



**CITY OF OAKLAND  
BUILDING AND FIRE PREVENTION BUREAUS'  
PROCEDURES FOR CANNABIS FACILITIES**  
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All cannabis operators must obtain a Certificate of Occupancy and approvals from the Building and Fire Prevention Bureaus pursuant to the below processes.

**All Applicants**

1. Provide an 11" x 17" scale floor plan of the facility and a copy of your odor mitigation plan to the inspection counter on the 2<sup>nd</sup> floor of 250 Frank Ogawa.
2. Submit payment of \$1,498.64 for the Certificate of Occupancy Fee and \$409.04 Fire Inspection Fee unless applicant is an Equity Applicant.<sup>1</sup>
  - a. Equity Applicants must provide the equity verification email from the City Administrator's Office along with identification and either have the equity qualified individual present or submit a Notarized Letter of Agency.
3. Schedule a joint field check inspection<sup>2</sup> with the Building and Fire Prevention Bureaus via (510) 238-3444 or at the inspection counter located on the 2<sup>nd</sup> Floor of 250 Frank Ogawa past the elevators.
4. After the field check inspection, the Building and Fire Prevention Bureaus will either:
  - a. Sign the City Administrator's Inspection Card if no issues are out of compliance and the facility does not require new building or fire systems;<sup>3</sup> 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 and pay any required fees at the Permit Center on the 2<sup>nd</sup> floor of 250 Frank Ogawa and at the Fire Prevention Bureau located on the 3<sup>rd</sup> Floor of 250 Frank Ogawa.
2. If the Correction Notice required plan submission, the plans must be designed by a Professional Engineer, Registered Architect, or Certified Mechanical and Plumbing Engineer.
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.

**Cultivation and 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 at 250 Frank Ogawa, Suite 3341, that identify the following:
  - a. Total amount and storage location of combustible and/or flammable liquids.

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<sup>1</sup> If any additional inspections are required beyond the initial Field Check Inspection General Applicant operators must pay additional fees associated with those inspections.

<sup>2</sup> A Field Check Inspection allows an inspector to look for hazardous conditions, work constructed without permits, and additional work that will be required for a new facility.

<sup>3</sup> All equipment and furniture must be in place prior to the Fire Prevention Bureau providing final approval.

- b. The system or equipment used for the extraction if listed or approved for the specific use.
    - i. 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 2016 California Fire Code Section 3804.3.1.
  - 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
    - b. Issue a permit for installation and operation and schedule a final inspection.
  3. Operators must provide a Certificate of Installation for any equipment installed onsite.

**Applications Utilizing Carbon Dioxide Enrichment**

1. Submit a piping diagram to the Bureau of Building at the permit center on the 2<sup>nd</sup> floor of 250 Frank Ogawa with materials and equipment specifications.
2. Ensure CO2 generators do not use natural gas or discharge products of combustion into the cultivation area.
3. In a separate application to the Oakland Fire Hazardous Materials Inspector at 250 Frank Ogawa, Suite 3341, identify the following:
  - a. Total aggregate quantity of liquid CO2 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 CO2 enrichment operation will be conducted. Identify whether the room is at grade or below grade.
  - c. Location of CO2 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 CO2 container, venting including but not limited to vent line size, materials and termination location.
  - g. Seismic support for CO2 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.
4. 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 operation and schedule a final inspection.
5. Operators must provide a Certificate of Installation for any equipment installed onsite.

