

Applicant		Cannabis Cultivation and Manufacturing Facilities Commercial Remodel Submittal Checklist	City Staff	
Yes	No		Yes	No
		Items		
Zoning /Land Use Approval from the Planning Division:				
		Planning approval or approval for concurrent review from Planning must be acquired prior to submitting a building permit application to the Building Division. Approval is conveyed via the <i>Planning Referral Sheet (PR)</i>		
Notes:				
Application/Description of Work/Valuation:				
		Description of work shall describe the scope of the work and shall also describe the use of the space. For example; Commercial Remodel for a Cannabis Cultivation Facility. Valuation must include all equipment, materials and labor to perform the work shown on the plans.		
Notes:				
Required Basic Construction Plan Features:				
		Cover Sheet including: Address of subject property; Vicinity Map; North Arrow; sheet index including every included sheet; detailed description of work to be covered by the building permit; declared occupancy/use(s) for which the proposed work is intended; code analysis including sq. ft. per occupancy group; licensed professional's signed stamp and phone number; declaration of state and local building codes & cycle to which the plans are compliant. Show compliance with the disabled access requirements of section 11B-202.4 of the California Building Code.		
		Site or Plot plan including: Lot dimensions showing whole parcel and property lines; building footprint with dimensions to property lines		
Notes:				
Minimum number of plan sets, size and scale requirements:				
		Minimum number of paper sets for routing and review if Electronic Plan Check is not used* : 8 sets. <i>Note: projects with a valuation \$1M and over must submit via EPC.</i>		
		No less than 24" x 36"		
		Site and Civil Plans: no less than 1/8" = 1'. All other plan sheets no less than 1/4" = 1'		
Notes:				
		Architectural: Provide floor plans (existing and proposed) of the entire tenant space. Identify the area of work and all adjacent occupancies. Provide rated separation walls as necessary; reflected ceiling plan (note compliance with ASCE 7-05, Section 13.5.6); elevations, sections, door/window schedule, details; accessibility notes and details for the parking, path of travel, stairs, ramps, doors, restrooms, drinking fountains, and all signage; details of suspended ceiling and partition wall anchorage.		
Notes:				
		Structural: Remodel or tenant improvement projects which involve alterations to the existing Foundation, roof framing, ceiling framing, load bearing wall penetrations, floor framing, lateral resisting systems (examples may include but are not limited to perimeter shear walls, interior shear walls, braced frames, etc.), anchorage calculations for equipment that is more than 400 pounds.		
Notes:				

*See the *Commercial Verification Checklist (CDD-0317)* and the *Commercial Submittal Requirements* documents for the Electronic Plan Check (EPC) process available on the CDD website under Plan Review/Electronic Plan Review.

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	Electrical: Load calculation, single line drawing, panel schedule, T24 Energy Compliance Documents		
Notes:			
	Mechanical: Equipment schedule, mechanical floor plan with duct layout and equipment locations, T24 Energy Compliance Documents		
Notes:			
	Plumbing: Plumbing fixture calculation, plumbing fixture schedule, plumbing floor plans with water, waste and gas piping diagrams and sizing calculations		
Notes:			
	Fire: Fire sprinkler and alarm plans if applicable.		
Notes:			
	Utilities: Backflow protection at point of service as required by Conditional Use Permit entitlements		
Notes:			

Additional plans and supplemental documents are required based on specific type of cannabis operation. This checklist is provided as additional information to assist the applicant in preparation of a complete plan set.

Applicant		Checklist Items for Cultivation and Manufacturing Facilities
Yes	No	Items
		<p><u>Cannabis Cultivation</u> CO2 enrichment system plans compliant with 5307.4 of the California Fire Code (CFC). Include piping diagram, purge ventilation plan, detection and alarm system plan, location of cylinders and any additional information required by CFC 5307.4.1. *All manufacturer's cut sheets shall be provided for enrichment detection devices. Odor control system-show method of odor control (carbon filters, UV, etc.) Irrigation system plans showing tanks, piping, backflow prevention, valves, etc.</p>
		<p><u>Cannabis Manufacturing</u> Check the box for all sections that apply to your submittal: <input type="checkbox"/> Extraction using volatile solvent(s)* Solvents used: _____. <input type="checkbox"/> Extraction using non-volatile solvent(s)** Solvents used: _____. <input type="checkbox"/> Topicals, tinctures, lotions, and infusions. <input type="checkbox"/> Packaging & Labeling. <input type="checkbox"/> Cannabis smell - show method of odor control (carbon filters, UV, etc.) *butane, propane, and hexane **CO2, ethanol, water, food-grade ice, cooking oils, or butter Manufacturing Plan Requirements (as needed based on selections above): <input type="checkbox"/> A supplemental plan specifying the overall scope of the facility and processes used. <input type="checkbox"/> A floor plan with all equipment schedules and process layouts. <input type="checkbox"/> A description of all toxic, flammable, or combustible materials, what quantity, where in the floor plan they will be used, stored, and MSDS (SDS) for each. <input type="checkbox"/> Engineering analysis may be required to reasonably address all manufacturing concerns. <input type="checkbox"/> Max allowable quantities of all hazardous materials/fertilizers/chemicals being used on-site in accordance with CH 50 of the CFC, specifically Hazardous Materials Management Plan (HMMP) and Hazardous Materials Inventory Statement (HMIS). <input type="checkbox"/> Technical review in accordance with CH 38 of the CFC shall be required for all manufacturing utilizing volatile and non-volatile solvents. Report shall be prepared by an FPE or Mech Engineer.</p>

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