

Premises Plan Checklist

Purpose

Manufacturer, service center, and laboratory license applicants must submit a premises plan with their license application. In addition, licensees must submit a premises plan when a licensee wishes to change the location of the licensed premises. This checklist outlines the required elements of a premises plan per [OAR Chapter 333, Division 333](#).

Premise Plan Requirements

A premises plan must include the following:

- ✓ A map or sketch of the proposed license premises, including the boundaries of the licensed premises relative to its location
 - For service center applicants whose proposed licensed premises includes outdoor administration areas, a detailed description of the outdoor administration areas including their location and verification that the area is free from hazards as required by OAR 333-333-5210
- ✓ Identification of any unlicensed areas within the building where the licensed premises is located including suite numbers if applicable
- ✓ Identification of any residence or other unlicensed structures located on the same tax lot as the premises proposed to be licensed
- ✓ A scaled floor plan identifying all points of ingress and egress
- ✓ Identification of limited access areas
- ✓ Identification of client administration areas
- ✓ Identification of areas where psilocybin products will be stored within the licensed premises
- ✓ Identification of camera locations
 - A licensed premises must have camera coverage for:
 - All points of ingress and egress to and from indoor areas of the licensed premises, unless those points are located within a client administration area
 - All areas where psilocybin products are stored or produced
 - All areas where psilocybin waste is required to be stored, destroyed, or rendered unusable as required by OAR 333-333-8000

References

OAR 333-333-4000 Application Process

OAR 333-333-4300 Licensed Premises Location Requirements

OAR 333-333-4630 Required Camera Coverage and Camera Placement