CITY OF OAKLAND
PLANNING, BUILDING, AND FIRE PREVENTION
BUREAUS' PROCEDURES FOR CANNABIS
FACILITIES
Last Updated May 2, 2023

Introduction

Thank you for applying for a cannabis permit with the City of Oakland. This document outlines how cannabis permit applicants can obtain a cannabis permit by obtaining approvals from the Planning, Building and Fire Prevention Bureaus.

Overview of the Cannabis Permit Process

The first step in the Cannabis Permit Application process is to submit your competed application to: cannabisapp@oaklandca.gov. Special Activity Permits Division staff will assist you by providing an initial review of your completed California Environmental Quality Act (CEQA) Questionnaire and providing you with an extracted Questionnaire that you will include with your Zoning Clearance Application.

The next step is to obtain a Zoning Clearance and CEQA determination from the Planning and Building Department following the steps outlined in this document. After obtaining a zoning Clearance and CEQA determination, applicants will receive a Conditional Cannabis Permit and Cannabis Permit Checklist (formerly referred to as an Inspection Card) from the Special Activity Permits Division.

To receive an annual City of Oakland Cannabis Permit and state license to operate, operators then need to obtain a Cannabis Certificate of Occupancy from the Building Bureau and approvals from the Building and Fire Prevention Bureaus pursuant to the below processes.

Cannabis Permit Process Step-by-Step

Please note the instructions outlined below differ for general and equity applicants as equity applicants are eligible for fee exemptions.

General Applicants

To obtain a zoning clearance and CEQA determination, please register with the City's Online Permit Center. For instructions, please visit our Planning & Building Video Tutorials webpage.

1. Once your registration is complete, please submit a Zoning Clearance through the Online Permit Center. In the Worksheet, please upload the Cannabis CEQA Questionnaire.

   After Planning staff have completed its CEQA determination you will receive a copy of your CEQA Document (e.g. Notice of Exemption). Please be sure to file the CEQA document with the County Office within 10 days of receipt.

   Next, the Special Activity Permits Division will issue you a Cannabis Permit Checklist and Conditional Permit.

2. Please apply for a Cannabis Certificate of Occupancy by following the steps below:

   A. Please submit a Building Worksheet (BW) through the [Online Permit Center](). In the Worksheet, please upload:

      i.   Your Cannabis Permit Checklist Card (provided by the Special Activity Permits Division after CEQA review is complete);
      ii. A digital PDF 11" x 17" scale Floor Plan of the facility;
      iii. A copy of your odor mitigation plan;
      iv. A completed [Building Permit Application](); and
      v.   If your application involves carbon dioxide enrichment, please submit a piping diagram with materials and equipment specifications.

3. Once Planning and Building receives your BW application and the payment of the processing fee, they will review your plans. If your plans require corrections or if they need further information, they will contact you.

4. Once an application number or record ID is available, you will be directed to submit payment. Please submit necessary payments to the Planning and Building Department and to the Oakland Fire Department. Please note that fees are subject to change. Fees will be assessed as stated in the City's current Master Fee Schedule.

   A. Submit payment of **$1,621.42** for the Cannabis Certificate of Occupancy, which includes the $76 application fee
   B. And <u>if required</u> a payment of **$250.15**[1] Field Check Inspection Fee

      • To make payment by Visa or Mastercard call the Building Bureau's cashier at (510) 238-4774
      • To make payment by check. Make payable to the City of Oakland, include the permit number or record ID and mail to:
        City of Oakland-Planning and Building
        Attention: Cashier Station
        250 Frank Ogawa, 2nd Floor
        Oakland, CA 94612.
   C. Fire Field Check Inspection Fees: Inspection fee is **$463 (covers 1 hour of inspection).** To set up payments and schedule an inspection send an e-mail request to [ofdcannabis@oaklandca.gov](). Include the permit number or record ID.

Checks without a permit number or record ID will be returned

5. Once payments have been submitted and your plans have been approved you may schedule field check inspections.

   A. To schedule a Building Field Check inspection call (510) 238-3444.
   B. To schedule a Fire Inspection[2], email [ofdcannabis@oaklandca.gov]().

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[1] If additional inspections are required beyond the initial Field Check Inspection General Applicants must pay the additional fees associated with those inspections.

[2] A Fire inspection allows an inspector to look for hazardous conditions, work constructed without permits, and additional

6. After the Cannabis Field Check Inspections, the Building and Fire Prevention Bureaus will either:

    A. Sign the Cannabis Permit Checklist Card if no issues are out of compliance and the facility does not require new building or fire systems,[3] or
    B. Issue a Correction Notice outlining the items in need of correction and any plan submissions or permits required. No work may take place at this point without proper permits

Equity Applicants

To obtain a zoning clearance and CEQA determination:

1. Please send your [Zoning Clearance Application](#) along with your CEQA questionnaire to [bbequityapp@oaklandca.gov](#)

    After Planning staff have completed its CEQA determination you will receive a copy of your CEQA Document (e.g., Notice of Exemption). Please be sure to file the CEQA document with the County Office within 10 days of receipt.

    Next, the Special Activity Permits Division will issue you a Cannabis Permit Checklist and Conditional Permit.

