

Business Operating Permit Walk-Through Checklist

The checklist below is designed to assist you in the review of the conditions of your facility in preparation for a business operating permit (BOP) walk-through. Depending on the location or the layout of your premises, the walk-through team may require additional items to be installed or replaced. Please be aware that this checklist is not an exhaustive list or substitution for ensuring compliance with all applicable requirements.

General Requirements					
YES	NO	ITEM	YES	NO	ITEM
		Approved CUP			Product storage area – locked and secured with an alarm system
		Conditions of CUP are met			Secured storage system (safe) bolted to the ground
		Secured lobby			180-degree peephole on all exterior doors
		Security and video surveillance installed and operational			Solid core doors
		DVR secured/bolted			Onsite copy of Operating Procedures
		Alarm system (including panic alarms and contacts) installed and operational			Posted signage as required by Sacramento City Code Chapter 5 (see page 2)
		UL Certificate for burglary alarm system			Locks and latches that meet the Sacramento Police and Fire Department standards (see attached information)
		Private Patrol Officer (PPO) Contract			Knox Box (see attached information)
Distribution/Delivery-Only Dispensaries/Storefront Dispensaries with Delivery (additional requirements)					
YES	NO	ITEM	YES	NO	ITEM
		Transport vehicle(s) available for inspection			All vehicles have GPS
		Secured container for cannabis products in the vehicles			

Additional Requirements

- Ensure there is no cannabis and cannabis products on-site and that the California Cannabis Track and Trace account(s)
- Ensure weeds, grass, and vegetation are cut within the immediate vicinity of the premises, and litter and waste are removed from the property

Sacramento City Code (SCC) Chapter 5 Signage

Cultivation, manufacturing, distribution, laboratory, delivery-only dispensaries, and microbusiness cannabis permittees shall post in the lobby of the premises signs that state the following:

- “This site is not open to the public.”
- “Retail sales of any goods and services is prohibited.”
- “Juveniles are prohibited from entering this site.”
- “Smoking, ingesting, or consuming cannabis on or within 20 feet of this site is prohibited.”

Each sign must be at least 8 inches by 10 inches in size and must be displayed at all times in a conspicuous place so that it may be readily seen by all persons entering the licensed business (SCC 5.150.600, 5.150.870, 5.150.1160, 5.150.730, 5.150.1000, and 5.150.1340).

Each **storefront cannabis dispensary** permittee shall post the following signs inside the dispensary where they will be visible to members and customers in the normal course of a transaction:

- “Smoking, ingesting, or consuming cannabis or cannabis products on this site or in a public place is prohibited.”
- A storefront cannabis dispensary that is **only** authorized to sell *medical* cannabis must have a sign stating, “Medical cannabis sales only. Only qualified patients and primary caregivers may enter. Any qualified patient or primary caregiver under 18 years of age must be in the presence of their parent or legal guardian.”
- A storefront cannabis dispensary that is **only** authorized to sell *adult-use* cannabis must have a sign stating, “Adult-use cannabis sales only. Persons under 21 years of age are prohibited from entering.”
- A storefront cannabis dispensary that is authorized to sell **both** *medical* and *adult-use* cannabis must have a sign stating, “Medical and adult-use cannabis for sale. Persons under 21 years of age are prohibited from entering this property unless they are a qualified patient or a primary caregiver. Any qualified patient or primary caregiver under 18 years of age must be in the presence of their parent or legal guardian.”

Each sign must be at least 8 inches by 10 inches in size and must not obstruct the entrance or windows of the dispensary (SCC 5.150.480).

What to Expect After Your Walk-Through

- **Pass** – BOP can be issued if all other requirements are complete.
- **Pass with corrections** – BOP can be issued if all other requirements are complete. Conditions will be placed on the BOP to complete the corrections and submit proof of completion within a prescribed period.
- **Fail** – BOP cannot be issued until corrections are completed. Reinspection required.



SACRAMENTO POLICE DEPARTMENT
INFORMATION BULLETIN
Increase in Cannabis Related Burglaries



FOR PUBLIC DISSEMINATION

AFFECTED AREAS: East area of the City, specifically along Elder Creek Road; South area of the City, specifically along Otto Circle; North area of the City, specifically along Frientza Avenue and Fee Drive.

SUMMARY: The Sacramento Police Department has seen a **significant increase** in commercial burglaries of cannabis based businesses in the last several weeks. **Some suspects have been armed.** The Sacramento Police Department, along with the Office of Cannabis Management, is recommending ALL cannabis business owners do the following:

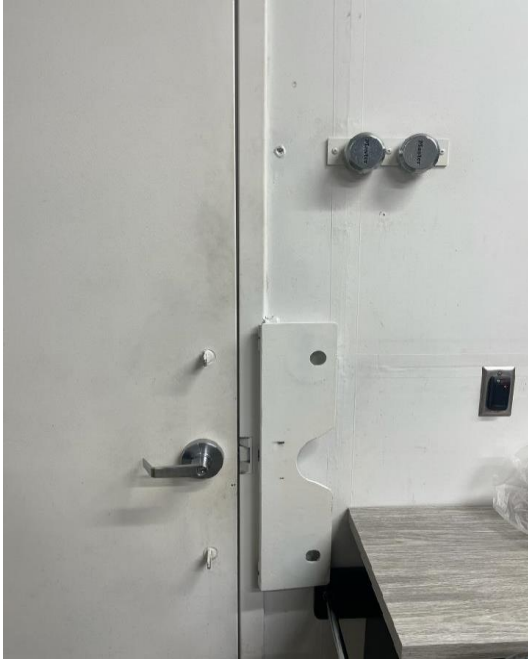
1. Test your burglary alarm system weekly to ensure the system is functioning properly.
2. Ensure your alarm company is contracted with a uniformed security company to respond to all alarm activations **within 20 minutes.**
3. Reinforce ALL exterior doorways with metal plates over the locking mechanism (see below).
4. Reinforce all interior doors accessing **secure storage areas** with metal door/frame plates, allowing the plate(s) to be secured with a circular “hidden shackle padlock.” (see below). These areas should be locked during non-business hours and remain unlocked at all other times.
5. Review all safety policies and procedures with your employees.



