City of
SACRAMENTO
Community Development

300 Richards Blvd., 3rd Floor
Sacramento, CA 95811

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CityofSacramento.org/dsd

Cannabis Related Occupancies – Commercial
Building Permit Application Submittal Requirements

The following regulations pertain to City of Sacramento Building Division and Fire Department requirements for the permit application, plan review, approval and inspection of cannabis-related occupancies. The requirements listed below are intended to assist the applicant with some of the requirements applicable to a Building Division permit submittal, and are not to be considered an all-inclusive listing of Building or Fire Department requirements for plan approval or permit issuance. Only items pertinent to each specific submittal are to be included. Every listed item will not necessarily be applicable to all projects.

General Requirements

1. A building permit is required to verify occupancy for a cannabis facility, even if no improvements to the property are proposed. The building permit application must meet the City's general building permit submittal requirements.
2. Construction plans and building permits are required per the California Building Code Section 105 when the owner or occupant intends to construct, enlarge, alter, remove, repair, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace an electrical, gas, mechanical or plumbing system, the installation of which is regulated by the Building and/or Fire Code, or to cause this work to be done.
3. The plans must be prepared by a licensed professional registered with the State of California and must address specific requirements for the use as outlined in the codes and standards adopted by the City of Sacramento and the State of California.
4. An application for a building permit will not be accepted for a cannabis related business without approval for concurrent review or approval of a Conditional Use Permit (CUP). The CUP process must be completed and approved prior to the issuance of the building permit.
5. All building permit design and supporting documentation is required to be prepared, stamped and signed by qualified design professionals licensed and registered by the State of California.
6. All construction and related work must be performed by contractors licensed by the State of California as general and/or specialty contractors for the specific discipline of work to be performed.
7. All design and construction shall be consistent with the provisions of the Sacramento City Code and the current edition of the California Code of Regulations Title 24 as adopted by the California Building Standards Commission, and as amended by the Sacramento City Code.
8. A City of Sacramento Building Permit Application form CDD-0200 must be completed in its entirety and included with each submittal.
9. Codes and Standards regulating cannabis facilities currently adopted by the City of Sacramento include, but are not limited to:
    A. *California Building Code (CBC)*
    B. *California Electrical Code (CEC)*
    C. *California Mechanical Code (CMC)*
    D. *California Plumbing Code (CPC)*
    E. *California Energy Code(CEnC)*
    F. *California Fire Code (CFC)*
    G. *California Existing Building Code (CEBC)*
    H. *California Green Building Standards Code (CalGreen)*
    I. *California Health and Safety Code (HS&C)*
    J. *California Existing Building Code (CEBC)*

K. *National Fire Protection Association Standards (NFPA)*
L. *Medicinal and Adult-Use Cannabis Regulation and Safety Act (MAUCRSA)*
M. *Sacramento City Code (SCC)*

10. A location specific building permit application package is required for each individual building and building address. For a thorough detailing of required submittal package content review CDD-0224 (for new building applications), or CDD-0231 (if remodeling an existing building). If submitting in paper: A minimum of five (5) sets of plan documents and two (2) sets of Title 24 energy compliance documentation are required at time of submittal. Additional documentation may be required for structural modifications and/or additions to existing buildings or structures. If electronic submittal is preferred, download the Electronic Plan Check (EPC) Building Permit Submittal Requirements document from the city website.
11. The plan review fees and an administrative process fee of $152 must be paid in full before the plans will be accepted for plan review.
12. Construction or work for which the permit is required shall be subject to inspection by the Building Official and such construction or work shall remain accessible and exposed for inspection purposes until approved. No construction shall commence prior to the issuance of a building permit.
13. No building or structure shall be used or occupied, and no change in the existing occupancy classification of the building or structure or portion thereof shall be made, until the Building Official has issued a certificate of occupancy. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of applicable codes and standards or the other regulations of the City of Sacramento.
14. The owner/occupant is required to keep all City approved plans, specifications and related documents on the premises, in an easily accessible location for City inspection staff for the required inspections.

