

Service Center 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.](#)

[333-333-4000](tel:333-333-4000)

- ☐ Ensure that this map captures nearby roads and neighboring structures
- ☐ Identify unlicensed buildings that exist on the same tax lot (and their use, if known)
- ☐ Highlight or outline the area that is your 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. Identify all walls, doors, and windows. For licensed outdoor areas identify all barriers, including fences and gates. [See below for a sample of a licensed premises site plan.](#)

[333-333-4000](tel: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.
- ☐ Identify the licensed portion of the premises (must contiguous)
- ☐ Identify any unlicensed areas within or adjacent to the proposed premises
- ☐ Identify all client administration areas

- ☐ 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 unfit for human consumption.

[333-333-8000](tel:333-333-8000)

- ☐ For service center applicants whose proposed licensed premises includes outdoor administration areas, please include a detailed description of the outdoor administration areas including their boundaries and verification that the area is free from hazards.

[333-333-5210](tel:333-333-5210).

- ☐ Identify location of restrooms.

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

- ☐ Label every room in the plan with its planned use
- ☐ Identify the location of the motion sensors and panic buttons
- ☐ 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.

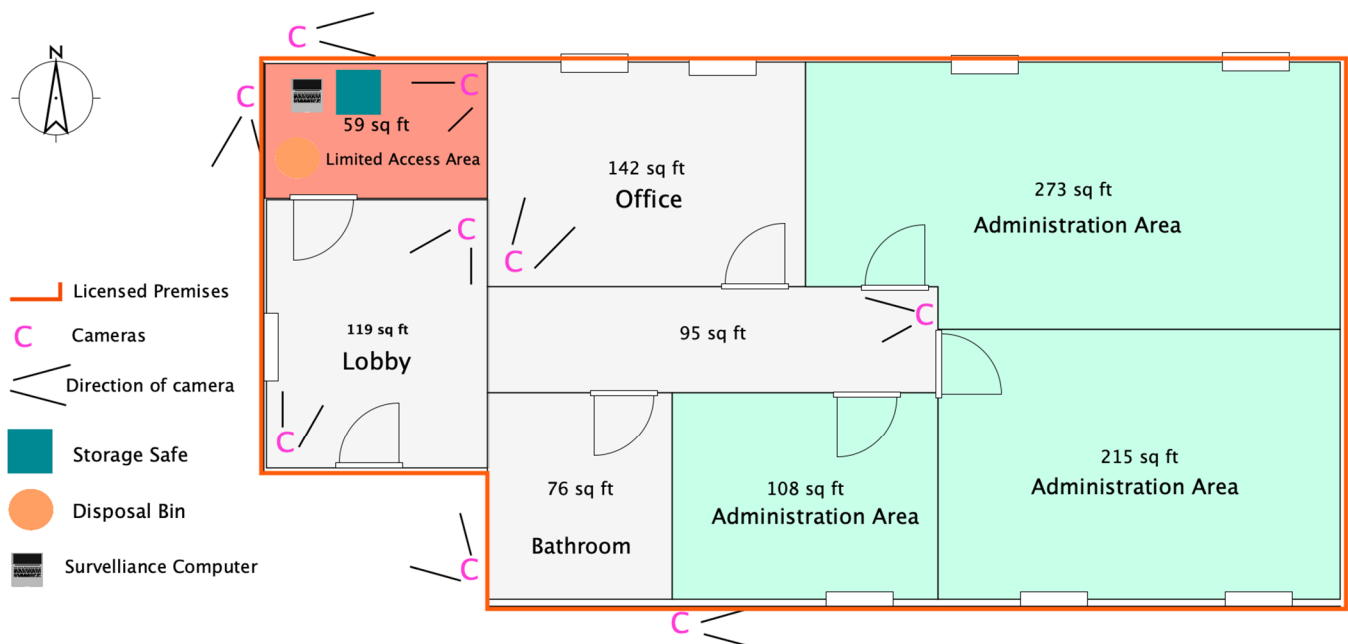
Please consider the following technical assistance:

- ✓ Surveillance cameras cannot be installed in administration areas
- ✓ If the premises has a shared space/lobby with a neighboring business, please clearly label that area as being unlicensed and shared
- ✓ Open stairwells are not allowed in administration areas, without substantial mitigation

Sample Service Center Site Plan

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

Service Center Floorplan Example



Overview Map Example

