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*Architectural Review of
Registered Marijuana Dispensaries*

Background

This document outlines the procedure a Registered Marijuana Dispensary (RMD) must follow in order to complete the Architectural Review required pursuant to 105 CMR 725.100(B)(5)(f). The Architectural Review takes place during the Inspection Phase at which point the Department of Public Health (DPH) reviews, among other things, the floor plans, security plans, and exterior site plans associated with dispensary, cultivation and processing sites.

Instructions

Applicants must complete and submit the following for each RMD location. If the RMD plans on more than one location (i.e., cultivation site at one location, dispensary site at another location), the applicant must provide all requested information and attachments for each site in separate packets:

1. Floor Plan Description
2. Mechanical Narrative
3. Marijuana Infused Product Processing Area(s) Narrative (if applicable)
4. Floor Plans
5. Security System
6. Exterior Site Plans
7. RMD Architectural Review Certification
8. Architectural Review Fee
9. Architectural Review Fee Remittance Form

All documents/plans should be submitted electronically in PDF format to RMDCompliance@state.ma.us. The Department will review the materials once submitted and provide a response.

Checks and other documents that cannot be sent electronically should be mailed or hand delivered to:

**Massachusetts Department of Public Health
Medical Use of Marijuana Program
ATTN: Compliance - Architectural Review
99 Chauncy Street, 11th Floor
Boston, MA 02111.**

Process

Applicants must complete and submit the following for each dispensary and cultivation location(s):

1. Floor Plan Description
 - A comprehensive overview of the design and layout of the site. This includes a description of all cultivation, processing, dispensing, and storage areas. The narrative shall also include a comprehensive description of security and alarm systems including perimeter alarms, failure notification systems, duress alarms, video camera locations, door lock locations, vault locations, etc.
2. Mechanical Narrative
 - A comprehensive overview of the design and layout of the HVAC and plumbing components of the mechanical system as it pertains to the growing, cultivating, processing, and storage of marijuana. The narrative shall explain the process, design and best practices used to limit contamination of mold, fungus, bacterial diseases, rot, pests, non-organic pesticides, mildew, and any other contaminant identified as posing potential harm.
3. Marijuana Infused Product (MIP)¹ Processing Area (s) Narrative (if applicable)
 - A comprehensive overview of the location, design, layout and equipment used in the RMDs' facility to produce edible and non-edible MIPs, including kitchen space, extraction space or any other area used for production of MIPs. The narrative shall include the building construction materials for the floors, walls and ceiling. The narrative shall also include the practices and equipment used to maintain the sanitation and operational requirements set forth in 105 CMR

¹ Marijuana-Infused Product (MIP) refers to products infused with marijuana that are intended for use or consumption, including but not limited to, edible products, ointments, aerosols, oils, and tinctures. See 105 CMR 725.004.

500.000 (Good Manufacturing Practices for Food), 105 CMR 300.000 (Reportable, Diseases, Surveillance, and Isolation and Quarantine Requirements), 105 CMR 725.105, particularly 105 CMR 725.105(A)(7) (Quality Control and Product Testing), 105 CMR 725.105(B)(1)(c)-(f) (Cultivation Acquisition and Distribution Requirements), 105 CMR 725.105(C)(2) (Handling and Testing Marijuana/MIPs), 725.105(C)(5)-(6) (Production of Edible and Non Edible MIPs), 105 CMR 725.105(D)(1)-(5) (Storage Requirements) and 105 CMR 725.105(J)(1)-(5) (Waste Disposal) as applicable.

4. Floor Plans

- At a scale of at least [1/8"=1'-0"] including area function labels and numbers. Dimensions should indicate the size of all areas, the widths of corridors, and partition types and partition widths. In addition, include a window and door schedule. Define and label limited access areas.

5. Security System

- A security plan at a scale of at least [1/8"=1'-0"] and shall include video camera locations, angles and scope, all alarm system components, safe/vault locations, and window/door locking mechanisms. The plan shall also show the surveillance room.
- If utilizing an outside consultant, the RMD must also provide a copy of the contract which outlines the entire scope of work from a security consultant for the proposed security plans and systems.

6. Exterior Site Plan

- At a scale of at least [1/8"=1'-0"] the plan should detail outside grade, parking, fences, outdoor walkways, path of handicapped access to the building, and other related exterior details.

7. RMD Architectural Review Certification

- By completing the RMD Architectural Review Certification form, the RMD certifies to the following: a) The RMD is in compliance with applicable Massachusetts Department of Public Health Regulations at 105 CMR 725.000 et seq.; and b) it understands and agrees that following the Architectural Review, the Department of Public Health shall have continuing authority to review the architectural plans and/or inspect the facility and that the RMD shall have a continuing obligation to make any changes required by the Department and

municipalities to comply with all applicable state laws, codes, and regulations, as well as local bylaws, ordinances and regulations.

8. Architectural Review Fee

- A fee of \$1,500 per location is required (e.g., if the RMD plans on a cultivation site at one location and a dispensary site at another location, a fee of \$3,000 is required). Please provide a bank/cashier's check payable to the Commonwealth of Massachusetts. Personal checks will not be accepted. The Department will only review the plans once the fee(s) have been received.

9. Architectural Review Fee Remittance Form

- Complete and send along with the Architectural Review Fee.