Building Code Requirements
(applicable to all occupancies and MAUCRSA permit types)

1. The Occupancy and Construction Type of the proposed facility shall comply with the applicable provisions of CBC Chapters 3 and 6.
2. Means of egress shall comply with CBC Chapter 10.
3. The design for the occupant load is based on CBC Chapter 10, § 1004. Growing, storage and shipping areas are 300 sq. ft. per person; cannabis infused products, testing and business areas are 100 sq. ft. per person.
4. Interior finishes shall comply with CBC Chapter 8.
5. Access for persons with disabilities shall comply with the applicable provisions of CBC Chapter 11B.

Fire Code Requirements
(applicable to all occupancies and MAUCRSA permit types)

All applicants will need to provide a detailed scope of work related to all business activities and products utilized in their business model or process. List license type proposed, storage configurations and hazardous materials to be utilized. Prior to finalization of building permit, annual operation permits will need to be secured with the Fire Department.

1. The smoking or carrying of a lighted pipe, cigar, cigarette or any other type of smoking paraphernalia or material is prohibited in the areas indicated in CFC § 310.
2. Storage of combustible materials in buildings shall be orderly. Storage shall be separated from heaters or heating devices by distance or shielding so that ignition cannot occur per CFC § 315.
3. Any security device or system that emits any medium that could obscure a means of egress in any building, structure or premise shall be prohibited per CFC § 316.5.

4. Reporting of emergencies, coordination with emergency response forces, emergency plans and procedures for managing or responding to emergencies shall comply with the provisions of CFC § 401.
5. Emergency evacuation drills complying with provisions of this section shall be conducted at least annually for Group F occupancies listed in section 404 or when required by the fire code official. Drills shall be designed in cooperation with the California Fire Code and local authorities per CFC § 405.
6. The provisions of CFC § 407 shall be applicable where hazardous materials subject to permits under CFC §5001.5 are used and/or stored on the premises or where required by the fire code official.
7. Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the Fire Code Official is authorized to require a key box to be installed in an approved location. The key box shall be of an approved type and shall contain keys to gain necessary access as required by the fire code official per CFC §506.1
8. Approved automatic sprinkler systems in new buildings and structures shall be provided in the locations described in CFC § 903 and as amended by the Sacramento City Code. A change in the occupancy of the space or an expansion of square footage could require the installation of a fire suppression system for the building.
9. Automatic fire-extinguishing systems, other than automatic sprinkler systems, shall be designed, installed, inspected, tested and maintained in accordance with the provisions of CFC § 903 and the applicable referenced standards.
10. Portable fire extinguishers shall be installed in F, B and U occupancy groups per CFC § 906. The size and distribution of portable fire extinguishers shall be in accordance with CFC § 906 and *California Code of Regulations, Title 19*.
11. Duct smoke detectors complying with UL 268A shall be installed in accordance with the CBC, CFC, CMC and NFPA 72 in the main supply air duct of each air-conditioning system having a capacity greater than 2,000 CFM.
12. An approved fire alarm system installed in accordance with the provisions of the CFC and NFPA 72 shall be provided in new buildings and structures in accordance with CFC § 907.2 and provide occupant notification in accordance with CFC § 907.6, unless other requirements are provided by another section of this code.
13. High-piled storage or rack storage in any occupancy group shall comply with CFC Chapter 32.
14. Storage, use and handling of compressed gases in compressed containers, cylinders, tanks, and systems shall comply with CFC Chapter 53 including those gases regulated elsewhere in the CFC. Partially full compressed gas container, cylinders or tanks containing residual gases shall be considered as full for purposes of the controls required.
15. Compressed gases classified as hazardous materials shall also comply with CFC Chapter 50 for general requirements and the applicable sections of Chapters 58 (Flammable Gases), 60 (Highly Toxic and Toxic Materials), 63 (Oxidizer, Oxidizing Gases and Oxidizing Cryogenic Fluids) and 64 (Pyrophoric Materials).
16. The storage, use and handling of all hazardous materials shall be in accordance with CFC Chapter 50 (Hazardous Materials) and the applicable sections of Chapter 54 (Corrosive Materials), Chapter 55 (Cryogenic Fluids), Chapter 57 (Flammable and Combustible Liquids) and Chapter 58 (Flammable Gases and Flammable Cryogenic Fluids). The maximum allowable quantity of hazardous materials per control area will be established using CFC § 5003.1. Applicant will need to contact the Fire Department for hazardous materials storage, use and handling requirements.
17. Hazardous Materials Inventory Statement (HMIS) per CFC § 5001.5.2. An application for building permit shall include an HMIS. The HMIS shall include the following information:
    A. Product name.
    B. Component.
    C. Chemical Abstract Service (CAS) number.
    D. Location where stored or used.
    E. Container size.
    F. Hazard classification.

