



Illinois Department of Financial and Professional Regulation
Division of Professional Regulation

Medical and Adult Use Cannabis
Request for Proposed Building
and Site Conditional Approval

1. BUSINESS NAME	2. ADULT USE LICENSE No.: 284-	3. MEDICAL REGISTRATION No.: 280-	4. MEDICAL CANNABIS DISTRICT NUMBER:
5. PHYSICAL ADDRESS OF CURRENT DISPENSARY		6. CITY	7. ZIP CODE
8. PHYSICAL ADDRESS OF PROPOSED DISPENSARY		9. CITY	10. ZIP CODE

An Early Approval Adult Use Dispensing Organization holding a valid license issued under Section 15-15 of the Cannabis Regulation and Tax Act (“Act”) 410 ILCS 705 (commonly referred to as a “Same Site License”) that has received approval from the Illinois Department of Financial and Professional Regulation (“Department”) to re-locate a Same Site License may apply to the Department to approve a new dispensary and to change the location of both the Same Site License and the associated medical cannabis dispensing organization registration using this form.

When submitting this form, applicants must follow the below procedures:

1. Submit this form and mandatory exhibits using the state’s secure file transfer site at <https://filet.illinois.gov/filet/pimupload.asp> and direct the e-mail to FPR.CannabisAdministration@Illinois.gov with the subject line “Same Site Relocation Request”
2. Each exhibit must be sent as a separate readable PDF document and each document must be named as the exhibit letter (i.e. “Exhibit A,” “Exhibit B,” etc.)

Mandatory Exhibits

Exhibit A – Notice of Proper Zoning Form and Documentation

In addition to the Notice of Proper Zoning Form signed by the local jurisdiction, provide documentation of one of the following:

- Zoning approval;
- Conditional approval; or
- Status of a request for zoning approval from the local zoning office.

Exhibit B – Building Approval

The applicant must also submit one of the following:

- Proof of building or land ownership;
- A contract demonstrating that the sale of a building to the applicant is conditional upon preliminary approval of the location by the Department or
- A written statement from the property owner or landlord certifying consent that the organization may operate a dispensary on the premises and a copy of the lease.

Exhibit C – Floor Plan

Provide a copy of the floor plan drawn to scale of the dispensary building. The floor plan must demonstrate compliance with all adult use and medical cannabis laws and regulations, and shall at a minimum show and identify:

1. A description of the air treatment system used to reduce odors
2. Locations of all holdup, panic, glass break sensors, and motion detectors
3. Locations of all cameras
4. A map denoting general, limited, and restricted access areas
5. Locations of P.O.S. systems
6. Purchaser ID verification locations
7. A description of any pass-through drawers in-and-out of a vault or a day-time storage area
8. Location for receiving a cannabis delivery
9. Location for performing a destruction
10. A title for each of the rooms and closets in the dispensary
11. The location of the private patient consultation area

Exhibit D – Bond or Escrow Account Information

Provide evidence of compliance with the requirement to establish and maintain an escrow account or surety bond in the amount of \$50,000, with terms approved by the Department.

Exhibit E – Request for Approval to Seek Dispensary Location Change Form

A copy of the "Request for Approval to Seek Dispensary Location Change" Form signed and approved by the Department.

Following the submission of the mandatory documents and receipt of the application fee, the Department will review the documentation and (1) request additional information to which the applicant must respond before approval of the new location can be made, or (2) issue the applicant a conditional approval to re-locate to the proposed site. An applicant may begin the build out of the location before receiving conditional approval, however, if doing so, the applicant proceeds at their risk that the Department may deny the application or may suggest amendments to the floor plan to increase the likelihood the applicant's the floor plan will meet compliance requirements when the Department comes to inspect the new location.

I understand the proposed dispensary location must be approved by the Department before the dispensary may begin operating at the new location, that I must submit a different Department-approved form to request an inspection after construction is complete, and approval to operate at the new location is subject to passing a site inspection by the Department.

Signed By: _____ Date: _____
Principal Officer Printed Name Principal Officer Signature