

Manufacturer 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. [See below for a sample overview map.](#)

- ☐ 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 is the proposed 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. Show all walls, doors, and windows. [See below for a sample licensed premises site plan.](#)

- ☐ 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, produced, or worked with.
 - All areas containing psilocybin waste.
- ☐ Identify any unlicensed areas featured on your map
- ☐ Define the boundaries of the licensed parts of the premises and map
- ☐ Identify any limited access areas [333-333-1010](tel:333-333-1010)

- ☐ Identify where psilocybin products will be stored within the limited access area. If you are using a safe or locked refrigerator for product storage, please identify the location of these units. If you are using a steel door for your limited access area, please note and label the steel door. [333-333-4510](tel:333-333-4510)
- ☐ Identify where psilocybin products will be disposed of and rendered unusable [333-333-8000](tel:333-333-8000)

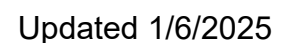
The following items are not required, but would improve review efficiency:

- ☐ Label every room in the plan
- ☐ If working with solvents; show the location of eye-wash station and shower [333-333-2070](tel:333-333-2070)
- ☐ Label the location of the potable water source and handwashing station [333-333-2070](tel:333-333-2070)
- ☐ Identify the location of the motion sensors and panic buttons
- ☐ Indicate where any Equipment used for processing your product will be located

- Please avoid crowding the 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.
- ☐

Below is a reference of what a site plan and overview map might look like for a manufacturing 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.

- The camera icons are pointed in the direction the camera faces
- The thicker black outline marks the boundaries for licensed premises
- Often times manufacturers will have their entire premises be a “limited access area”



Overview Map Example

