



Illinois Department of Financial and Professional Regulation
Division of Professional Regulation

Medical and Adult Use Cannabis
REQUEST FOR INSPECTION TO APPROVE
PROPOSED DISPENSARY BUILDING AND SITE

1. BUSINESS NAME	2. ADULT USE LICENSE No.: 284-	3. MEDICAL REGISTRATION No.: 280-	4. MEDICAL CANNABIS DISTRICT NUMBER:
5. PHYSICAL ADDRESS OF PROPOSED DISPENSARY		6. CITY	7. ZIP CODE

Pursuant to 68 Ill. Admin. Code §1291.220(h) prior to operating at a new location, a dispensing organization must request and pass a compliance inspection by the Department of Financial and Professional Regulation, Division of Professional Regulation, Cannabis Control (“Department”). A dispensing organization must use this form to request an inspection. 68 Ill. Admin. Code §1291.220(h). The Department shall schedule the inspection within 10 business days of receiving this form.

Please indicate the first date that you expect to be ready for a Department inspection: _____

Please provide the e-mail address of the person the Department should contact to schedule an inspection: _____

Please provide the login information necessary for the Department to access the dispensary’s surveillance systems, including links, usernames, and passwords:

You can share this document securely by using the state’s secure transfer site at <https://filet.illinois.gov/filet/pimupload.asp> and directing the e-mail to FPR.CannabisAdministration@Illinois.gov with the subject line “Request for Inspection.”

Please read and follow the below listed instructions to assist the Department in performing a final inspection more expeditiously:

- Ensure all construction is complete and signage is posted before the Department’s inspection.
- Ensure required purchaser education materials are present.
- Have a copy of the Operations Manual on site.
- Place security systems in test mode before the Department arrives for its inspection and prepare your security team to conduct a full test of all holdup and panic alarms, motion sensors, and duress codes.
- Take pictures during construction of the reinforced vault to demonstrate to inspectors the reinforced vault meets department specifications.
- Have someone on site that can access the electronic daily vault log.
- Know the maximum occupancy of your Public Access Area and Limited Access Area.
- Know the date and time for your weekly destruction and the location where destructions will take place.

If construction is not going to be complete by the date of the scheduled inspection, contact the Department to reschedule. If the Department performs an inspection and finds the site is not compliant with each of the elements on the checklist, it may require follow up actions before approval. In some cases, the Department will need to visit the site a second time to confirm compliance. Some specific issues that will require an additional on-site inspection are:

- Security alarm systems and devices (including, but not limited to, hold up and panic alarms, and motion detectors) must be operational and pass testing in the presence of an inspector;
- The electronic vault entry log must be operational and demonstrated in the presence of an inspector; and
- The dispensary must have electronic door locks on limited or restricted access areas OR a series of devices to detect unauthorized intrusion (door locks that are easily breached with minimal force will not be accepted)

Other items on the checklist that are non-compliant may require an additional on-site inspection or, alternatively, require the dispensary to follow up via correspondence or photographic evidence. Such items may include, but not be limited to, e-mailing pictures of a new camera angle requested by the Department or adding a door contact alarm to an exterior or vault door.