TEAM KENTUCKY
OFFICE OF MEDICAL CANNABIS

Business Licensee Initial Inspection Request Form and Guidance

Dispensary

2026

Contents

- Request for Initial Inspection to Begin Cannabis Business Activities Form
- Initial Inspection for Dispensaries Quick Reference Guide

Cabinet for Health and Family Services
Kentucky Office of Medical Cannabis
500 Mero Street
Frankfort, KY 40601
kymedcan.ky.gov

OMC-BUS005 Page 1 of 3 Commonwealth of Kentucky Cabinet for Health and Family Services Office of Medical Cannabis https://kymedcan.ky.gov KRS Chapter 218B; 915 KAR Chapter 1	TEAM KENTUCKY OFFICE OF MEDICAL CANNABIS **Request for Initial Inspection to Begin Cannabis Business Activities**	License No. _____ License Category _____ County _____ Date _____

Instructions

A licensee must provide the Office of Medical Cannabis with thirty (30) calendar days advance notice of its intended first day of cannabis business activities (*i.e.*, growing, cultivating, processing, producing, packaging, labeling, transporting, dispensing, or testing medicinal cannabis). Prior to the first day of cannabis business activities, a licensee must: (1) allow the Office an opportunity to inspect the licensee's site and facility and (2) provide written confirmations to the Office (*see* Section III, p. 2-3). The licensee shall promptly correct any deficiencies identified by the Office during this inspection and shall not commence operations until deficiencies are corrected and approved by the Office. If the licensee fails to provide the thirty (30) calendar days advance notice or fails to correct identified deficiencies, the Office may take one (1) or more of the actions described in 915 KAR 1:020, Section 12.

The Office will process each request upon receipt. Upon approval of a request, an inspector with the Division of Enforcement and Compliance will contact the licensee and/or the licensee's authorized representative and provide an inspection date. The inspection of the licensee's site and/or facility will occur prior to the intended first day of cannabis business activities that the licensee specifies in Section II ("Anticipated First Day of Operations"). Please note that each licensee will be instructed to send all Standard Operating Procedures (SOPs) to the investigator assigned no later than seven (7) calendar days prior to the scheduled inspection.

Submit this completed form in PDF format via email using the subject line "Request for Initial Inspection" to: kymedcanreporting@ky.gov.

Section I. *Licensee Information*

Individual or Entity Named on License: _____

License No.: _____ Business Email-Address: _____

Business Phone Number: _____

Primary Contact Information

Legal Name: _____ Business Title/Role: _____

Phone Number: _____ Email-Address: _____

Section II. Inspection Information

Anticipated First Day of Operations: _____

Requested Inspection Date: _____

Cannabis Business Location

Physical Street Address: _____

GPS Coordinates: _____

License No. _____

Section III. *Written Confirmations*

Please check "Yes" after each written confirmation.

1. The licensee has complied and shall continue to comply with all applicable requirements of KRS Chapter 218B, including KRS 218B.095 and 915 KAR Chapter 1, and shall make available all records and documentation verifying compliance upon request of the Cabinet for Health and Family Services ("the cabinet").

   Yes ☐

2. The licensee has submitted its complete physical address and the global positioning system (GPS) coordinates for any cannabis business activities to the cabinet and confirmed its business is not located within 1,000 feet of an existing elementary or secondary school or a daycare center.

   Yes ☐

3. The licensee has conducted and shall continue to conduct criminal background checks of each person seeking to be a principal officer, board member, agent, volunteer, or employee of the cannabis business before that person begins work and shall not employ, take on as a volunteer, or have as a board member, principal officer, or agent any person who as convicted of a disqualifying felony offense or is younger than twenty-one (21) years of age. The licensee shall maintain records of these background checks and provide the records to the cabinet during subsequent inspections or upon request.

   Yes ☐

4. The licensee has obtained and shall maintain workers compensation insurance for all employees in the Commonwealth and shall pay all required employer contributions to the Kentucky Office of Unemployment Insurance.

   Yes ☐

5. The licensee has obtained and shall maintain, at a minimum, commercial general liability insurance for $1,000,000 per occurrence and $2,000,000 per aggregate and commercial automobile insurance as required by Kentucky law, specifically KRS 304.39-110, for any vehicle used to transport medicinal cannabis or medicinal cannabis products.

   Yes ☐

6. The licensee has established written standard operation procedures (SOPs) required by KRS Chapter 218B and 915 KAR Chapter 1, including those specific to its cannabis business category, and shall provide written or electronic copies of the procedures to the cabinet during inspections or upon request.

   Yes ☐

7. The licensee continues to maintain sufficient capital for operations of its cannabis business for, at a minimum, the term of the license.

   Yes ☐

8. The licensee has implemented appropriate security measures to deter and prevent theft of medicinal cannabis and unauthorized entrance into areas containing medicinal cannabis.

   Yes ☐

9. The licensee has and shall continue to display its license at all times in a conspicuous location within the premises of the cannabis business in a manner that is visible to visitors upon initial entry into its facility.

   Yes ☐

License No. _____

Section III. *Written Confirmations (continued)*

10. The licensee's principals, agents, employees, and volunteers have completed all trainings required by the cabinet to be completed prior to its first day of cannabis business activities in the Commonwealth.

