

**DIANE CURRY**  
Interim Agricultural Commissioner

PHONE (707) 234-6830  
FAX (707) 463-0240



**ARIF KEVER**  
Assistant Agricultural Commissioner  
Assistant Sealer of Weights & Measures

EMAIL [agcomm@co.mendocino.ca.us](mailto:agcomm@co.mendocino.ca.us)  
WEBSITE [www.co.mendocino.ca.us/agriculture](http://www.co.mendocino.ca.us/agriculture)

**COUNTY OF MENDOCINO**  
DEPARTMENT OF AGRICULTURE  
890 N Bush St.  
Ukiah CA 95482

## **THIRD PARTY INSPECTOR APPLICATION PACKET**

This packet contains the basic information and application required to apply to be an approved Third Party Inspector (TPI). Please read the requirements below and answer all questions on the application (attaching additional pages if necessary). All Third Party Inspector program approvals are for a one year period and are conditional. Applications must be renewed annually, and applicants are subject to a performance review.

### **Summary of Duties:**

TPIs are responsible for assisting medical cannabis cultivators in complying with Chapter 10A.17 – Medical Cannabis Cultivation Ordinance (MCCO). By performing field checks, identifying points of concern, helping cultivators correct issues, and communicating with the Department of Agriculture, TPIs will help reduce enforcement actions initiated by the County. In order to do this, TPIs must be familiar with state and local laws and regulations concerning cannabis cultivation, including relevant sections of the Food and Agriculture code and the Business and Professions Code.

### **Essential Functions:**

- Assist cultivators in all aspects of compliance with Chapter 10A.17 of the Mendocino County Code
- Report permittee non-compliances to the Department of Agriculture within 24 hours
- Immediately report failure by permittee to remedy non-compliances or schedule re-inspection in time allotted
- Perform all inspections required by Chapter 10A.17 within the prescribed time frames for each permittee
- Perform all follow up inspections (re-inspections) within the prescribed time frames
- Keep accurate records of all inspections completed and fees collected in a central location

### **The following information must be submitted with your completed application:**

1. Business Plan that includes the following:
  - a. Statement of the functions you propose to fulfill, including procedures to implement those functions
  - b. Statement of technical experience and qualifications necessary for implementation of proposed functions
  - c. Demonstration of organizational capacity to perform proposed functions
  - d. Business fee schedule
  - e. Proposed framework for filing consultation/inspection reports to the Dept. of Agriculture within 24 hours
  - f. Proposed framework for addressing non-compliances with permittees
2. Sample liability waiver demonstrating that responsibility falls to the permittee to meet the stated terms and conditions of the MCCO
3. Proof of current valid insurance for all vehicles used in performing TPI duties
4. Copy of Business License
5. Proof of liability insurance
6. Proof of \$10,000 surety bond
7. Receipt of non-refundable application fee of \$1000 from the Mendocino County Treasurer/Tax Collectors office

Return completed applications and supplemental information to the Department of Agriculture. Incomplete applications will not be accepted. After review of your application you will be contacted by a representative from the Department of Agriculture to schedule an oral appraisal interview.

**\*\*Keep this page for your records\*\***