G. Amount in storage.
H. Amount in use-closed systems.
I. Amount in use-open systems.

The business will also need to comply with electronic reporting requirements specific to the California Environmental Reporting System. Applicants will need to contact the Fire Department for direction and permitting related to hazardous materials inventory reporting amounts.

Electrical Code Requirements
(applicable to all occupancies and MAUCRSA permit types)

1. All electrical system design and permitting is required to be performed by licensed engineers or architects registered in the State of California or qualified and experienced licensed electrical contractors if they are performing the actual installations (design-build).
2. All electrical system(s) installation is required to be completed by licensed electricians and electrical contractors.
3. The electrical system must be sized and installed in accordance with the California Electrical Code.
4. A single line diagram of the existing and proposed electrical system, including the main electrical service shall be provided in the submittal along with panel schedules and load calculations. CEC Article 215.5.
5. Electrical services which are 400 amps or greater must be designed by licensed electrical engineers registered in the State of California or qualified and experienced licensed electrical contractors if they are performing the actual installations (design-build).
6. All electrical equipment must be listed and labeled by an approved testing agency, CEC Article 110.3.

Mechanical Code Requirements
(applicable to all occupancies and MAUCRSA permit types)

1. The provisions of the CMC shall apply to the erection, installation, alteration, repair, relocation, replacement, addition to or the maintenance of mechanical systems.
   A ventilation system shall be required to filter contaminants to the exterior of the building and any adjoining property. The mechanical ventilation of exhaust system shall be installed to control, capture and remove emissions or other odors generated from product use or handling where required in accordance with the Building or Fire Code. The design of the system shall be such that the emissions or other odors are confined to the area in which they are generated by air currents, hoods, or enclosures and shall be exhausted by a duct system to a safe location or treated by removing contaminants.
2. Provide an exhaust system designed and constructed to capture sources of contaminants to prevent spreading of contaminants to other parts of the occupied spaces of the building (CMC Chapter 5).
3. Building elements separating the cannabis agricultural area from other occupied portions of the building must be air sealed to prevent odor migration into adjacent spaces.
4. The inlet for the ventilation system must be located in the area(s) of the highest contaminant concentration per CMC § 505.6.
5. Ventilation required. Every occupied space shall be ventilated by natural means in accordance with CMC §402.2 or by mechanical means in accordance with CMC § 402.3.
6. Label information. A permanent factory-applied nameplate shall be affixed to appliances on which shall appear in legible lettering, the manufacturer's name or trademark, the model number, serial number and the seal or mark of the approved agency. A label shall also include all applicable information per CMC § 307.

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Plumbing Code Requirements

(applicable to all occupancies and MAUCRSA permit types)

1. New plumbing installations and alteration must meet requirements of the California Plumbing Code (CPC).
2. The number of required fixtures shall be calculated using CPC § 422.1, Table 422.1 and Table A.
3. The provisions of the CPC shall apply to the erection, installation, alteration, repairs, relocation, replacement, addition to or the maintenance of plumbing systems, nonflammable medical gas, carbon dioxide extraction systems, inhalation, anesthetic, vacuum piping, nonmedical oxygen systems, sanitary and condensate systems, vacuum collection systems, fuel gas distribution piping and equipment, gas water heaters and water heater venting.
4. Plan documents must identify the locations of plumbing fixtures and fixture types.
5. Plans shall identify the locations of water heater(s), water supply and distribution, indirect and special waste, sanitary discharge, vents, traps, backflow preventers and interceptors and separators.
6. Plumbing fixtures and fixture fittings must be designed for individuals with disabilities and with the appropriate standards.
7. Installed appliances regulated by this code shall be listed and labeled for the application in which they are installed and used, unless otherwise approved in accordance with the CPC.

