

City of Oakland, California
Planning and Building Department
Building Bureau

PERMIT PROCEDURES
for Cannabis Facilities

Overview of Building Bureau Permitting Process.

From the City Administrator's Cannabis Permit Application Inspection Card to a Certificate of Occupancy.

To obtain the Building Services' signature required on the Cannabis Permit Application Inspection Card and to obtain a Certificate of Occupancy, applicants need to proceed as follow:

CANNABIS PERMIT APPLICATION INSPECTION CARD

To obtain a cannabis permit from the City Administrator’s Office (CAO) applicants must comply with the requirements of all applicable departments listed below, which shall be demonstrated by obtaining signatures of final approval on this Inspection Card. Please note this Inspection Card is for the CAO’s purposes only and it does not constitute a permit of any kind nor relieve an applicant from the responsibility of complying with the below agencies in the future.

Applicant : _____ **Address of Facility:** _____

DATE	DEPARTMENT	STAFF NAME	STAFF SIGNATURE
	1 Planning/Zoning		
	2 Port of Oakland (if facility falls under Port jurisdiction)		
	3 Building Services		
	- Plumbing		
	- Electrical		
	- Building		
	4 Fire Prevention Bureau		
	5 Revenue Management Bureau		
	6 Alameda County Environmental Health (edible manufacturers only)		
	7 Alameda County Agriculture (cultivators using pesticides only)		
	8 EBMUD (Cultivators and Manufacturers only)		

Please give a brief description of your cannabis operation including type of activity, size of operation, and any chemical which might be used. This will assist us in making our CEQA determination.

PROPOSED CANNABIS USE _____

CONTACT INFORMATION FOR INSPECTING AGENCIES ON BACK OF CARD

Permits for which no major inspection has been approved within 180 days shall expire by limitation. No refund more than 180 days after expiration or final.



CITY OF OAKLAND

250 FRANK H. OGAWA PLAZA • 2ND FLOOR • OAKLAND, CA 94612

Planning and Building Department
www.oaklandnet.com

PH: 510-238-3891
FAX: 510-238-2263
TDD: 510-238-3254

Permit No: CO1900 Certificate of Occupancy Filed Date: 7/24/2019
Job Site: Schedule Inspection by calling: 510 238 3444

Parcel No:
District:

Project Description: Certificate of Occupancy for Delivery-Only Dispensary for _____, on _____-unit-_____.
"Facility approved for Delivery-Only Dispensary License, to provide prepackaged cannabis and cannabis products directly to consumers via delivery. No processing, handling of raw material, packaging or re-packaging on site is permitted. Facility is not approved for onsite sales to the public."

Related Permits:

	Name	Applicant	Address	Phone	License #
Owner:	CELESTIAL REALTY TRUST	CELESTIAL REALTY TRUST	250 FRANK H. OGAWA PLAZA		

TOTAL FEES TO BE PAID: \$0.00

Plans Checked By _____ Date _____ Permit Issued By _____ Date _____
Finalized By _____ Date _____

How to obtain an Application for a Certificate of Occupancy?

Contact: permitinfo@oaklandca.gov

The following items are required:

1. A copy of the City Administrator's **Cannabis Permit Application Inspection Card** .
2. An 11 X 17 scaled **Floor Plan** of the facility, common areas, boundaries of the property, dimensions, entrances and exits, interior partition walls, windows and doorways.
3. A copy of the **Odor Mitigation Plan**.
4. **Fee** of approximately \$1,500.00. (Equity applicants are exempted from fees)
5. Equity partner paperwork. (If applies.)

After the Certificate of Occupancy application is issued:

Schedule a **Joint Field Check Inspection** from Building Services and Fire Prevention Bureau by calling at:

(510) 238-3444

What is a Joint Field Check inspection and what are the inspectors looking for?

- Hazardous conditions.
- Existing undocumented construction work of building, electrical, mechanical and plumbing systems, may require plan check permits and approval. (Must be legalized by the property owner or tenant.)
- Fire safety issues.

After the Field Check inspection:

- A. The City Administrator's Cannabis Permit Application Inspection Card's **Building Services** section will be signed off if no issues exist or the facility will not require new building systems for operation or;
- B. A **Correction Notice** will be issued to the Cannabis Operator by the inspectors outlining the required corrections and additional permits that may be required for compliance.

Plans Submittal.

If plans and permits are required:

- Contractors may apply for additional required permits.
- Building structural plans to be signed and stamped by a State Licensed Architect or Civil Engineer.
- Plumbing and/or Mechanical Systems require plans.
- Electrical Systems require plans.

After plan submittal.

Building Bureau's Plan Check Counter will receive your plans electronically.

- Plans will be reviewed for compliance with applicable codes. Upon completion of review, permits may be issued to commence work.

Start Corrective Work.

Once permits are issued and construction work is in progress:

- Call for required inspections.
- Correct work as indicated by field inspectors.
- Obtain final inspection approvals.

After obtaining Permits' Final Approval:

The **City Administrator's Cannabis Permit Application Inspection Card** will be signed for plumbing, mechanical, electrical and building by **Building Services** thereby ending the process with Building Bureau.

