



## APPLICATION PROCEDURE TO OPERATE A CANNABIS TESTING LABORATORY IN IRVINE

On January 23, 2018, the Irvine City Council approved Ordinance 18-02, Irvine Municipal Code (IMC) Division 22, Title 4 to allow Cannabis Testing Laboratory (CTL) within City limits. This form outlines the application process, required materials and other information necessary to operate a CTL in the City of Irvine. More specifically, in order to operate a CTL in the City of Irvine an application will need to be filed via the City's online portal at [Irvineready.com](http://Irvineready.com). In preparation of this submittal, pertinent documents are available at the Department of Community Development, located at the Civic Center and/or online at the City of Irvine's webpage: [cityofirvine.org/cannabislab](http://cityofirvine.org/cannabislab).

For questions regarding the application process, please review the Frequently Asked Questions or FAQ's. This outlines the application process, required materials, and other information necessary to operate a CTL. To be considered, applications again must be submitted online at [Irvineready.com](http://Irvineready.com). Applications must also be consistent with IMC Division 22 Title 4. Should you have additional questions, please contact Planning and Zoning at 949-724-6308 or at [dac@cityofirvine.org](mailto:dac@cityofirvine.org).

### BEFORE YOU APPLY

1. Review the information to learn about the application process and which documents you will need.
2. Review the application in its entirety to ensure that it is complete and accurate.
3. Review the information regarding the cannabis testing laboratory permit application on the City webpage, [cityofirvine.org/cannabislab](http://cityofirvine.org/cannabislab) which includes the following information:
  - Local regulations governing Irvine CTL's: Irvine Municipal Code Division 22 Title 4 (Ordinance No. 18-02);
  - Background authorization form and/or Live Scan;
  - Medical and Adult-Use Cannabis Regulation and Safety Act (MAUCRSA);
  - Local Zoning Ordinances Title 3-39 (Ordinance No. 18-01);
  - Irvine's Limitations on City Liability;
  - Frequently Asked Questions.

### APPLICATION EVALUATION PROCESS

The selection process shall consist of four phases, which are described below. The application will require payment of an administrative fee, established by resolution of the City Council pursuant to IMC § 4-22-107 (1)(a). All of the associated fees can be found on the Fee Schedule located on the City's webpage.

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| Phase 1: | Preliminary determination of eligibility; |
| Phase 2: | First stage evaluation;                   |
| Phase 3: | Second stage evaluation;                  |
| Phase 4: | Chief of Police Final Recommendation.     |

For additional information and details, refer to the Evaluation and Selection Process below.

**Criminal History Check:** As part of Phase 1 of the Application Process, each owner must undergo a criminal background check demonstrating that they do not provide "good cause" for denial per IMC Section §4-22-107 and pay the associated Live Scan fee and Background Review fee. An Irvine Background Application and Live Scan form is used to run a background check

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through the Irvine Police Department's Live Scan System and a fee is charged for each individual processed. Both forms must be completed. The Irvine Background Application and Live Scan forms will be available on the City website. Please provide proof of the completed Live Scan for each individual listed in the application along with proof of payment of both fees with your application. This process will be required to meet the minimum threshold qualifications pursuant to IMC §4-22-107. Owners who do not meet criminal history eligibility requirements will be disqualified.

- a. You must make an appointment with the Irvine Police Department for each person to be processed. For fee information and to make an appointment, please call 949-724-7000 and let them know you would like to make a Live Scan appointment.
- b. Staff will assign a unique form with an identifier code for each individual that you have listed in your application.

The Police Department will provide you with two copies of the completed Live Scan form. Please retain one copy for your records and submit the other copy with your application.