



Protocol for Remotely Conducted Cannabis CO Inspections

1. Cannabis CO inspections shall be scheduled for Tuesday and Thursdays to Inspector Jacomet
2. Applicant must provide an email address for the inspection contact.
3. Applicant shall have access to communicate using Microsoft Teams. The app may be downloaded in the Apple Store or Google Play. (other video platforms are being evaluated)
4. Applicants shall be provided with Rodrigo Jacomet's information:
5. Rodrigo Jacomet
Specialty Combination Inspector
Bureau of Building
Planning and Building Department
Tel. (510)-238-4942
rjacomet@oaklandca.gov
6. The applicant should email PDF's of the required documents 48hrs before the inspection:
 - A) Green CO permit sheet
 - B) Odor control and mitigation plan
 - C) City Administrator's permit card/s
 - D) 11X17 floor plan of the facility
7. Inspector receives CO inspection documents and reviews Accela to determine permit activity, outstanding issues and possible occupancy issues in order to perform the inspection.
8. Inspector schedules a Teams meeting with applicant and provides a time for a video inspection.
9. At the preschedule time, Inspector places a Teams Meeting at the agreed time to Applicant.
10. To conduct the inspection, Inspector will request Applicant to point the camera to the required places for context, to open all required doors and access all required locations within the facility and to take photos and email photos as a part of the inspection record. (Photos will be uploaded in the Documents file of the CO application record)
11. If Inspector is satisfied with video quality and applicant's cooperation for access and records of the inspection, the inspection will be conducted, resulted and entered in Accela;
 - If the result is *Need Documentation*, Cannabis Correction Notice will be issued, attached to Documents and emailed to applicant.
 - If result is *Ok to Issue*, Inspector completes CO description in CO Application and will email a signed PDF of the City Administrator's permit card to the applicant.

If Inspector determines that video quality is not appropriate or a physical inspection is required to Pass/ Not pass, the inspection will be "Canceled in Field" and the inspection fee will be charged to the applicant.