Energy Code Regulations

(applicable to all occupancies and MAUCRSA permit types)

New, modified and altered building envelope, lighting and mechanical systems must be designed to comply with California Energy Code Nonresidential requirements. The City of Sacramento is located in Climate Zone 12. For purposes of energy design, the designer is responsible for specifying the building features that determine compliance with Building Energy Efficiency Standards and other applicable building codes. Alterations must comply with mandatory measures for the altered components.

1. The energy documents will be required for lighting, cooling, heating, water heating and building envelope modifications.
2. Building envelope, lighting and mechanical systems shall comply with the applicable requirements of the California Energy Code.

CalGreen Code Requirements

(applicable to all occupancies and MAUCRSA permit types)

California Green Building Standards Code provides provisions to outline planning design and development methods for environmentally responsible site and building design to protect, restore and enhance the environmental quality of the site, building and respect the integrity of adjacent properties. Alterations and additions to existing buildings must include a Green Building Check List for non-residential construction if the valuation is $200,000 or greater or if the addition is 1,000 square feet or larger.

MAUCRSA Permit Specific Requirements

The requirements in this section are related to specific permit types as outlined in the *California State Medicinal and Adult Use Cannabis Regulation and Safety Act* (MAUCRSA)

Cultivation Facilities
(MAUCRSA permit types 1-4)

1. Mixed use grow facilities are to meet CBC, Chapter 3 requirements based upon Use and Occupancy Classification for a Factory Industrial, F-1, Moderate-hazard Occupancy. CBC § 306.2.
2. Grow facilities such as greenhouses for the exclusive use of plant production may be classified as a U occupancy and shall be consistent with the requirements of CBC Appendix C.
3. Grow lights must be installed per the manufacturer's instructions and wired per CEC article 410.
4. NM cable (Romex) is not allowed for use in damp locations (grow rooms) (CEC § 334.10). Approved wiring methods utilized in grow facilities shall be in accordance with wet use "Wiring Methods and Materials", (CEC Chapter 3).
5. Cultivation facility exhaust outlets must be located 10' from the property lines, operable openings into the building and from mechanical air intakes (CMC § 506.9).

Manufacturer Facility
(MAUCRSA permit type 6-7)

1. Volatile manufacturing (permit type 7) is not permitted in the City of Sacramento unless the method is approved by the fire code official and the Office of Cannabis Policy and Enforcement.
2. Type 6 Manufacturing facilities are to meet CBC, Chapter 3 requirements based upon Use and Occupancy Classification for a Factory Industrial, F-1, Moderate-hazard Occupancy. CBC § 306.2.
3. Portions of the cannabis Infused Product facilities may be considered a Hazardous Location based on the method used for the THC extraction and the amount of hazardous material stored. Full disclosure of the extraction process will be required at the time of building permit submittal.
4. Cannabis manufacturing facilities shall submit as a part of their permit application a comprehensive description of the program and process proposed for the operation and production at the facility. The documentation shall, as applies, include all of the following:
    A. A plan that specifies all means to be used for extracting, heating, washing, or otherwise changing the form of the cannabis plant or for testing any cannabis or cannabis product and safety measures for each such process.
    B. A description of all toxic, flammable, or other materials regulated by a federal, state, or local government that will be used, kept, or created at the facility, the quantities and location of such materials, and the manner in which such materials will be stored.
    C. A description of the processes used to extract or distill cannabis derivatives from their source and the processes used to incorporate cannabis derivatives into all retail cannabis products produced.
5. Concentrations of grease, smoke, heat, steam or products of combustion created when cannabis is manufactured into products including, but not limited to, foods, beverages, salves, inhalants and tinctures are to be contained as detailed in the CMC §s 506 and 507 (Type I and Type II hoods).
6. Facilities used for processing cannabis into foods, beverages, salves, inhalants, tinctures or other forms for human consumption or use are subject to review and approval by the California Department of Public Health, Manufactured Cannabis Safety Branch. A separate license application is required through their office.
7. Sanitation requirements for facilities used for processing cannabis into foods, beverages, salves, inhalants and tinctures shall meet the California Department of Public Health guidelines that are to be detailed on the drawings.
8. Infused product extraction and hazard containment equipment must be listed, labeled and installed per manufacturer's listing requirements. Unlisted equipment shall comply with CFC 3804.