Metal Latch Guard
On ALL Out-Opening
Exterior Doors



Hidden Shackle Padlock



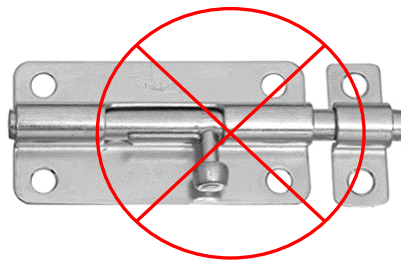
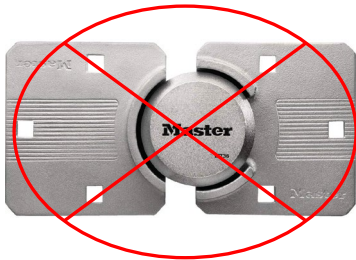
Doors accessing ALL areas designated solely for **secure storage of cannabis products and/or cash** should be equipped with metal door/frame plates, allowing the plate(s) to be secured with a circular “hidden shackle padlock.” These areas should be locked during all non-business hours. These areas **shall remain unlocked during business hours**. The shackle padlocks should be locked and secured nearby, to the wall, during business hours.

Sgt. Matt Young
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<u>Submitted By:</u>	<u>Approved By:</u>	<u>Date Submitted:</u>	
Sgt. Matt Young #3063		9/10/2021	

SACRAMENTO FIRE DEPARTMENT

LOCKS & LATCHES



**IN SHORT, THERE CAN BE NO LOCKS OR LATCHES ON ANY DOOR
USED AS AN EXIT!**

FAILURE TO COMPLY WILL LEAD TO ADMINISTRATIVE PENALTIES

****EGRESS DOORS
SHALL BE READILY
OPENABLE FROM
THE EGRESS SIDE
WITHOUT THE USE
OF A KEY OR
SPECIAL
KNOWLEDGE OR
EFFORT. (CFC
1010.1.9)**

****MANUALLY
OPERATED FLUSH
BOLTS OR SURFACE
BOLTS ARE NOT
PERMITTED. (CFC
1010.1.9.5)**

****THE UNLATCHING
OF ANY DOOR OR
LEAF SHALL NOT
REQUIRE MORE
THAN ONE
OPERATION. (CFC
1010.1.9.6)**

IF YOU HAVE QUESTIONS
ABOUT WHAT IS ALLOWED
AT YOUR PROPERTY
PLEASE SEND AN E-MAIL
TO:
[CODEENFORCEMENT@SFD.
CITYOFSACRAMENTO.ORG](mailto:CODEENFORCEMENT@SFD.CITYOFSACRAMENTO.ORG)

PLEASE INCLUDE YOUR
PERMIT NUMBER FOR
YOUR MOST RECENT
TENNAT IMPROVMENT



Commercial KnoxBoxes

The maximum capacity 4400 Series Knox-Vault stores up to 50 keys, access cards, entry items, emergency planning documents and more while enabling shared access for reliable, rapid entry into your property.

1. Mount Type

- Recessed Mount Surface Mount

2. Tamper Switch Type

- None Fire Alarm / Panel Security Alarm

3. Color

- Aluminum Black Dark Bronze

4. Lock Type

- Dual Lock Single Lock

Model: **4403**

Retail: **\$604.00**

[ADD TO CART](#)



KNOX BOX 3200 SERIES



Knox Padlock / Model:3771
(must be blue / “police”)

Ordering Instructions

Ordering Online

To purchase product on the Knox website, click on the red 'BUY' button and follow the prompts. Depending on the installation address of your Knox product purchase, you will either purchase your products directly from the website on your first visit, be asked to return to the site to complete your transaction once your approving public safety agency has reviewed your product selection or, you will be asked to obtain and submit a Knox Authorization Order form directly to that same approving agency.

Follow these simple steps:

Step 1: Click on the red **BUY** button

Step 2: Select the State and Type in local Emergency Responder servicing the installation location.

Step 3: Choose the correct Emergency Responder to begin your buying selection process.
Sacramento Police Dept

Step 4: Select product(s), add to cart and confirm installation address.

Step 5: Complete the checkout process.

Note: The Sacramento Police Department requires **pre-authorization** of your order prior to the sale. After you have placed your order, KnoxBox must email SPD requesting authorization of purchase. Once KnoxBox receives a return email authorizing your purchase, KnoxBox can then ship your order. **Contact Sacramento PD at (916) 808-5237 for pre-authorization.**

Mailing Your Order

You'll need to first obtain a Knox Authorization Order form from the public safety agency that will respond to the location where you plan to install the Knox Product. An authorized signer must sign the form and all sections must be completed. Then, mail the completed form with payment to the Knox Company and we will ship your product. Mail the completed form with payment to:

Knox Company
1601 W. Deer Valley Road
Phoenix, AZ 85027

Knoxbox.com

800-552-5669 6:00 am -4:00 pm MST

Gates

Gate Key Switches and Padlocks

Model 3501

Commercial Boxes

3200 series and 4400