



CANNABIS TESTING LABORATORY PERMIT APPLICATION FAQ

FREQUENTLY ASKED QUESTIONS

What types of Cannabis activities are allowed within the City of Irvine?

All commercial cannabis activities (both medicinal and adult use), other than cannabis testing laboratories, are prohibited within the City of Irvine.

Where do I find the application forms?

All forms related to the Cannabis Testing Laboratory permit process can be found online at cityofirvine.org/cannabislab or at the City of Irvine Community Development Department, located at 1 Civic Center Plaza, Irvine.

Who do I submit my application to?

All Cannabis Testing Laboratory permits are processed through the Community Development Department. All applications must be submitted in person. To schedule an appointment to submit your application, call 949-724-6308 or email at dac@cityofirvine.org.

What forms of payment are accepted?

Payment can be made by credit card or check through the City's Online Payment Portal.

Is my application fee refundable if I am not issued a permit or if my application is otherwise disqualified?

Your payment will not be refunded.

What forms do I have to complete?

The completed permit application consists of two (2) complete comprehensive and signed copies of the City of Irvine Cannabis Testing Laboratory Permit Application form, and all attachments, if any, along with a flash drive that contains one comprehensive and signed copy of the application in a .pdf format.

NOTE: All forms related to the Cannabis Testing Laboratory permit process can be found online at cityofirvine.org/cannabislab or at the City of Irvine Community Development Department, located at 1 Civic Center Plaza, Irvine.

How long does the application process take?

The City Manager or his/her designee shall either approve, conditionally approve, or deny the application within 60 days of the application being deemed complete. The City Manager's decision will be final. The City Manager or his/her designee shall provide the Applicant with written notice of his/her decision.

Does every owner of the Cannabis Testing Laboratory need to submit to a background check?

Yes, every owner must be listed in the application and complete the Irvine Background Application and Live Scan form. They must then complete a Live Scan by doing the following:

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1. Make an appointment with the Irvine Police Department for each person to be processed. To make an appointment, call 949-724-7000 and let them know you would like to make a Live Scan appointment.
2. Staff will assign a unique form with an identifier code for each individual that is listed in the application.
3. The Police Department will provide two copies of the completed Live Scan form. One copy should be retained for your records and the other submitted with the application.

How long is the Cannabis Testing Laboratory permit valid?

1 year.

When can I renew the Cannabis Testing Laboratory permit?

You must renew at least 60 days before expiration of the permit. No temporary permits will be issued.

Do I need to submit my application for Zoning Verification?

Once the Community Development Department receives the Cannabis Testing Laboratory Permit Application it will automatically be reviewed for Zoning Compliance. Once CD has confirmed that the proposed laboratory is located on a site that meets all of the requirements of the City's Zoning Code, General Plan, and further that the applicant has complied with all requirements of the California Environmental Quality Act, it will be submitted to the Administrative Services (AS) Division for GIS mapping. GIS will confirm that the proposed laboratory is located at least 600 feet away from any parcel zoned for residential purposes and at least 600 feet away from any school (whether public, private, or charter, including pre-school, transitional kindergarten, and K-12), commercial day care center, or youth center. This verification ensures that the location proposal meets the City's locational requirements.

Is the City of Irvine's Zoning Ordinance online?

Yes, <http://www.municode.com/library/ca/irvine/codes/zoning>

What are the Permit Application Fees?

Phase 1	\$ 4,345.00	
Phase 2	\$ 1,467.00	
Phase 3	\$ 652.00	
Phase 4	\$ 585.00	
Zoning Verification Check	\$ 117.56	
Total Application Fee	<u>\$ 7,166.56</u>	
Live Scan Fee*	<u>\$ 112.00</u>	(Each person listed in Application)
Background Review*	<u>\$ 300.00</u>	(Each person listed in Application)

*Paid at Public Safety

For more information, additional forms, and a copy of the ordinance, please visit: cityofirvine.org/cannabislab