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9. Storage, use and handling of compressed gases in compressed gas containers, cylinders, tanks and systems shall comply with CFC, NFPA Standards, H&SC and CCR, including those gases regulated elsewhere in this code. Partially full compressed gas containers, cylinders or tanks containing residual gases shall be considered as full for the purposes of the controls required.

   Compressed gases classified as hazardous materials shall also comply with CFC Chapters 50 and 53 for general requirements and chapters addressing specific hazards, including Chapters 58 (Flammable Gases), 60 (Highly Toxic and Toxic Materials), 63 (Oxidizers, Oxidizing Gases and Oxidizing Cryogenic Fluids) and 41 (Pyrophoric Materials).

Testing/Laboratory
(MAUCRSA permit type 8)

1. Type 8 Testing/Laboratory facilities are to meet CBC, Chapter 3 requirements based upon Use and Occupancy Classification for a Business Group, B, Occupancy. CBC § 304.1.
2. Required hoods shall meet the requirements of CMC § 506, 507 and 508.
3. Hazardous materials storage, use, handling and wastes shall be permitted and reported through the Fire Department prior to operation.

Dispensaries
(MAUCRSA permit type 10)

Type 10 Dispensary facilities are to meet CBC, Chapter 3 requirements based upon Use and Occupancy Classification for a Mercantile Group, M, Occupancy. CBC § 309.1

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Applicant		Commercial Remodel Submittal Checklist for Cannabis Cultivation and Manufacturing Facilities	City Staff	
Yes	No	Items	Yes	No
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 *Planning Referral Sheet (PR)*		
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.		
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		
Minimum number of plan sets, size and scale requirements:				
		Minimum number of paper sets for routing and review **<u>if Electronic Plan Check is not used</u>*:** 9 sets		
		No less than 24" x 36"		
		Site and Civil Plans: no less than 1/8"=1'. All other plan sheets no less than ¼"=1'		
		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.		
		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.		
		Electrical: Load calculation, single line drawing, panel schedule, T24 Energy Compliance Documents		

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

Additional plans and supplemental documents required based on specific type of cannabis operation:

		Cultivation Facility: **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. **Odor control system**-show method of odor control (carbon filters, UV, etc.) **Irrigation system** plans showing tanks, piping, backflow prevention, valves, etc.		
		Manufacturing Facility (Extraction): Cannabis manufacturing facilities shall submit as a part of their permit application a comprehensive description of the program and process proposed for the operation and production at the facility. The documentation shall, as applies, include all of the following: A. A plan that specifies all means to be used for extracting, heating, washing, or otherwise changing the form of the cannabis plant or for testing any cannabis or cannabis product and safety measures for each such process. B. A description of all toxic, flammable, or other materials regulated by a federal, state, or local government that will be used, kept, or created at the facility, the quantities and location of such materials, and the manner in which such materials will be stored. C. A description of the processes used to extract or distill cannabis derivatives from their source and the processes used to incorporate cannabis derivatives into all retail cannabis products produced. D. Listings and cut sheets for extraction equipment. Unlisted extraction equipment shall be certified by a licensed engineer to meet all requirements of CFC Chapter 38. All certification documentation shall be submitted with the tenant improvement plans		

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