    Yes □

11. The licensee understands how to properly use the Commonwealth's designated electronic monitoring system and seed to sale tracking system for medicinal cannabis and shall use those systems as required through the entirety of its licensure period.

    Yes □

12. The licensee has implemented appropriate odor mitigation procedures or technics to ensure the capture of any potential fugitive odors emitted by the facility.

    Yes □

13. The licensee consents to reasonable inspections, examinations, searches, and seizures.

    Yes □

14. The licensee swears or affirms that all information provided to the cabinet is true and correct and that any false statement made to the cabinet by the licensee is punishable under the applicable provisions of KRS 523.100.

    Yes □

Section IV. *Acknowledgement and Signature*

I hereby verify and affirm that I am an authorized representative of the Licensee and have been given authority to execute this document, including all written confirmations required pursuant to 915 KAR Chapter 1, on behalf of the Licensee. Further, I hereby verify and affirm that the submission of this document constitutes advance notice of the Licensee's intended first day of cannabis business activities pursuant to 915 KAR Chapter 1, and accordingly, the Office of Medical Cannabis may conduct an inspection of the Licensee's site and facility prior to commencing such activities.

_____ _____

Printed Name of Licensee or Authorized Representative Date

_____ _____

Signature of Licensee or Authorized Representative Date

Quick Reference Guide for Kentucky
Initial Inspection for Dispensaries

TEAM KENTUCKY
OFFICE OF MEDICAL CANNABIS

Dispensary Licensee Initial Inspection Guidance

This quick reference guide provides guidance for an initial inspection of a medicinal cannabis dispensary licensee in accordance with KRS Chapter 218B, 915 KAR 1:020, and 915 KAR 1:070.

Requirement	Citation
☐ **Notification provided** to the Office of Medical Cannabis **thirty (30) calendar days prior** to first day of cannabis business activities. ******Please use the Request For Initial Inspection To Begin Cannabis Business Activities Form available here.***	915 KAR 1:020 Section 4(2)
☐ **Records and documentation** indicating compliance with KRS 218B and 915 KAR Chapter 1.	915 KAR 1:020 Section 4
☐ **Criminal Background Check** of each principal officer, board member, agent, volunteer, or employee.	915 KAR 1:020 Section 4(1)(c)
☐ Obtained **workers compensation insurance** for all employees.	915 KAR 1:020 Section 4(1)(d)
☐ Obtained **commercial general liability insurance** for a minimum of $1,000,000 per occurrence and $2,000,000 per aggregate. If applicable, commercial auto insurance for any vehicle used to transport medical cannabis.	915 KAR 1:020 Section 4(1)(e)
☐ **Standard Operating Procedures (SOPs)** including security; recordkeeping; employee qualifications, supervision, and training; quality assurance; adverse event reporting and recall; waste disposal and sanitation; transportation of medicinal cannabis; inventory management, storage and labeling of medicinal cannabis; cash management and anti-fraud procedures; odor mitigation and control; preventing unlawful diversion of medicinal cannabis; and incident reporting procedures. ☐ ***Dispensary Plan of Operation*** *to include requirements of 915 KAR 1:070 Section 8.*	915 KAR 1:020 Section 4(1)(f)
☐ Licensee's principal agents, employees, and volunteers have completed all **cabinet required training** prior to first day of cannabis business activities.	915 KAR 1:020 Section 4(1)(j)
☐ Enrollment in and understanding of **METRC**, Kentucky's seed to sale tracking system.	915 KAR 1:020 Section 4(1)(k)
☐ **Employee records** and identification requirements.	915 KAR 1:070 Section 9
☐ **License conspicuously displayed** in a manner that is visible upon entry to facility.	915 KAR 1:020 Section 1(2)
☐ Physical location **not within 1,000 feet** of existing elementary or secondary school, or daycare center. **GPS coordinates submitted to the cabinet are correct.**	915 KAR 1:020 Section 4(1)(b)
☐ **Facility requirements** for dispensaries.	915 KAR 1:070 Section 4
☐ Compliance with **visitor access to limited access areas**.	915 KAR 1:070 Section 10
☐ Compliance with **security and surveillance** requirements. ☐ ***Refer to the How to Guide on Security and Surveillance*** *available on the "Resources" tab under the "Businesses" pages on the OMC website:* ***https://kymedcan.ky.gov/businesses***	915 KAR 1:070 Section 11
☐ Compliance with **sanitation and safety** requirements.	915 KAR 1:070 Section 15
☐ Compliance with **storage** requirements.	915 KAR 1:070 Section 13
☐ Meets requirements for dispensing medicinal cannabis including a **point of sale of system**.	915 KAR 1:070 Section 2
☐ Meets requirements for **items and services**.	915 KAR 1:070 Section 5
☐ Meets requirements for **educational and product information**.	915 KAR 1:070 Section 6

Note: This document is **not a comprehensive or definitive list of all items subject to inspection** by the Office of Medical Cannabis, Division of Enforcement and Compliance. Licensees must be in compliance with all requirements set forth by KRS Chapter 218B and 915 KAR Chapter 1. The Office of Medical Cannabis, Division of Enforcement and Compliance shall ensure compliance with all laws and regulations.