what a site plan and overview map might look like for a testing center applicant. Keep in mind that appearances and labeling approaches will vary between every applicant. Some plans will be made using software, while others might be hand drawn. What is important is that a premises plan is neat, clear, and meets the requirements noted above.

Testing Lab Floorplan Example



Overview Map Example