2. Email **[bbequityapp@oaklandca.gov](#)** the following items:
    A. Equity verification email from the Special Activity Permits Office;
    B. Copy of the Equity Applicants ID or if you are acting on behalf of the Equity applicant, you must submit a notarized letter of agency and a copy of your ID;
    C. Your Cannabis Permit Inspection Card (provided by the Special Activity Permits Division after CEQA review is complete);
    D. A digital PDF 11" x 17" scale Floor Plan of the facility;
    E. A copy of your odor mitigation plan;
    F. A completed [Building Permit Application](#); and
    G. If your application involves carbon dioxide enrichment, please submit a piping diagram to with materials and equipment specifications.

Please note: **Only files of less than 20 mb and only PDFs will be accepted; links will not be accepted**.

1. Once Planning and Building receives your application, they will review your plans. If your plans require corrections or if they need further information, they will contact you.

2. Once proof of equity applicant status has been submitted and your plans have been approved, you may schedule field check inspections.

    A. To schedule a Building Field Check inspection call (510) 238-3444.

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work that will be required for a new facility. Inspections may be conducted virtually or in person. Applicants must comply with all public health requirements, including wearing of face-coverings during in person inspections.

[3] All equipment and furniture must be in place prior to the Fire Prevention Bureau providing final approval.

B. To schedule a Fire Inspection[4], email ofdcannabis@oaklandca.gov, **be sure to include proof of Equity approval documentation**.

3. After the Cannabis Field Check Inspections, the Building and Fire Prevention Bureaus will either:
   A. Sign Cannabis Permit Inspection Card if no issues are out of compliance and the facility does not require new building or fire systems,[5] or
   B. Issue a Correction Notice outlining the items in need of correction and any plan submissions or permits required. No work may take place at this point without proper permits

Applicants Issued a Correction Notice

1. Licensed contractors should apply for any required permits at the Online Permit Center and pay any required fees. Contractors must first register with the Online Permit Center before they are able to apply.

2. If the Correction Notice required plan submission, the plans must be designed, stamped, and signed by a Professional Engineer, Registered Architect, or California Licensed Mechanical Engineer for Mechanical Permits.

3. Once plan check is complete and the Building and Fire Prevention Bureaus issue any required permits, operators may commence work.

4. Once field work is in progress, applicants must call (510) 238-3444 to schedule required inspections, correct work as indicated by field inspectors, and obtain final inspection approvals.

Applications Involving Volatile Extraction Operations

1. Prior to installation of any systems or commencing operations, operators must submit plans by a licensed engineer to the Oakland Fire Hazardous Materials Inspector via email to ofdcannabis@oaklandca.gov that identify the following:
    A. Total amount and storage location of combustible and/or flammable liquids.
    B. The system or equipment used for the extraction if listed or approved for the specific use.
        - If the equipment is not listed or approved for the specific use, provide a technical report prepared by a registered design professional. This report must contain the information outlined in 2019 California Fire Code Section 3904.3.1.
    C. Information on gas detection system components.
    D. Information of emergency shutoff system.
    E. Location and types of hazard identification labels and signs.

2. After plans are submitted, the Fire Prevention Bureau will contact operators and either:
    A. advise operators of any plan deficiencies; or

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[4] A Fire inspection allows an inspector to look for hazardous conditions, work constructed without permits, and additional work that will be required for a new facility. Inspections may be conducted virtually or in person. Applicants must comply with all public health requirements, including wearing of face-coverings during in person inspections.

[5] All equipment and furniture must be in place prior to the Fire Prevention Bureau providing final approval.

B. Issue a permit for installation and schedule a final inspection.

3. Operators must provide a Certificate of Installation for any equipment installed onsite.

4. Operation of these systems shall not commence until the installations have been approved by Fire Prevention Bureau.

Applications Utilizing Carbon Dioxide Enrichment

1. Ensure CO_2 generators do not use natural gas or discharge products of combustion into the cultivation area.

2. In a separate application to the Oakland Fire Hazardous Materials Inspector via email to ofdcannabis@oaklandca.gov identify the following:
   A. Total aggregate quantity of liquid CO_2 in pounds or cubic feet at normal temperature and pressure that will be used at the site.
   B. Location and total volume of the room where the CO_2 enrichment operation will be conducted. Identify whether the room is at grade or below grade.
   C. Location of CO_2 containers relative to equipment, building openings, and means of egress.
   D. Manufacturer's specification and pressure rating, including cut sheets, of all piping and tubing to be used.
   E. A piping and instrumentation diagram that shows piping support and remote fill connections
   F. Details on CO_2 container, venting including but not limited to vent line size, materials and termination location.
   G. Seismic support for CO_2 containers.
   H. Specifications and location of a gas detection system that activate a low-level alarm at 5,000 ppm which will stop the flow of carbon dioxide, activate a mechanical exhaust ventilation and activate an audible and visible supervisory alarm. This system also needs to activate a high-level alarm at 30,000 ppm which will stop the flow of carbon dioxide, activate a mechanical exhaust ventilation system and activate an audible and visible evacuation alarm.
   I. Details of a mechanical ventilation system in accordance to the California Mechanical Code.
   J. Location of hazard identification signs.

3. After plans are submitted, the Building and Fire Prevention Bureaus will contact operators and either:
   A. advise operators of any plan deficiencies; or
   B. Issue a permit for installation and schedule a final inspection.

4. Operators must provide a Certificate of Installation for any equipment installed onsite.

5. Operation of this system shall not commence until the installation has been approved by the Fire Prevention Bureau.