Facilities handling raw material:
Odor Mitigation System is required.

- System must be designed, stamped and signed by a California Licensed Mechanical Engineer.
- Plans, permits, and approvals are required.
- Categorized as Business Group B Occupancy, if non-hazardous. Other Occupancy type to be determined based on fire safety and relative hazards involved.

Cultivation Specific Requirements.

Factory Group F1 Occupancy: If Cultivation is determined to be main use.

- Odor Mitigation Required.
- Indoor cultivators must demonstrate that one hundred percent (100%) of their electricity is derived from renewable or carbon free sources. (See reference sheet)
- Plans are required for building systems and Means of Egress.
- Mechanical exhaust required for CO2 enrichment.
- Plumbing system, floor drains will be required. (Exception: Airponics)
- HVAC systems to be designed for temperature and post fumigation ventilation.
- Electrical systems to be designed for wet locations.

Extraction Specific Requirements.

Odor Control Required.

Volatile Manufacturers:

- **Factory Group F1 Occupancy and High Hazard Group H Occupancy.** Determination of Occupancy type depends on **MAQ (Maximum Allowable Quantity) of hazardous materials.**
- Extraction system must be closed loop.
- Plans, permits and approvals required for building and trades construction work.

Non Volatile Manufacturers:

- Occupancy (Depends on MAQ).
- Hydrocarbon and Ethanol extraction only allowed in control areas.
- CO2 extraction. Exhaust required for ventilation.
- Cold water extraction or similar. (This type may allow for Business Group B Occupancy)
- Infusion, Packagers, Manufactures of edibles, roll ups, etc.: (These types may allow for Business Group B Occupancy)
- Plans, permits and approvals required for building and trades construction work.

Common Mistakes:

Remember, just because the activity is allowed. The building still requires approvals to conform to applicable California Building Codes and applicable City of Oakland amendments.

Other mistakes:

- Wrong zone.
- Wrong Occupancy.
- Facilities with multiple Operators.
- Outstanding Code Enforcement Issues.

How to find out if facility is within permitted Cannabis zone?

Verify Facility's location using the Cannabis Zone Map that is available in the City's Web Site or check with the City Administrator's Office at City Hall.

Every Facility must be located within a permitted zone.

How to know if proposed use is allowed in Facility's Occupancy?

Buildings are classified in groups that most likely resemble their primary Occupancy, according to fire safety and relative hazards involved.

- **Business Group B Occupancy:** Applies to most Cannabis Classifications (with the exception of Cultivation, most Testing Laboratories and most of extraction activities).
- **Factory Group F1 Occupancy:** Cultivation, most Testing Laboratories and most Manufacturers.

How many Certificates of Occupancy may be issued per facility?

A Facility for this purpose is a room or a building, or a portion of a building in which the Applicant will conduct business.

- When thinking about your Facility keep in mind that only one (1) Certificate of Occupancy is issued per Facility.
- Each Facility's entrance and walls must be under the exclusive control of the Cannabis Operator.

What to do if facility has unapproved construction work?

Existing unapproved work must be legalized; construction work must have a permit prior to start work.

- Outstanding Code Enforcement issues must be in compliance to proceed.
- Tenant improvement construction work must be legalized by submitting plans and obtaining permits and approvals.

Definitions.

- **Closed System:** A closed system includes a vessel and associated piping that does not permit the release of vapors from a solid or liquid chemical or does not expose the chemical to the atmosphere at any time during its use.
- **Control Area:** A control area are spaces within a building where quantities of hazardous materials not exceeding the maximum allowable quantities per control area are stored, dispensed, used or handled.
- **Facility:** A facility for this purpose is a room or a building, or a portion of a building in which the Cannabis Operator will conduct business and of which's entrance and walls are under the exclusive control of the Cannabis Operator.
- **Odor Mitigation System:** Cannabis Facilities **shall be designed** to provide sufficient odor absorbing ventilation and exhaust system so that any odor generated inside the facility is not detected outside the building, on adjacent properties or public rights-of-way, or within any other unit located within the same building as the Cannabis Operator, if the use only occupies a portion of a building.
- **Occupancy:** Buildings are classified in groups that most likely resemble their primary Occupancy, according to fire safety and relative hazards involved.
- **Use:** Purpose for which a room, a space or a building is occupied by the Cannabis Operator.

References

- City of Oakland Ordinance 13504. September 18, 2018
- 2019-2020 ADMINISTRATIVE REGULATIONS AND PERFORMANCE STANDARDS FOR CITY OF OAKLAND CANNABIS OPERATORS. Updated July 1, 2019.
- 2016 California Building Code.
- 2016 California Electrical Code.
- 2016 California Mechanical Code.
- 2016 California Plumbing Code.
- 2016 California Fire Code.
- Complete list of State Licensed Architects; Electrical, Mechanical and Civil Engineers: <https://search.dca.ca.gov/>
- Complete list of California Licensed Contractors: <http://www.cslb.ca.gov/>

If you have any Questions, please email me:

Rodrigo Jacomet
Combination Specialty Inspector
rjacomet@oaklandca.gov

- Please include the job address and the Certificate of Occupancy number or Permit number.